



PARKS & RECREATION

680 LEO BOULEVARD • BREMERTON, WA 98310-5841

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PARK AND SHELTER RESERVATION FORM

DATE SUBMITTED: ___/___/___

Rental Date(s): _____ Day(s): SU M TU W TH F SA From: _____ AM/PM To: _____ AM/PM

Organization/Group: _____ Activity Type: _____ Est. Attendance: _____

Representative/Person in Charge: _____ Phone Contact: _____

Address: _____ Alternate Phone: _____

City: _____ Zip: _____ Email: _____

Will you be selling merchandise or services or collecting fees? Yes No If yes, for what purpose? _____

Will your event be open to the public? Yes No ***Events open to the public may require a Special Event Permit.**

SHELTER(S) REQUESTED (Please check all that apply):

Evergreen Rotary Park (1500 Park Ave.) <input type="checkbox"/> Shelter 1 (Max. 100) <input type="checkbox"/> Shelter 2 (Max. 25) <input type="checkbox"/> Shelter 3 (Max. 30) <input type="checkbox"/> Shelter 5 (Max. 40) <input type="checkbox"/> Shelter 6 (Max. 40) <input type="checkbox"/> Amphitheatre (100+)	Lions Park (251 Lebo Blvd.) <input type="checkbox"/> Shelter 1 (Max. 65) <input type="checkbox"/> Shelter 2 (Max. 35)
Bataan Park (1827 Sylvan Way) <input type="checkbox"/> Shelter (Max. 35)	Blueberry Park (737 Sylvan Way) <input type="checkbox"/> Shelter (Max. 50)
Bachmann Park (206 Shore Dr.) <input type="checkbox"/> Shelter (Max. 20)	Lent Landing (425 Lebo Blvd.) <input type="checkbox"/> Shelter (Max. 20)
Matan Park (2220 Anderson St.) <input type="checkbox"/> Shelter (Max. 25)	N.A.D. Park (6002 Kitsap Way) <input type="checkbox"/> Shelter (Max. 25)
Kitsap Lake Park (1978 Price Rd) <input type="checkbox"/> Shelter (Max. 30)	Haddon Park (1525 N Lafayette Ave.) <input type="checkbox"/> Shelter (Max. 30)
	Kiwanis Park (1701 5 th Street) <input type="checkbox"/> Shelter (Max. 35)
	Manette Park (1136 Nipsic Ave.) <input type="checkbox"/> Shelter (Max. 40)
	Warren Ave. Park (1017 Warren Ave.) <input type="checkbox"/> Shelter (Max. 25)

PARK FACILITY REQUESTS (Please check all that apply):

<input type="checkbox"/> East Park (Schley & Homer Jones Dr.)	<input type="checkbox"/> Forest Ridge Park (110 Summit Ave.)
<input type="checkbox"/> Kiwanis Park (excluding shelter)	<input type="checkbox"/> Lions Park (excluding shelters)
<input type="checkbox"/> Warren Ave Playfield (1017 Warren Ave.)	<input type="checkbox"/> Whitey Domstad Plaza (1101 Wheaton Way)
<input type="checkbox"/> Louis Mentor Boardwalk (2 nd & Washington Ave.)	<input type="checkbox"/> Boardwalk Stage & Tent (20'x24' stage w/tent)
<input type="checkbox"/> Harborside Fountain Park (251 1 st St.)	<input type="checkbox"/> Other: _____

PARK AND SHELTER RESERVATIONS

The person completing the Park and Shelter Reservation form must be at least 21 years of age and must be present during the rental and must provide adequate supervision at the site at all times.

Reservations will be accepted for parks and shelters beginning **January 1, 2026** and may be made no less than five (5) working days prior to the event. Reservations requested within five days are handled on a case-by-case basis. Some rentals and events may require a Special Event Permit which is available from City Hall. Please refer to **PERMIT REQUIREMENTS** below.

A completed reservation form, all required acknowledgements and full payment are required to confirm your reservation date, time and location. Reservations are first come, first served. Forms may be faxed to (360) 473-5882 or emailed to parks@bremertonwa.gov. Following approval, payment can be made by phone by card, by mail by check or in person by cash, check or card.

Cancellations of reservations made 30 or more days prior to the event date receive an 80% refund. Cancellations made 29 days or less prior to the event date receive a 50% refund. Failure to give notice of cancellation forfeits all reservation fees. No refunds are made for cancellation due to inclement weather.

RULES AND REGULATIONS FOR USE OF CITY PARKS AND SHELTERS

City of Bremerton codes and ordinances are enforced in City Parks. **Please see Chapter 13.04 Park Code attached.**

The misuse of Bremerton Parks and Recreation facilities or non-conformance with the current rules and regulations may cause forfeiture and/or denial of future use. City and Parks & Recreation Department existing and future events and programs will have priority of use.

OCCUPANCY: Shelter occupancy cannot exceed the approved maximum occupancy. Failure to comply could lead to immediate termination of the rental.

PERMIT REQUIREMENT: Some rentals may require a Special Event Permit available from City Hall (e.g. dances, fundraisers, walks/runs, religious or political events). Special Event permits require additional fees and must be submitted at least 90 days prior to the event date. For more information, contact the City of Bremerton’s Department of Community Development at (360) 473-5275. Additional requirements may be placed on the applicant, such as security, traffic, parking, portable toilets, and waste control, etc.

ALCOHOL: Consumption of alcohol is prohibited in all City parks unless allowed in Chapter 13.04.140 of the Park Code.

PARKING: Park vehicles in authorized areas only. Vehicles are not allowed on grass areas. Evergreen Park’s middle row of parking (designated stalls) is reserved for vehicles with boat trailers only. All others will be cited and/or towed at the owner’s expense.

NOISE: Noise levels at the facility and surrounding area shall be in compliance with BMC 6.32.050. Failure to comply immediately ends the rental. (Basically, sound from audio equipment operated at a volume so as to be audible greater than 100 feet from the source is too loud.)

FACILITY CONDITION: Bremerton Parks and Recreation will make every effort to see that the facility is in good condition for the renter. However, due to circumstances including vandalism and previous rentals, it cannot guarantee the facility’s condition. The rental group is responsible for leaving parks and shelters in the same (or better) condition than found. Garbage is to be placed inside garbage cans.

BOUNCE HOUSES AND AMUSEMENT RIDES: Due to current restrictions, bounce houses and other amusement rides are not permitted in parks.

LOST AND FOUND: Bremerton Parks and Recreation is not responsible for any items left or lost by the rental party.

WAVIER OF LIABILITY AND HOLD HARMLESS AGREEMENT

I certify that I am the authorized representative of the organization or group named herein. I agree on behalf of myself and the organization or group to supervise all activity on the premises and to fully comply with and enforce the City rules and regulations during the time allocated for use by the organization or group. This agreement may be immediately terminated if the organization or group fails to comply with and/or enforce City rules and regulations.

In consideration for the acceptance of this application, the organization or group named herein hereby waives, releases and agrees to hold harmless the City of Bremerton, its officers, officials, employees, agents and volunteers including class instructors from any and all claims of injuries, damages, losses or suits, including all legal costs and attorney’s fees, arising out of or in connection with the participation in this agreement and the rental of this City facility by the organization or group named herein.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.

Print Name

Signature

Date

Name of Organization/Group

Official Capacity with Organization/Group

IMPORTANT: BRING A COPY OF YOUR RECEIPT AND APPROVED PARK AND SHELTER RENTAL FORM TO THE PARK ON THE DAY OF YOUR EVENT.

FOR OFFICE USE ONLY - 2026

Approved Denied By: _____ Date: ____/____/____

Fee:\$ _____ Cash Check# _____ Credit Card Receipt# _____

Comments: _____

Deposit:\$ _____ Cash Check# _____ Credit Card Receipt# _____

Deposit Refund Approved/ Processed By: _____ (Note: Refund may take 10-14 days to process and will be sent to payee.)

Refund Sent To: _____ Voucher #: _____ Date ____/____/____

Chapter 13.04 Park Code, City of Bremerton Municipal Code

13.04.020 DEFINITIONS. The following terms, phrases, words and their derivations will have the meaning given herein, unless inconsistent with the context. Words using the present tense include the future. Words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directive:

- (1) "Superintendent" is the person immediately in charge of all park areas and their activities, and to whom all park attendants of any area are responsible.
- (2) "Park" is a park, playground, beach, recreation center, or any other area in the city owned or used by the city and devoted to active or passive recreation.
- (3) "Person" is any person, firm, partnership, association, corporation, company or organization of any kind. (Ord. 2191 §102, 1956)

13.04.030 SIGNS, BILLBOARDS, ETC. It is unlawful to use, place or erect any signboard, sign, billboard, bulletin board, post, pole or device of any kind for advertising in any park; or to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; or without the written consent of the superintendent, to place or erect in any park, a structure of any kind; provided, that the superintendent may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics. (Ord. 2191 §103, 1956)

13.04.040 DESTROYING PARK PROPERTY. It is unlawful to remove, destroy, mutilate or deface any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system, or sprinkling system or other property lawfully in any park. (Ord. 2191 §104, 1956)

13.04.050 ANIMALS AT LARGE. It is unlawful to allow or permit any animal to run at large in any park, or enter any lake, pond, fountain or stream therein, except that unleashed dogs are allowed in designated dog park areas within the City of Bremerton park system. (Ord. 4952 §3, 2005; Ord. 2191 §105, 1956)

13.04.060 DISCHARGING FIREARMS OR EXPLOSIVES. It is unlawful to shoot, fire or explode any firearm, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, bows and arrows, BB gun or use any slingshot in any park, except the superintendent may authorize archery, and the firing of small bore arms and fireworks at designated times and places suitable for their use. (Ord. 5067 §1, 2008; Ord. 2191 §106, 1956)

13.04.070 TREATMENT OF ANIMALS AND BIRDS. It is unlawful in any manner to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl. (Ord. 2191 §107, 1956)

13.04.080 SOLICITING AND PEDDLING. No person shall solicit alms or contributions for any purpose, whether public or private, nor expose or offer for sale any article or thing, nor shall any person station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing, except the licensed concessionaire acting by and under the authority of the superintendent. (Ord. 2191 §108, 1956)

13.04.100 RIDING MOTOR VEHICLES, NON-MOTORIZED VEHICLES AND HORSES.

- (a) It is unlawful to ride or drive any bicycle, tricycle, skateboard, horse or pony over or through any park except within and upon the park drives, parkway, park boulevards and bicycle paths designated for such use, or at a speed in excess of fifteen (15) miles per hour, except as otherwise authorized by the Director of Parks and Recreation.
- (b) It is unlawful to park, ride or drive any motorcycle or motor vehicle upon, over or through any park except within and upon park drives, parkways, park boulevards, rights-of-way or parking lots located within a park and designated for such use, except as otherwise authorized by the Director of Parks and Recreation. (Ord. 4915 §3, 2004; Ord. 4267 §1, 1990; Ord. 2191 §110, 1956)

13.04.110 GAMES AND SPORTS. It is unlawful to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton, or other games of like character or to hurl or propel any airborne or other missile except at places set apart for such purposes by the superintendent. (Ord. 2191 §111, 1956)

13.04.120 POLLUTING WATERS. No person in a park shall throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, bay or other body of water in or adjacent to any park or storm sewer, or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of the waters. No person in a park shall have brought in or shall dump, deposit, or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse, or other trash. No such refuse or trash shall be placed in any waters in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where they are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere. (Ord. 2191 §112, 1956)

13.04.130 FIRES. It is unlawful to build any fires in any park except in areas designated by the superintendent. (Ord. 2191 §113, 1956)

13.04.140 LIQUOR. It is unlawful to serve or consume, within any City park, any liquor as defined in RCW [66.04.010\(25\)](#), as enacted and hereinafter amended, except the service and consumption of liquor is authorized in the following circumstances:

- (a) Harborside Fountain Park and Louis Mentor Boardwalk. Within the boundaries of the Harborside Fountain Park and the Louis Mentor Boardwalk, when: (1) Permitted by the Washington State Liquor Control Board; and (2) Such service of liquor is administered by the operator of the Kitsap Conference Center at Bremerton Harborside; or (3) The service of liquor is administered during an event or activity which is (i) licensed by the City as a special event pursuant to Chapter [5.36](#) BMC, or (ii) pursuant to a license agreement approved by City Council, and (iii) such service and consumption of liquor is limited to beer and wine.
- (b) Pendergast Regional Park - Indoor Soccer Center. Within the mezzanine food service area of the Olympic Soccer and Sports Center ("Indoor Soccer Center") located within Pendergast Regional Park when: (1) Permitted by the Washington State Liquor Control Board; (2) Such service of liquor is administered by the operator of the Indoor Soccer Center; and (3) Such service and consumption is limited to beer and wine.
- (c) Eastpark - Bremerton Ice Arena. Within the building of the Bremerton Ice Arena facility ("Ice Arena") located within Eastpark when: (1) Permitted by the Washington State Liquor Control Board; (2) Such service of liquor is administered by the operator of the Ice Arena; (3) Such service and consumption is limited to beer and wine; (4) Such service and consumption, when in the viewing stands area, is limited to private functions, not public events; however, service and consumption of liquor is prohibited on the field of play; and (5) Required approval has been granted by the National Parks Service, on behalf of the Secretary of the Interior, pursuant to the deed conveying the property to the City. For purposes of this section, the authorized service and consumption of liquor includes any related sale of liquor. (Ord. 5183 §1, 2012; Ord. 5166 §1, 2011; Ord. 5060 §1, 2008; Ord. 5005 §3, 2007; Ord. 2191 §114, 1956)

13.04.150 HOURS. Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during designated hours. The opening and closing hours for each individual park shall be posted therein for public information. Any section or part of any park may be declared closed to the public by the superintendent at any time and for any interval of time, either temporarily or at regular and intervals (daily or otherwise) and either entirely or merely to certain uses, as the superintendent shall find reasonably necessary. (Ord. 2191 §115, 1956)

PARK HOURS: Sunday through Saturday - 8:00 AM to dusk (Unless posted otherwise)

13.04.160 NONCOMPLIANCE - EJECTION FROM PARK. It is unlawful to violate or fail to comply with any park rule or regulation duly posted by the superintendent, and the superintendent or any park attendant shall have the authority to eject from a park, any person acting in violation of this chapter. (Ord. 2191 §116, 1956)

13.04.170 PROCEEDING AGAINST VIOLATORS. Anyone concerned in the violation of this chapter, whether directly or indirectly committing the thing that constitutes the offense, or who aids or abets the same, and whether present or absent; and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, is and shall be a principal under the terms of this chapter and shall be proceeded against and prosecuted as such. (Ord. 2191 §117, 1956)

13.04.180 PENALTY FOR VIOLATIONS. Violation of or failure to comply with the provisions of this chapter shall constitute a misdemeanor and, upon conviction thereof, be subject to the provisions of Chapter [1.12](#) BMC. (Ord. 4733, Reaffirmed, 11/30/2000; Ord. 4680, Amended, 12/17/1999; Ord. 2191 §118, 1956)