



## FACILITY RENTAL / PERMIT APPLICATION

### Section 1

Permittee Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Group Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Purpose of Rental/Special Permit \_\_\_\_\_

### Section 2

Facility Requested: **(select one)**    Branson Pavilion    First Lake Gazebo    Rotary Gazebo    Citizen's Pavilion  
Wellington Picnic Area    Little League Field    JP Field    Ryan M. Lewis Memorial Field (formerly Citizen's Field)  
Date \_\_\_\_\_ Start Time \_\_\_\_\_ End time \_\_\_\_\_  
Number in Group \_\_\_\_\_ On-site Supervisor \_\_\_\_\_

### Section 3

The reservation fee is required at time of reservation. Permittee will be granted exclusive use of the facility for this period.

Location	Time	Rental Fee
Branson Pavilion (Ballaine Blvd)	9:00 am to 1:00 pm 1:30 pm to 5:30 pm 6:00 pm to 10:00 pm	\$75 per four hour block
First Lake Gazebo (behind AVTEC, 2 <sup>nd</sup> Ave)	Any four-hour block of time until 8:00 pm	\$50 per four hour block
Rotary Gazebo (next to the lagoon)	Any four-hour block of time until 10:00 pm	\$50 per four hour block
Citizen's Pavilion (located @ Ryan M. Lewis Memorial Field)	Any four-hour block of time until 10:00 pm	\$50 per four hour block
Ryan M. Lewis Memorial Field *Citizen's pavilion is not included and must be rented separately	Any four-hour block of time from 10 am to 10 pm	\$200 per day; \$100 per 4-hour block
JP Field *Citizen's pavilion is not included and must be rented separately	Any four-hour block of time from 10 am to 10 pm	\$200 per day; \$100 per 4-hour block
Little League Field	Any four-hour block of time from 10 am to 10 pm	\$200 per day; \$100 per 4-hour block

**Rental fee total** \$ \_\_\_\_\_



City of Seward  
P.O. Box 167  
Seward, AK 99664



City Hall (907) 224-4050  
Police (907) 224-3338  
Parks & Recreation (907)224-4055  
Fax (907) 224-4038

**Section 4: Alcohol Permit Request – Yes / No (select one)**

The permittee requests a permit to consume alcoholic beverages at said facility during special use permit. If yes, the permit application must be signed by the Chief of Police or his/her assigned agent.  
Seward City Code [8.05.015](#) - Consumption in public places, unlicensed establishments, etc., prohibited.

**Section 5: Agreement to Terms**

It is understood that the facility shall be cleaned and all trash placed in the proper containers provided, and that all clean up shall be done prior to expiration of this permit. Failure to abide by this section will result in the denial of future facility use permits.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
I have read and agree to the above statements

---

**City of Seward Official Use only**

**Approval for Section 4: Alcohol Permit**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Chief of Police or Designee

**Approval for Sections 1,2,3,5**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parks & Rec Director or Agent for the COS



City of Seward  
P.O. Box 167  
Seward, AK 99664



City Hall (907) 224-4050  
Police (907) 224-3338  
Parks & Recreation (907)224-4055  
Fax (907) 224-4038

## FACILITY USE AGREEMENT

I understand the inherent risks and responsibilities involved in the activity listed for me or my sponsor(s) event described within the **“Facility Rental / Permit Application”**. I recognize that the use of this facility and its associated activities involve an inherent risk of personal injury, loss, and damage, and that the use of the facility places a great responsibility upon me.

As a condition of use, I accept all financial consequences (e.g., claims, judgements, settlements, etc....) arising out of use of said facility, whether these consequences occur to me, my guests or to others who attend the event.

I certify to the best of my knowledge that all required and otherwise important information is explained herein and is in accordance with the requirements of the **“Facility Rental / Permit Application”**. Additionally, I, as a legal representative of the sponsor(s), agree that the City of Seward, the Seward Parks & Recreation Department and/or the employees, agents, successors and assignees, will be held harmless from and against any and all loss, damage, and liability, including reasonable attorney’s fees, arising out of, or resulting from acts or omissions or conditions related to this event, whether direct or indirect.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Instructions:

This form is required as part of any SPRD facility reservation process. The facility will not be reserved without a signed Facility Use Agreement. This is prepared for individuals or groups who wish to rent or reserve a City of Seward facility for the purpose for which it was designed. Individuals or groups who request facility use for activities and/or events outside the designed scope of the facility are required to submit an **Event Permit** in addition to the **“Facility Rental / Permit Application”**.

