



# Pavilion/Kitchen Rental Application

**Please inquire about availability, prior to completing:**

Town Hall 360-678-4461 x106 or [utilityclerk@townofcoupeville.org](mailto:utilityclerk@townofcoupeville.org)

This application includes the use of the Pavilion and the Kitchen only. The Town Park is open to the public and not included as part of this rental.

Large events that are open to the public, or involve a large group, that will require overflow parking, involve special traffic considerations including but not limited to; concerts, festivals, art shows, live entertainment etc., require a Special Event Application <https://townofcoupeville.org/wp-content/uploads/2021/07/Special-Event-Permit-Application.pdf>

Alcohol is prohibited in all areas of the park, pavilion and kitchen.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (separate application **required** for non-consecutive days)  
mo. day or consecutive dates yr.

Time: **from:** \_\_\_\_ a.m. \_\_ p.m. **to:** \_\_\_\_ a.m. \_\_ p.m. (Pavilion/Kitchen hours: 9a.m – 7p.m)  
**(Your reservation must include set-up & take-down time)**

Type of Event: \_\_\_\_\_

Amplified Sound\*\* \_\_\_\_ Y \_\_\_\_ N (only between the hours of 10a.m. to 7 p.m.)

\*\*Amplified Sound Application is required - <https://townofcoupeville.org/wp-content/uploads/2021/06/Amplified-Sound.pdf>  
Reservation will not be approved without completed application

**Fees:**

- 1. 1 – 3 hours **\$25.00**
- 2. 3 hrs., up to 5hrs. *Additional* **\$10.00** per hr.
- 3. 6+ hrs. **\$50.00**

**Total hrs. of use** \_\_\_\_\_ **Total Fee \$** \_\_\_\_\_

**Payments: cash or check only, payable to: Town of Coupeville**

Reservations are not confirmed without a completed, and signed Pavilion/Kitchen Rental application, and any other required license/permit or application (see Amplified Music) *and* full payment.



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It is unlawful to remove, destroy, mutilate or deface any structural component, accessory equipment, vegetation or any natural or man-made feature in the park, pavilion structure or kitchen facility. Penalties for specific violations of the Public Facilities Code of the Town of Coupeville are outlined in Section 12.08 of the Code.

The applicant agrees to defend, indemnify, and hold the Town of Coupeville, its agents, employees and officials harmless from any and all claims, suits, demands, injuries, loss, damage and judgments, including the cost of their defense arising out of, occurring during, or the result of activities of the applicants, except for the sole negligence of the Town.

By signing this application, the applicant acknowledges that he/she/they has read the Pavilion/Kitchen Rental Application Rules and Regulations, and agrees to follow and be bound by the conditions therein.

NOTE: The Town of Coupeville reserves the right to deny or revoke an application/permit at any time for any cause.

**By signing this, the Applicant acknowledges they have read the Pavilion/Kitchen Rules and agrees to follow and be bound by the conditions therein.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature \_\_\_\_\_

**Return completed application with fees:**

In-person: Town Hall, 4 NE Seventh St., Coupeville WA

By Mail: Town of Coupeville 4 NE Seventh St., Coupeville WA 98239

**TOWN USE ONLY:**

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_                      Initials \_\_\_\_\_

Fees \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_ Receipt# \_\_\_\_\_

**Approval:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Clerk Treasurer \_\_\_\_\_

Calendar confirmed \_\_\_\_\_ Emailed approved application \_\_\_\_\_ Initials \_\_\_\_\_



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**Pavilion/Kitchen RULES** - Please Read Before Signing – Keep a copy for yourself

## Prior to your event:

- **There is no set up PRIOR TO YOUR *scheduled* rental time.** If you need extra time for set up and take down, that time must be reserved and paid for.
- The Kitchen Shelter has 4 picnic tables inside and 14 picnic tables outside
- The keys to the electrical box for the Pavilion (if needed), can be picked up, prior to your reservation, at Town Hall between **8am – 4:30pm, Monday – Thursday.**
- The keys can only be used during your scheduled event, and must be returned within 24 hours of the scheduled end of your reservation.

**\* IMPORTANT NOTE: If your event falls on a Friday, Saturday or Sunday, you MUST pick up a KEY on the Thursday, prior to the event, before 4:30PM.**

**PROHIBITED:** Installing exterior signs, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate or display other movement under the influence of the wind, streamers, tubes, sails, or other devices affected by the movement of air or other atmospheric or mechanical means, portable signs, including, but not limited to, A-frame signs.

## When arriving at the venue:

- The Pavilion and the Kitchen Shelter are open to the elements. Any cleaning done by previous groups can be affected by debris left behind, due to weather or natural occurring events. The Town does not provide brooms or cleaning supplies for the floor, table tops, counters or other surfaces. All users of the Pavilion and Kitchen are expected to clean surfaces, sweep and wipe down after their reserved event, however, there is no guarantee that the space will be ready for use, due to exposure of elements.
- All decorations for your event, ***cannot*** be secured with nails, staples or paint removing tape, to walls, railings, counters, etc. All decorations must be removed, and taken away.
- **\*Parking spaces cannot be blocked or reserved.**

## During your event:

- The parking spaces in Town Park are PUBLIC, and are **not** reservable. **Blocking empty spaces for your event, is prohibited.**
- Smoking is prohibited. Alcohol is prohibited.
- **Amplified sound must end at 7:00 pm**

## After your event:

- All trash and decorations must be removed and taken away.
- Sweep wipe down counters and/or surfaces and take your trash or refuse with you.
- Return keys to Town Hall – Drop box located at front entry of the Town Hall building.