



Park Use Permit Application

This Permit Application, along with all other required forms and applications **MUST** be received **AT LEAST 2 BUSINESS DAYS** of Reservation Booking. Reservations **NOT** paid within 2 business days of booking will be **REMOVED** from the Calendar.

Reservation Date: _____

Applicant: _____ Phone: _____ Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Organization Type: Private Non-Profit Government Agency Commercial

Number of Attendees: _____ Purpose of Reservation: Private Party Special Event

*Applicant may be required to submit a Special Event Permit Application; Certificate of Insurance naming the City of Benson additionally insured for 1 million dollars per occurrence, for bodily injury and property damage and all Certificates of Insurance **MUST** be accompanied by a Declaration (proof insurers providing coverage have been notified).*

Location of Rental: Ramadas are available for reservation in predetermined 4 hour time blocks; fees assessed for rentals are 4 hours of rental.

Lions Park #1 #2 #3 #4 Tin Ramada

Special Requests (Lions Park Only) Electric Volleyball Nets Horseshoe Pits

*Special Requests **MUST** be made at the time of reservation and are based on availability. Electric is only available at Ramada #1.*

Time Block: 10:00 am – 2:00 pm 2:00 pm – 6:00 pm 6:00 pm – 10:00 pm

Union Street Park Pool Ramada #1 Pool Ramada #2 Grass Area

Veterans Memorial Park Apache Park

Will you use a Jumping Castle Train Water Slide If no, initial here _____

If yes, Company Name _____ Phone Number _____

*The equipment provider **MUST** be an approved City of Benson Vendor.*

If any unforeseen circumstances occur and/or applicant fails to meet the requirements the City has set forth, the City of Benson shall have the right to control, cancel or stop the event in progress. The applicant agrees to indemnify, defend, release and hold harmless the City of Benson, its officers, employees, and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in conjunction with injury to or death of any person or persons or loss or damage to property resulting from any and all operations performed by the applicant, its officers, employees, and agents under any of the terms of this permit application. **The City of Benson Parks and Recreation Department is not responsible for notifying applicant of other events or usage of facilities in the park after issuance of permit.**

IMPORTANT PLEASE NOTE: Keep your permit application at the park during your reservation. Rental Fees are due upon receipt of this form, glass bottles and containers are prohibited in all City of Benson Parks. Cleanup and setup **MUST** be done within the parameter of reservation time(s). Applicants are **REQUIRED** to vacate the Ramada and/or Ball Fields at the conclusion of their reservation time.

REFUND POLICY: Cancellations from 2 weeks (14 days) prior to the reservation date will receive a full refund. Cancellations that are made less than 2 days prior to the reservation date refunds will be given at 50% of the rental rate. Refunds will NOT be given for cancellations made less than 2 days prior to the reservation date or after the reservation date has occurred (to include ball fields); **NO EXCEPTIONS.** The aforementioned policy applies to rescheduling reservation dates.

I certify I have received and read Recreation Department Bulletin 09-2012 (Rental Policy). _____ Initial Here

By signing below Applicant acknowledges that he/she has read and agrees to abide by all the terms, conditions, rules and regulations outlined in the City Code, state laws and federal laws and further certifies that he/she has read and understands all the terms of this Release, Defend, Indemnify and Hold Harmless Agreement, and the Application to which it is attached, and agrees that he/she shall be bound by its terms and conditions.

Applicant Signature Date

Authorized Signer (City Official) Date

FOR OFFICE USE ONLY

Amount Paid _____ Payment Type Check Cash Credit Card

Check Number _____ Transaction Number _____