

CITY OF LOVINGTON PARKS & RECREATION  
**PICNIC AREA/SHELTER RESERVATION FORM**

To reserve a shelter at one of our City of Lovington parks, an application must be submitted no later than Seven (7) days prior to the desired reservation date. Payment in full must be made at the time of reservation. We accept the following forms of payment: Cash, Check Credit/Debit cards. Credit/Debit cards are subject to a \$4.25 transaction fee.

**CONTACT INFORMATION:**

Name _____
Company/Group _____
Address _____
City _____ State _____ Zip code _____
Phone _____ Email _____

**DATE OF EVENT:** \_\_\_\_\_ **EXPECTED ATTENDANCE:** \_\_\_\_\_

**DESCRIBE YOUR EVENT** (Please be specific - *Birthday Party, Family Reunion, Graduation Party, etc...*)

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**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. Is this event open to the public?       Yes  No
  2. Do you anticipate more than 50 people attending this event?       Yes  No
  3. Will you have any type of inflatable structures at the event?       Yes  No
  4. Will you be charging admission or collecting any fees for this event?       Yes  No
  5. Will you be advertising this event?       Yes  No
  6. Will you be selling anything?       Yes  No
  7. Will there be any food or non-food vendors at this event?       Yes  No
  8. Do you plan on putting signage up to promote this event?       Yes  No
  9. Will activities be held outside of the shelter area?       Yes  No
- If YES, please provide a detailed list (Attach additional information if needed):*

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If you answered **YES** to having a type of inflatable structure, you must provide the Vendor name and phone number.

Inflatable Structure Vendor:	_____
Vendor Phone Number:	_____

Vendor must be selected from the City of Lovington Approved Inflatable Structure Vendor List. These companies have proof of current insurance on file with the City meeting the following requirements. 1) Minimum liability coverage in the amount of \$1,000,000 per occurrence, and 2) the City of Lovington named as an additional insured, and 3) possess a current City of Lovington business license. The certificate of insurance must be valid on the day of the inflatable structure use. Please also see the Inflatable Use Structure Policy.

Rules, Fees, and Signature Line on back page.

## City of Lovington Parks and Recreation Shelter Rental Rules & Regulations

City of Lovington Parks and Recreation sanctions the use of Park Facilities in the City of Lovington, provided the use does not interfere with regular Parks & Recreation Department functions and operations. Shelters may be reserved to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Ordinances of Lovington.

1. **Hold Harmless:** Applicant agrees to save, defend, and hold harmless the City of Lovington, its agents/employees from any, and all claims for loss/damages, including any fees, fines or penalties (including legal fees and costs incurred) arising from the applicant's use or occupancy of any City of Lovington property for any activities conducted by applicant on that property.
2. The person filling this form out and signing the application is responsible for their reservation.
3. A reservation request may be made in person at City Hall, 214 S. Love Street or over the phone at 575-396-2884.
4. All decorations, equipment, paraphernalia, food, trash etc... provided by the applicant or their authorized representatives must be removed from the shelter area prior to the end of the reservation.
5. Groups wishing to have inflatable structures must follow the Inflatable Structure Policy.
6. No drugs, alcohol or tobacco products are allowed in the park.
7. The Public Works Director reserves the right to deny any applications submitted.
8. Applicant is responsible for depositing trash in the proper receptacles. Picnic tables must be wiped down after use. Any trash or debris on the ground/area must be picked up and properly disposed of.
9. Applicant shall be responsible for replacement cost of any damages that occur to the shelter/grills during the rental period. Parks & Recreation staff inspect the facility after each rental.
10. All vehicles must be parked in authorized parking spaces. No parking on the grass.
11. This property is subject to all ordinances of the City of Lovington. Parks & Recreation Staff and/or City of Lovington Police reserve the right to shut down the event if any rules and regulations are not followed.
12. A permit will be posted at each shelter designating the party, reservation date, time and location. In the event of problems, please call City Hall, 575-396-2884 or for after hours, the non-emergency line 575-396-2811.
13. Grills are available for cooking food only. Please make sure the fire is out before leaving the site.
14. Fire is allowed in grills only.
15. \*A cancellation with less than 72 hours written notice shall result in forfeited facility rental fees, unless cancellation is weather related.
16. **Rental Rates are:**

Rental Rates:
\$75 non-refundable deposit
\$100 deposit fee for Inflatable Structure

### SAVE HARMLESS AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ (Applicant), hereby agree to protect, defend, indemnify and hold harmless the City of Lovington, its officers, employees and agents against any action, demand, claim, loss, injury or liability arising out of or resulting in any way from the installation, use or removal of the inflatable structure on City property, or from any actions taken, work performed or service provided by Applicant with respect to the use of City property for the purposes described herein. Applicants obligations to indemnify and hold harmless are joint and several, and exclude only such action, demand, claim, loss or liability due to the sole negligence or willful misconduct of City and/or its employees. All of Applicants obligations under this agreement are intended to apply to the fullest extent permitted by law and shall survive the expiration, completion or sooner termination of this Permit. In any action or claim against the City in which Applicant is defending City, City shall have the right to approve legal counsel providing City's defense. Applicants Name: Applicants Signature: Date: I understand that by signing this permit I have agreed to comply with park rules and (Initial) regulations and to be responsible for proper oversight of the installation and use of the inflatable structure as outlined in the City of Lovington Policy Regarding Inflatable Structures in City Parks. I understand that there is only one inflatable structure allowed per approved site.

By signing below I have agreed to comply with park rules and regulations

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

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **For Office Use Only**

Received By: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_  Cash  Check  Credit Card