

DRAFT

# Municipality of Skagway

## Seven Pastures Use Request Form

### Dedman Stage ★ Concession Stand ★ Ballfields

Please fax to 907-983-2151 or e-mail to [k.aledo@skagway.org](mailto:k.aledo@skagway.org)

In order to provide coordination of scheduled events at Seven Pastures, the following information is required. Event must be approved by borough manager and rental fee and deposit must be collected by the Municipality prior to approval. **The deadline to cancel a reservation and receive a full refund of the rental fee is seven (7) days prior to the event.**

Location:             Dedman Stage             Concession Stand             Ballfields

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours of Use: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Contact Info.: \_\_\_\_\_

Special Arrangements\*: \_\_\_\_\_

\* If additional restroom facilities are requested (e.g. port-a-potties), user will pay actual cost of restroom rental.

Will user be utilizing a special event liquor permit on the premises?     YES     NO

Will mobile food or mobile retail trucks be used?                             YES     NO

**\*\*\* THE MUNICIPALITY REQUESTS ALL EVENTS FOLLOW CURRENT CDC GUIDELINES\*\*\***

The Municipality of Skagway does not provide sound or lighting equipment for the event; user must make separate arrangements if this equipment is needed.

#### RULES AND REGULATIONS:

- Concession stand key must be checked out at City Hall prior to event.
- Open burning is prohibited at Seven Pastures.

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- Pursuant to municipal code, commercial use of Seven Pastures is prohibited unless authorized under SMC 5.20.010 and SMC 5.20.030. Use is limited to private persons, nonprofit organizations, contractors in the employ of such organizations, and Farmers' Markets as regulated by municipal code.
- Mobile food units and mobile retail units are prohibited on municipal property unless authorized under SMC 5.20.010 and SMC 5.20.030.
- Authorized mobile food units and mobile retail units on municipal property will utilize their own self-contained power sources and utilities, and shall not connect to municipal utilities, including power.
- User is responsible for cleaning facility after event.
- Fasteners such as nails, screws, adhesives, tape, etc. that will leave holes or sticky residue shall **NOT** be used anywhere on the Dedman Stage.
- No bicycles, scooters, etc. are allowed on the Dedman Stage.
- No driving vehicles or equipment on the grass.
- All scaffolding and platforms must have wheels or pads under the legs to protect the stage floor from scratching.

\_\_\_ **Damage Deposit: \$500.00 per event**

\_\_\_ **Rental Fee: \$50.00 per event**

\_\_\_ **Refund due to user**

\_\_\_\_\_ **Refund amount**

**Signature:**

\_\_\_\_\_

**MANAGER APPROVAL:**

\_\_\_\_\_