

**RESERVATION
&
PAYMENT POLICY**

Community Events & Recreation will take reservations on a first come, first served basis. Reservations may be made up to 1 (one) year in advance assuming that the following requirements are met:

ADVANCE RESERVATIONS

- Completed applications and a deposit of no less than 50% of the rental fee must be received in our office after January 1st and no later than January 15th of the year of the event.

- The balance of the rental fee is due in our office no later than 3 days prior to the event taking place.

- Events cancelled with less than 30 days notice and events cancelled without notice shall forfeit their deposit and/or rental fee

STANDARD RESERVATIONS

- At the time of reservation our office must have a completed application and deposit of at least 50% on file.

- Rental fees must be paid in full at least 3 days prior to the event taking place

CANCELLATION OF EVENTS

We reserve the right to cancel events at any time should the renter fail to meet use requirements outlined in this guide.

GENERAL RULES FOR USE

1. Dogs must be on a leash at all times.
2. No horses are allowed in park without special permit
3. Fires outside designated site grills are by permit only.
4. No discharging of firearms.
5. No alcohol allowed in camp/park without proper permits.
6. Disturbing other park users with noise is prohibited.
7. Motorized vehicles are not allowed off maintained roadways or paths.
8. No cutting or damaging of vegetation - alive or dead.
9. Dumping of wastewaters in designated dump areas only.
10. Park/camp quiet hours: 10:00pm to 8:00am Sunday – Saturday.
11. Payment for campsites must be made at time of arrival. Advance reservations for individual camping sites are not allowed.
12. All campers must display proof of fees paid (envelope) where camp host/fee enforcement person may see it.
13. All camping units (including tents, campers, RV's and vehicles) must fit inside the parameters of the campsite. Additional fees may apply to those that do not.

**FACILITIES USE
GUIDE**

**HOME VALLEY PARK
PRINDLE PARK PICNIC
SHELTER**

BIG CEDARS CAMPING

It is the policy of the Skamania County Board of Commissioners to grant the use of Skamania County facilities listed above to community groups, individuals, and organizations within the framework of policies and regulations set forth herein. This guide outlines regulations for use approved by the Board of County Commissioners and adopted at a public hearing held at the Skamania County Courthouse. All facilities are under the operational control of Skamania County Community Events & Recreation and their assignees. Requests for use other than as outlined herein must be presented to the Board of County Commissioners for their consideration and approval prior to use.

**Skamania County
Community Events
&**

**Recreation
PO BOX 790**

**710 SW Rock Creek Drive
Stevenson, WA 98648
509-427-3980**

**FACILITY RENTERS
LIABILITY INSURANCE
REQUIRMENTS**

All private party facility users are required to provide proof of liability insurance for the minimum amounts set forth below when expecting 125 persons at the event, AND for a specified list of other activities included in the Special Events Liability Policies & Procedures.

\$250,000 Each Occurrence

\$1 Million General Aggregate

Facility renters that will be serving, permitting, distributing or allowing alcohol consumption in any quantity shall be required to provide general liability insurance as described above, and liquor liability at a minimum of \$1 million per occurrence. Each renter shall supply to the county, at least 10 days prior to the event, a certificate of insurance issued by a company licensed to sell insurance in the state of Washington that meets the minimum requirements and names **“SKAMANIA COUNTY, IT’S ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, VOLUNTEERS AND AGENTS AS ADDITIONAL INSURED.”**

The county shall have the sole authority to determine if insurance submitted by the applicant provides adequate coverage for the event. Applicant must provide at least 10 (ten) days written notice of policy cancellation. Failure to provide these items may result in cancellation of the event or require the renter to purchase insurance.

**FEES FOR USE
HOME VALLEY PARK
& CAMPGROUND**

Individuals, groups and organizations will be issued a “Use Permit” on a first come, first served basis according to the following criteria:

- History of use and care of facilities
- Proper supervision and security
- Payments of fees and completion of paperwork
- Residential status

All fees below are based on a five (5) hour block of time.

Home Valley Picnic Shelter

# OF USERS	RESIDENT FEE	NON-RESIDENT FEE
0-100	\$25.00	\$50.00
101-500	\$60.00	\$90.00
501 +	\$85.00	\$130.00

Home Valley Campground

- Resident Fee: \$9.00/Per Night
- Non-Resident Fee: \$15.00/Per Night
- Extra Vehicle Fee: \$5.00/Per Vehicle

**FEES FOR USE
PRINDLE PARK
PICNIC SHELTER**

Individuals, groups and organizations will be issued a “Use Permit” on a first come, first served basis according to the following criteria:

- History of use and care of facilities
- Proper supervision and security
- Payments of fees and completion of paperwork
- Residential status

All fees below are based on a five (5) hour block of time.

# OF USERS	RESIDENT FEE	NON-RESIDENT FEE
0-100	\$25.00	\$50.00
101-500	\$60.00	\$90.00
501 +	\$85.00	\$130.00

**FEES FOR USE
BIG CEDARS
GROUP CAMPSITE**

Reservations for this site must be made through the Community Events & Recreation Department. Fees are based on a per night charge with checkout at 1:00pm the following day.

Group Site Fee: \$60.00/Per Night