



FACILITY POLICIES & FEES
WELCOME TO CHETZEMOKA PARK
900 Jackson Street, Port Townsend, WA 98368

Fee based reservations (on a first come, first serve basis) are required for exclusive use of the Chetzemoka Park Kitchen Shelter and Gazebo/Bandstand. City of Port Townsend Residents may reserve up to one year in advance, non-residents up to six months in advance. The City Manager's Office, will handle these reservation forms.

Please be aware that a reservation for the Kitchen Shelter and/or the Gazebo/Bandstand does not entitle your group to exclusive use of any other part of this public park. Outdoor picnic tables, benches and outdoor barbeque are on a first come, first served basis. When you arrive, you may reserve picnic tables in the kitchen shelter area by placing RESERVED signs (available inside kitchen shelter) on tables if they are not already in use.

The facility may be reserved by one group for no more than 3 consecutive days and for no more than 6 days per year, unless otherwise approved by the City of Port Townsend. The facility may be reserved for no longer than 5 hours by any one group per day, unless special permission for longer use is pre-approved by the City of Port Townsend.

If you plan an event during the workweek, park maintenance crews may also be in the park using mowers, trimmers, etc. **All weddings must be scheduled on Saturday or Sunday to allow for park maintenance.**

Park hours are from sunrise to dusk.

NO vehicles are allowed inside the park. All items must be carried in and out of the park.

Tents and awnings are not permitted in the park. Due to the underground irrigations system, please drive NO stakes! Nails, staples, or tacks are damaging to the structures so please use string or tape to hang decorations, and please remove all decorations immediately after your event. The lawns are public areas and not reserved for exclusive use so please do not set up chairs and tables on the lawns. Amplified sounds and music are prohibited unless the City of Port Townsend grants prior approval. Chetzemoka Park is located in a residential neighborhood and amplified sounds can be disturbing. Please check with the City Manager's Office for more details. All fires must be contained and limited to the outdoor Bar BQ and the Kitchen Shelter fireplace. Please bring your own firewood or charcoal.

Please comply with all regulations posted at the Park entrance.

Chetzemoka Park Facilities Rental Fee & Maintenance Deposit Schedule

Use fees for Kitchen Shelter or Gazebo/Bandstand are:

Category 1: This category applies to City of Port Townsend residents and organizations only. Non exclusive group use including but not limited to Port Townsend community events, community concerts, political or religious gatherings, or use by Port Townsend schools—**No use fee.**

Category 2 & 3 & 4 includes exclusive group use of facility for private events such as weddings, receptions, for profit enterprises, reunions, and similar activities not open to the general public. Resident fee applies to those who show proof of City of Port Townsend residence (city utility bill) at the time of reservation.

Category 2 Use Fee: 1-25 people – RESIDENT = \$50 NON RESIDENT = \$100

Category 3 Use Fee: 26-75 people - RESIDENT = \$150 NON RESIDENT = \$300

Category 4 Use Fee: 76-150 people - RESIDENT = \$200 NON RESIDENT = \$400

These use fees are for a maximum 5-hour block per day per organization.

The maximum number of any group is 150.

Maintenance Deposit

Reservations require a refundable maintenance deposit.

1-25 people = \$50

26-75 people = \$150

76-150 people = \$ 300

All facility users are required to clean up debris and decorations after their event. Garbage shall be placed in the proper receptacle and if excess trash is left, maintenance and dump fees will be deducted from the maintenance deposit. The kitchen shelter key shall be returned to City Hall and in the event of key loss, all key/lock replacement fees shall be deducted from the maintenance deposit.

Reservations must be made at least 30 days in advance. The use fee is due when making the reservation and the maintenance deposit must be paid 30 days in advance of your scheduled reservation. Proof of liability insurance is also required 30 days in advance of your scheduled reservation. If you cancel a reservation 30 days or more before your event, you will receive a refund of all fees minus a \$20.00 cancellation fee. No refund of use fees will be made for reservations cancelled within 30 days of the event. **All payments and documents must be received by the due date.**

A City of Port Townsend Facility Condition Report must be filled out by renter prior to facility use. This form is a checklist to assure that the facility is clean and in good order prior to and after use. This form is available when you pick up your key.

Proof of Comprehensive General Liability insurance in the amount of one million dollars combined single limits per occurrence is required on most facility rentals at Chetzemoka Park facilities. The certificate of insurance must name the City of Port Townsend as additional insured and coverage must include date(s) of the planned event. Please contact your insurance company for information regarding insurance purchase, or contact the City Manager’s Office for details regarding insurance available from Washington Cities Insurance Authority (WCIA).

If alcohol is to be consumed at any City of Port Townsend facility, a Washington State Liquor Control Board permit is required and copy must be attached. Contact the WSLCB at www.liq.wa.gov or (360) 664-1600. Additionally, a liquor liability insurance endorsement is required and copy must be attached. This insurance may be available as a package w/ General Liability Insurance from WCIA. Beer and wine may be consumed in reserved area only at Chetzemoka Park.

Any event at Chetzemoka that anticipates 100 or more participants/spectators, may require a City of Port Townsend Special Event Permit. Please contact the City Manager’s Office.

- **Turn Off Lights!**
- **Lock Facility Doors!**
- **Deposit Your Trash in the Proper Receptacle!**
- **Return the Key to City Hall!**

Emergency Numbers: Police – 385-2322 or 911. Fire Dept. – 385-2626 or 911.

Emergency Maintenance weekdays: 379-5047.

Emergency Maintenance weekend/evenings: 385-2322.

**City of Port Townsend
 250 Madison Street, Suite 2
 Port Townsend, WA 98368
 (360) 379-5047**