

Application For Use of **PARK PICNIC SHELTERS**

- ✓ Please print or type legibly and fill out form completely.
- ✓ Submit application and pay all fees at least 7 days prior to use, 14 days if alcohol will be served.
- ✓ Make payment by Credit Card (Visa or MasterCard Only), Cash or Check payable to *City of Lake Oswego*.
- ✓ Reservations are taken for the current year from March 1 to October 31 only.

Organization Name (if applicable):	Person Responsible for Reservation:
Address:	Contact Phone #:
City/Zip:	Alternate Phone #:
E-Mail Address:	
Type of Activity: <input type="checkbox"/> Private Function <input type="checkbox"/> Event (<i>Open to general public</i>)	Day/Date of Reservation: Day _____ Date _____
Estimated Attendance: <input type="checkbox"/> 1 to 50 people <input type="checkbox"/> 51 to 75 people <i>Note: If group exceeds size stated, the function may be terminated by the Park Ranger</i>	Time Block Desired: <input type="checkbox"/> 9:00 am - 2:30 pm <input type="checkbox"/> 3:30 pm - 9:00 pm <input type="checkbox"/> Scheduling exception* * <u>Director approval:</u> <input type="checkbox"/> Granted <input type="checkbox"/> Denied _____ AM/PM to _____ AM/PM <i>Note: City Parks are open from 6 am to 10 pm. Only one block per day by any one group.</i>

RESERVATION FEES

Shelter Reservation Fee: \$60 (non-refundable and non-transferable)

Refundable Deposit: **50 people or less = \$25 fee**
 51 to 75 people = \$75 fee

Will amplified sound be used? Yes No
(No sound after 10:00pm)

Will alcohol (beer & wine only) be served? Yes No
(If yes, Alcohol Permit must be completed)

Picnic Shelter Requested

- Lower George Rogers Park Shelter
611 S. State Street, Below Playground –Max. Occupancy 75
- Upper George Rogers Park Shelter
611 S. State Street –Max. Occupancy 50
- Westlake Park Shelter
14165 Bunick Drive –Max. Occupancy 50

- East Waluga Shelter
15505 Quarry Road –Max. Occupancy 75
- West Waluga Shelter
15775 Waluga Road –Max. Occupancy 50
- Rossman Park Shelter (Note: No restrooms available)
555 Fourth Street –Max. Occupancy 25

- FOR OFFICE USE ONLY -

APPLICATION: Approved Denied

FEES:
Reservation Fee: \$ _____
Refundable Deposit: \$ _____
Other _____: \$ _____
Total Amount Due: \$ _____

Date Entered: _____
 Staff Initials: _____
 Posted in Master Schedule
 Faxed to Maintenance & LOCOM
 Posted on Recreation Calendar



STATEMENT OF USER RESPONSIBILITY For Lake Oswego Park Picnic Shelters

SHELTER USE

In consideration for the use of City of Lake Oswego park areas and facilities, all users agree to the following:

1. The user assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's display, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
2. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user shall be responsible for the conduct of participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
4. Amplified music or other amplified sound is not allowed to be played at a volume that causes the music or other sound to be heard beyond the boundaries of the park. Sound shall be directed away from the water. No sound after 10:00pm.
5. It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in any park.
6. The park rules require that you promptly remove any dog waste deposited on public or private property.
7. The park rules require that all dogs be leashed and barking must not become a nuisance.
8. If approval is granted to the user to bring in any special portable devices for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during reservation time that the device is not the City's and the City is not responsible.
9. Portable barbecues may be used in conjunction with a picnic reservation; coals and grease must be safely removed from park by user and may not be dumped in trash receptacles. A protective surface under barbecues is required.
10. Cancellations received 30 business days or more prior to the reservation date will receive a full refund. If the cancellation occurs less than 30 business days from the reservation date, your refundable deposit will be returned, and your reservation fee will be forfeited to the City. Any change to the original reservation date or location will be subject to a rescheduling fee equaling 1/2 the reservation fee. We do not honor cancellations due to inclement weather.

Initial _____

ALCOHOL

I, the undersign, attest that I have read and agree to abide by all rules, regulations, and guidelines specified herein:

1. Alcohol is limited to beer and wine only. Park rules do not allow BYOB.
2. Permission to serve alcohol is only granted if service is done by a caterer or licensed pourer in a designated monitored area, if a City Alcohol Permit is approved, and if Host Liquor Liability Insurance of \$2,000,000 per occurrence is obtained; which must name the City of Lake Oswego as an additional insured.
3. If alcohol will be sold, or included as part of an admission price, an approved City Alcohol Permit, Host Liquor Liability Insurance, and an OLCC Temporary Sales License must be obtained before permission is granted.
4. All OLCC rules and regulations apply.
5. Application for Use shall be submitted no less than 14 days prior to reservation date, with Alcohol Permit and Host Liquor Liability due 7 days prior to reservation date.
6. Alcohol Permit must be displayed or made available at the site during the event.

Initial _____

(If applicable)

TO BE COMPLETED BY APPLICANT:

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I agree to abide by the rules and regulations for use of the Park Shelter, as well as the ordinances of the City of Lake Oswego. I accept responsibility for any violations pertaining to the facility reserved.

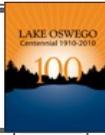
Print Name of Applicant _____

Signature of Applicant _____ Date Signed _____

Method of Payment: Cash Check # _____ Amount paid \$ _____

Visa MasterCard # _____ Exp. Date _____

Cardholders Name: _____ Amount to be charged: \$ _____



ALCOHOL PERMIT

Park Picnic Shelters

Request is hereby made by the undersigned for permission to serve alcoholic beverages on City property.

(Permit must be submitted 7 days prior to reservation date)

Applicant's Name: _____

Address: _____ **City, Zip:** _____

Phone #: _____ **Phone # on Day of Event:** _____

Park Shelter:

<input type="checkbox"/> Lower George Rogers Park Shelter	<input type="checkbox"/> East Waluga Park Shelter
<input type="checkbox"/> Upper George Rogers Park Shelter	<input type="checkbox"/> West Waluga Park Shelter
<input type="checkbox"/> Westlake Park Shelter	<input type="checkbox"/> Rossman Park Shelter

Date of Event: _____ **Type of Event:** _____

Event - Start Time: _____ **End Time:** _____

Alcohol Service - Start Time: _____ **End Time:** _____

Type of Alcohol Served: Beer Wine

Estimated Event Attendance: _____ **Number of Participants under 21:** _____

Method of Supervision: Caterer Licensed Pourer

Permission to serve alcohol is only granted if service is done by a caterer or licensed pourer in a designated monitored area, if a City Alcohol Permit is approved, and if Host Liquor Liability Insurance of \$2,000,000 per occurrence is obtained; which must name the City of Lake Oswego as an additional insured. Alcohol Permit must be displayed or made available at the site during the event.

I accept responsibility for compliance with the regulations established by the Oregon Liquor Control Commission. I understand that a false or misleading answer could result in denial of this application. I certify all information submitted is complete and correct to the best of my knowledge. I agree to adhere to the guidelines outlined in the "Statement of User Responsibility".

Applicant's Signature: _____ **Date:** _____

DEPARTMENT APPROVALS			
Parks & Recreation Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason denied:
	Signature: _____		
Police Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason denied:
	Signature: _____		
Other Approval _____ Name & Title	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason denied:
	Signature: _____		