



**RESERVATION & FEE INFORMATION**

**RESERVATIONS** – Park reservations are made for an AM or PM appointment each day. Events needing a longer appointment or a time frame that overlaps the AM or PM appointments will require an additional reservation and additional fee.

<b>AM RESERVATION:</b>	<b>7AM - 1PM</b>	
<b>PM RESERVATION:</b>	<b>2PM - DUSK</b>	
<b>AM &amp; PM RESERVATION:</b>	<b>7 AM – DUSK</b>	(FEE DOUBLED)

**FEES**

The following fees are for *one* AM or PM reservation

	<b>Tam O' Covered Area</b>	<b>Rotary Covered Area</b>	<b>Other Areas</b>
<b>Private Party / Club</b>	\$100.00	\$60.00	\$35.00
<b>Non-Profit Groups</b>	\$75.00	\$40.00	\$25.00

All park reservations made in the name of a person or group that are not residents of the City of Kelso must pay an additional **Non-Resident Fee Surcharge:** \$25.00

*(Reservations for 100 or more people require a Special Event Permit in addition to the park reservation.)*

**RESERVABLE COVERED SHELTERS & AMENITIES**

**Tam O'Shanter Park**  
Up to 150 People



- Covered Shelter Area with Lighting
- 18 Picnic Tables (bolted down)
- 2 Free Standing Charcoal BBQs
- Trash Cans
- Restrooms Available
- ADA Accessible Parking
- Near Playground
- 110V Electricity Available – upon request
- Water Available – upon request

**Rotary Park**  
Up to 50 People



- Covered Area
- 7 Picnic Tables
- Playground
- Trash Cans
- Restrooms Available
- Parking
- Near Skate Board Park
- 110V Electricity Available – upon request
- Water Available – upon request

**OTHER RESERVABLE AREAS**

**Tam O'Shanter Park**  
Utility Soccer Field  
Dance Floor

**Catlin Rotary Spray Park** – 2 Tables Under Covered Area  
**Kelso Veterans Park** – Picnic Area  
**Scot Hollow Park** – Picnic Area

*Any organized use of parks or recreation facilities may be made through the Recreation Office by calling (360) 577-3320. The approved reservation application holder has priority use of the park area designated on their application. City parks are for your enjoyment. Please respect these rules so that everyone may continue to enjoy their many benefits.*

*Thank you,*  
*Staff, City of Kelso, Parks and Recreation Department*



## **RESERVATION & FEES INFORMATION**

1. All reservation fees are to be paid, and other requirements met, prior to receiving a validated reservation.
2. Canceled reservations prior to 30 days before the event will be refunded the reservation use fee only. Cancellations within 30 days of the use will not receive a refund.
3. Reservations are intended for single event use. No applicant or group may reserve the same space more than three times in any six month period except by separate agreement with the City.
4. The fee charged is based on the following categories:
  - Nonprofit** – Those organizations with a 501(c)(3) designation or other community or church organizations that do not generate a profit.
  - Private/Club** – Individual events, weddings, birthdays, anniversaries, parties, gatherings or other such uses not open to the public.
  - Special Event** – Gatherings of a commercial nature or reservations in excess of 100 people.
  - Residents** - are people residing or owning property within Kelso city limits.
5. A refundable cleanup/damage deposit may be required. If facility or park area is left clean and undamaged and user does not exceed approved time or conduct activities that have not been approved, the deposit will be refunded. Please note: deposits are not refunded for canceled reservations less than 30 days prior to event. Furthermore, if policies, procedures or rules are not followed, or if security or maintenance is required, the refund of the cleanup/damage deposit may not be returned. Refunds may take up to 30 days to receive.
6. Payments can be made, in person, at the cashier's window on the first floor of City Hall. Payment can be made in the form of check, debit card or cash. No credit card or over the phone payments are accepted. Checks made out to The City of Kelso may also be submitted by mail along with a completed reservation application.
7. Park reservations for groups of 100 or more people require a Special Event Permit in addition to the park reservation. Special Event Permits require a fee and additional time to process. (2 weeks) Conditions such as security, additional garbage cans and/or portable restroom facilities, city staff, or other measures that will ensure safety and be compatible with the facility and other park use may be required.
8. Insurance is required for any event serving alcohol, selling food, conducting high risk physical activities, such as "bounce house" toys, or other activities determined by the City to involve a higher risk to the City.

## **HOW TO APPLY**

1. Complete the Park Reservation Application form and submit it to the Parks Reservations desk on the 2<sup>nd</sup> floor of Kelso City Hall. Your application will be reviewed while you wait. You may need to answer questions about your planned activities so that your application will include everything we need to know about your event and how you plan to use the park.
2. Once your application is approved you will make the payment at the cashier's window on the first floor of City Hall.
3. After your payment is made return the receipt and stamped form to the Reservation desk and your reservation date will be set on the City's Park Reservation Calendar.

Park areas open to reservations are available from the 1st business day in February through the end of September. The Parks Reservations desk opens the first business day in February and closes the third Monday in September.