



**HUMBOLDT BAY
HARBOR, RECREATION AND CONSERVATION
DISTRICT**
Ph: (707) 443-0801 Fax: (707) 443-0800
P.O. Box 1030 Eureka, CA 95502-1030

APPLICATION AND PERMIT FOR USE OF WOODLEY ISLAND

Date(s): _____ Time(s): _____

Location Requested: _____
(See Attached Map)

Type of Event: Picnic _____ Overnight Use _____ Multi-Day: _____ Other (describe) _____

Name of Sponsoring Organization _____

Type of Organization _____ Estimated Number of People Attending _____

Responsible Individual _____
(Printed Name)

Address, City, State, Zip _____ Telephone Number _____

Refund Deposit to: _____
(Printed Name)

Address, City, State, Zip _____ Telephone Number _____

FOR DISTRICT USE ONLY

Deposit:		Rental Fee:	
Date Paid:	Receipt #:	Date Paid:	Receipt #:
Approved By:		Additional Insurance:	
Map Attached:	Parking Lot or Street Closure:		
Temporary Restrooms:	Fresh Water Needed:	Power Needed:	
PA or Music:	Alcohol Served:	Grills/BBQ's:	
Food Being Sold:	Access to Docks:	Additional Security:	
Shower Access:	Keys Issued:	Camping Area:	
Setup Date/Time:	Take Down-Clean up Date/Time:		
Additional Permits		Additional Permits	
City of Eureka Permit:	Alcohol Beverage Control:	HC Environmental Health:	
Other Permit(s):			
Use Area Clean:		Additional Clean Up Required:	
Damages to Facilities:			

Do you need access to fresh water?: _____ Electricity?: _____ (Depending on the location of your event, District may not be able to provide you with water and power. Also, use of your own generator may be permitted depending on location of your event. Please discuss with District your specific needs.

Will you have amplified Music? _____ P.A. System _____ Band Name _____
No amplified music or P.A. systems used between 10:00 p.m. and 6:00 a.m.

Grills/Bar-B-Ques Used? _____ **All Grills/Bar-B-Ques must be above ground and used on paved areas only. A properly charged fire extinguisher must be located within twenty (20) feet of each Grill/Bar-B-Que. NO OPEN FIRES ALLOWED.**

Alcoholic Beverages Served? _____ Type _____ Admission Charged? _____

Food Served? _____ Admission Charged? _____ Woodley Island is located within Eureka City limits – City of Eureka, Humboldt County Environmental Health, Alcohol Beverage Control and other agencies may require addition permits. **It is Applicant's responsibility to obtain all proper permits necessary for the event.**

Applicant may also be required to rent additional restroom facilities for the duration of their event so as not to overburden District facilities and staff. Additional requirements may be necessary depending on the event and is subject to District discretion.

Contributions Solicited? _____ Proceeds Used For? _____ The Applicant is hereby notified by the District that this Permit or property interest created herein, if any, may be subject to a possessory interest property taxation if created pursuant to Sections 107 to 108 of the California Revenue and Taxation Code and that Applicant/or party in whom the possessory interest is vested may be subject to the payment of property taxes levied on such interest.

Applicant shall provide and maintain a Commercial General Liability policy of "protection and indemnity insurance" insuring Applicant from liability for bodily injury, death, or property damage as a result of their activities and shall name HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT as an additional insured and provide DISTRICT with a Certificate of Insurance stating the amount of the insurance and proof that the DISTRICT is an additional named insured, and the agreement of said insurance company that DISTRICT shall be notified forthwith of the event of non-payment of the premium or termination of said insurance policy. The amount of insurance shall be One Million Dollars and no cents (\$1,000,000.00) per occurrence. In this connection, District agrees to submit to Applicant in writing, within five days after the term, a detailed listing of all claimed property damage or personal injuries for which Applicant is responsible and allow Applicant to inspect the property so damaged.

Application does not guarantee permit for use. No event will be deemed "booked" until approved by the District and all fees are paid. The District reserves the right to cancel reservations for failure to meet payment requirement or in the event of an emergency or other unforeseen District use. If Applicant finds it necessary to cancel the event, District requires ten (10) business days advance notification otherwise deposit is forfeit. Failure to clean use area and/or damage to District property will be cause for deposit forfeit and additional charges if necessary.

No pets are allowed at Woodley Island Marina. Deer, birds, etc, may be within your area of use. These are wild animals. Please do not approach, chase, feed, or disturb the wildlife. Use of open flames, weapons, firearms, and pyrotechnics are prohibited.

The undersigned acknowledges that they have the authority to act as a representative of the organization entering into this agreement. The undersigned further certifies that the above information is correct; agrees to pay the required fee in full prior to the event; agrees to obey the rules and regulations; assumes full responsibility for any damages sustained to the buildings, grounds, furniture or equipment, and for the acts or conduct of all persons admitted to the premises; and agrees to reimburse District for any event-related expenses (additional security, equipment, supplies, etc. as required).

The undersigned further agrees to hold the District and its employees or agents free and harmless from all claims, or liabilities for damages of any person or persons, for injuries to persons, or loss or damages to property occasioned by or in connection with the use of the premises caused by any source whatsoever.

Event Contact Person (please print) _____

Home Phone _____ Work Phone: _____ Cellular Phone _____

Signature _____ Date _____

Responsible Individual

APPLICANT CHECKLIST – All Items to be furnished by Applicant if applicable.

For Questions, please contact the Harbor District at 707-443-0801.

- Map attached describing area of use requested
- Road and/or Parking Lot Closures
- Parking Requirements
- Deposit Paid
- Rental Fee Paid
- Certificate of Insurance naming the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT as an additional insured in the amount of One Million dollars (\$1,000,000.00) combined single limit policy.
- Garbage Cans and Clean Up
- Temporary Restrooms (porta-potties)
- Fresh Water
- Electricity
- P.A. System or Music
- Grills/BBQs and Fire Extinguishers – NO OPEN FIRES ALLOWED
- Access to Docks
- Access to Showers – Keys Issued
- Designated Camping Area
- Additional Security
- _____
- _____
- _____
- _____
- _____