



SPECIAL EVENT APPLICATION AND AGREEMENT FOR USE OF PARK FACILITIES

Applicant/Organization Information
Contact Name: _____ Company/Organization: _____
Contact Phone Number: _____ Company Phone Number: _____
Email Address: _____

Reservation Information
Facility/Park _____ Purpose of Event: _____
Event Date: _____ Event Time: _____ to _____
Fees Owed: _____

List equipment or additional items you will be bringing:

User Agreement

This agreement is entered into by Tulsa County Parks and Recreation Department ("TULSA PARKS AND RECREATION") and _____, hereinafter referred to as "ORGANIZATION."
I, _____, the undersigned, acting as representative for ORGANIZATION have read and understood the **TERMS OF USE** attached. I agree that fee payments will be made in full by phone at 918-596-5990 or by check, made out to, and delivered to:

Tulsa County Parks and Recreation Department
218 W. 6th St., Suite 230
Tulsa, OK 74119

HOLD HARMLESS AGREEMENT: ORGANIZATION will hold harmless TULSA PARKS AND RECREATION, Tulsa County and its Board of County Commissioners, its divisions, elected officials, employees, and agents, from all causes of action, demands, and claims of any nature, including the cost of their defense, arising in favor of facility users, activity participants, or third parties on account of injuries, death, damage, rental/event changes, or cancellation, or other matters arising out of this Agreement or activities at the premises, or their users' performance or nonperformance of their obligations/duties under this Agreement, or otherwise connected with the rental/event.

Organization Representative Signature _____ Date _____

Chairperson _____ Date _____
Tulsa County Board of County Commissioners (BOCC)

Attest: _____ Approved as form: _____

Tulsa County Clerk _____ Asst. District Attorney _____



APPLICATION AND AGREEMENT FOR USE OF PARK FACILITIES

TERMS OF USE

Reservations and Fee:

- A reserved date is not guaranteed until fee payment is received for any Facility/Park use and this Agreement is signed and returned to the Tulsa County Parks and Recreation Department. All bookings must be cleared for date availability with the respective Park Maintenance Supervisor and Recreational Superintendent prior to signing this Agreement.
- TULSA PARKS AND RECREATION reserves the right to refuse the use of its facilities to any patron if it believes that such use would jeopardize the Facility. TULSA PARKS AND RECREATION further reserves the right to alter any arrangements in the planning phase or during the event if the safety and/or security of the Facility operations are threatened.

Insurance:

- ORGANIZATION shall provide a Comprehensive General Liability insurance certificate, issued by a company or companies authorized to do business in the state of Oklahoma, in the amount of no less than \$1,000,000, naming the Board of County Commissioners of the County of Tulsa as co-insured.
- ORGANIZATION shall provide a Product Liability insurance certificate, from each concession vendor (if applicable), issued by a company or companies authorized to do business in the state of Oklahoma, with limits of no less than \$1,000,000, naming the Board of County Commissioners of the County of Tulsa as co-insured (Certificate Holder).
- Until such policies of insurance reflecting the proper coverage have been submitted to and approved by the County, this Agreement shall be without force or effect.
- In the event of cancellation or termination of any of the insurance policies or certificates required, this Agreement shall immediately become null and void.
- ORGANIZATION further agrees that each program participant, along with each participant's parent(s) or legal guardian(s), shall sign a release of liability, in a form acceptable to TULSA PARKS AND RECREATION, which shall exonerate TULSA PARKS AND RECREATION, Tulsa County and its Board of County Commissioners, their agents, and employees from any and all liability as a result of injury to participants. These releases shall be delivered to Tulsa County Parks Department no later than one (1) week prior to the beginning of the program.

Event Logistics:

- To ensure proper follow-through and communications, ORGANIZATION must assign one (1) contact person to coordinate the event with TULSA PARKS AND RECREATION's Recreational Supervisor.
- ORGANIZATION shall be responsible for all security at the premises during the events.
- At least three (3) weeks prior to the event, ORGANIZATION must make an appointment for a walk-through of the event with the Recreational Supervisor. At the walk-through, details of the event including, but not limited to, erection of tents, tables, vendors, decorations, displays, music, security procedures, and set-up and break down times will be discussed in as much detail as possible.
- If weather or unforeseen circumstance causes the event's preferred locale to become unusable on the date(s) scheduled, an alternate location may be decided upon (depending on availability) at the discretion of TULSA PARKS AND RECREATION's Maintenance Supervisor. Otherwise, the ORGANIZATION will receive a refund for the event in the case of inclement weather or Facility conditions.
- TULSA PARKS AND RECREATION reserves the right to cancel, with or without cause, this Agreement with at least ten (10) days' notice.

Miscellaneous:

- ORGANIZATION shall not sublet any TULSA PARKS AND RECREATION space, nor assign, hypothecate, or mortgage this Agreement.

Tulsa County and its Board of County Commissioners (along with its divisions and employees) assumes no responsibility or liability whatsoever for the ORGANIZATION, its employees, agents, equipment, etc., or for the persons or property authorized by, or associated with the ORGANIZATION'S event, before, during, or after the event at the scheduled location. Tulsa County is hereby released and discharged from any and all responsibility and liability associated with any loss, injury, or damage associated with the event.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C No. Ext):	FAX (A/C No.):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
		NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	<input type="checkbox"/>	<input type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	Y/N N/A			E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Tulsa County Board of County Commissioners 218 W. 6th St. Tulsa, OK 74119 (Owner/Lessor of Premises)	
---	--