



Birthday Party Reservation Agreement

You must be a Snohomish County Fire District 4 resident to reserve a room. Please fill out this application in its entirety. Forms must be submitted to **Snohomish County Fire District 4** within 5 business days of the party, or the room will not be considered reserved.

Name of Applicant _____ Application Date ____/____/____
Mailing Address _____
Daytime Phone _____ E-mail Address _____
Number of Children attending _____ Number of Adults attending _____

Harvey Room (maximum capacity of 49, 2 hour maximum)

Date of Event ____/____/____ **Start Time** _____ a.m. p.m. **End Time** _____ a.m. p.m.

- Parties can be hosted between the hours of 11:00am - 3:00pm only.
- The party can be up to 2 hours long, including the tour (approximately 30-45 minutes) and clean-up. Parents have the option to arrive 30 minutes prior to the party for set-up, but this must be arranged prior to the day of the party.
- There needs to be a minimum of 2 adults for every 15 children, with a maximum of 49 people total.
- All clean-up will be the responsibility of the user. Any cost your use will be billed accordingly. On the day of the event, you may ask the on-duty personnel for clean-up materials (vacuum, etc.). Please also be sure to turn off the lights and let someone know when you are leaving.
- If the crew is available at the beginning of the party to provide a tour, we kindly ask that all cake and ice-cream be served after the tour.
- The Fire District is not responsible for lost or stolen items. Any items found will be turned over to the front office staff and may be claimed by identifying the item in person or calling 360-568-2141.
- No alcohol is allowed on the Fire District property. Tobacco products are not allowed in or around department facilities.

Return Completed Application To: **Samantha Drake**

Email: samantha@snohomishfire.org
Fax: 360-568-2143
Mail: 1525 Avenue D, Snohomish WA 98290

The undersigned hereby makes application to the Snohomish County Fire District 4 for use of District facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she agrees that he/she will observe all rules and regulations of the Board of Fire Commissioners and Fire Chief/Facility Coordinator of the building in which the facilities are requested. **The applicant further agrees to reimburse Snohomish County Fire District 4 for any damage arising or excess cleaning from the applicant's use to said facilities. Any reimbursement must be made to Snohomish County Fire District 4.**

The applicant agrees that the Fire District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for costs, legal and other expenses, and hold harmless the Fire District and its officers, employees, directors and agents from claims, liability suits arising from injury to person or property from negligent acts of applicant, its agents, employees, invitees, or subcontractors.

The applicant has read the "Party Guidelines" and agrees to adhere to all of the above.

SIGNATURE OF APPLICANT _____ DATE ____/____/____