



FOOTHILLS PARK RENTAL PACKET





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GENERAL RENTAL INFORMATION

Foothills Park

PLEASE NOTE

As with all our parks, **reservations include only the area you have specifically requested.** The activities of your event must be contained to the area reserved. The remainder of the park is still available to the general public to enjoy. Any equipment, including but not limited to tables and chairs must remain in the area reserved. There is no designated parking for event reservations; please plan accordingly.

RENTAL INFORMATION

- Handicap accessible.
- Available daily, March 1 thru the last weekend of September.
- Available rental hours are between 9am-2:30pm or 3:30-9pm. Hours can be extended to 10pm to allow for clean-up.
- Applications will begin being accepted the first business day of each new year, and **no less than 14 days prior** to use.
- Mandatory meeting with Parks Special Events Coordinator prior to event

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 4 electrical outlets throughout Pavilion (110v)
- 2 drinking fountains
- Accessible restrooms
- 100 capacity limit (Pavilion)
- 50 capacity limit (Viewing Dolphin)
- Wood burning fireplace (must be contained, please let the fire burn out)
- 8 overhead lights in the Pavilion
- 2 Garbage receptacles (under Pavilion)
- 40 stackable chairs
- 4 round tables, 30 inch diameter
- 8 oblong tables, 30" x 48"
- 1 hand washing sink

FEES AND REFUND POLICY

*Note: Firewood is not provided.
 Applicant s required to set-up and take down tables & chairs*

The Reservation Fee is determined by the “Facility Rental Rate” chart located below. All groups pay a **Non-Refundable Processing Fee of \$25, a Non-Refundable Cleaning Fee of \$100, and a Refundable Deposit of \$500.** To hold a reservation date, the Processing Fee, Cleaning Fee, and Refundable Deposit (\$625) must be paid at the time application is submitted. The Refundable Deposit is to offset potential damage costs. If there is no damage, the deposit will be automatically refunded within 5 business days after your reservation. If we suspect damage or a rule violation has occurred, we reserve the right to retain the Refundable Deposit until inspections and damage estimates are made. The **Reservation Fee must be paid no less than 30 days prior to the requested date.**

Facility Rental Rates

	RATE I	RATE II	RATE III
Type of Event: ** 2 hour minimum * 1 hour minimum	<ul style="list-style-type: none"> • Open or closed to public • Generates NO sales • NO Admission/Entry fees • NO Concessions • NO Sponsor signage allowed 	<ul style="list-style-type: none"> • Open to public • Generates sales • Admission/Entry fees • Concessions • Sponsor signage allowed 	<ul style="list-style-type: none"> • Closed to public • Generates sales • Admission/Entry fees • Concessions • Sponsor signage allowed
Pavilion	\$75 per hour**	\$150 per hour**	\$450 per hour**
Amphitheater	\$50 per hour*	\$100 per hour*	\$300 per hour*
Viewing Dolphin	\$35 per hour**	\$70 per hour**	\$210 per hour**

Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees, minus the non-refundable \$25 Processing Fee. If the applicant fails to provide at least 30 days cancellation notice, 20% of the Reservation Fee will be deducted before the refund is issued. Changes made to a reservation, 30 days or less from the original reservation date, will be charged 10% of the original reservation fee. We will not accommodate any minor changes to the reservation with less than 7 days notice, major changes no less than 30 days notice.



GENERAL RENTAL INFORMATION

Foothills Park

INSURANCE POLICY

If the Applicant is using Foothills Park Pavilion or Viewing Dolphin for any of the activities listed below, and/or the activity includes more than 100 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$2,000,000 per occurrence with an endorsement naming the City of Lake Oswego as an additional named insured before the application is approved.

1. Sale of alcohol, food, beverages or souvenirs.
2. Event open to the general public.
3. Conducting business (*trade shows*).
4. Involving animals.
5. Non-sanctioned sporting event or tournament.

ALCOHOL

- Only Beer and Wine can be served. (No “bring your own” alcohol)
- Permission to serve and/or sell alcohol is only granted if:
 1. Service is done by an OLCC licensed caterer and/or an OLCC permitted server.
 2. Service must be done in a designated, monitored area.
 3. A Certificate of Liability in the amount of \$2,000,000 must be obtained and must include Host Liquor Liability.
 4. A City Alcohol Permit must be approved.
 5. If alcohol will be sold or included as part of an admission price, permission will be granted if:
 - a. OLCC Temporary Sales License is obtained. It must be displayed or made available upon request during the scheduled event.
 6. The consumption of the alcohol is restricted to the area of the park that has been reserved.
 7. The Parks & Recreation Department must receive copies of the required documents 30 days prior to event.
 8. OLCC caterer license and/or OLCC server’s permit must be available upon request during the scheduled event.
- If found to be in violation of any of the above mentioned requirements, the City reserves the right to terminate alcohol service.

FOOD

- The City of Lake Oswego is not responsible for health issues related to any foods consumed at the event.
- Caterers are required to show proof of current Food Handlers Permit.
- **NO food** can be cooked in the fireplace.
- Individuals or groups planning to provide food at a public event, where it is prepared or served for consumption, are required to have a Temporary Restaurant License and proof of current Food Handlers Permit for at least one food handler.

USE OF TENTS

Tents requested for the lawn must be tethered down by weights, not by stakes. If weighted with water, Parks and Recreation is not responsible for providing water.

MUSIC

Use of amplified sound requires adherence to City of Lake Oswego Park Rules, which requires that music or sound must be contained within the boundaries of the park. No music after 10pm. We reserve the right to check decibel level at boundaries of the park.



GENERAL RENTAL INFORMATION

continued...

Foothills Park

CLEAN UP PROCESS

The applicant is responsible for removal of all decorations and any items of property brought to the facility. Trash shall be deposited in appropriate receptacles. If there is more trash than the receptacles will allow, the applicant is responsible for removal of extra trash from the grounds. All City-owned tables and chairs must be stacked and placed in proper storage area. Prior to leaving the facility, the applicant is responsible for cleaning and placing in order all areas used. If the site is left in good condition and no damage has occurred, the refundable deposit will be refunded within 5 business days after the reservation date. Any additional costs for clean up or damage above and beyond the refundable deposit amount shall be paid by the applicant.

APPROVAL OF APPLICATION

Parks & Recreation staff determines if the reservation request is appropriate for the facility. **Reservations are not confirmed until all required documents, payment of all fees and deposits have been received.** A copy of the approved permit will be provided to the applicant and notice of the event will be forwarded to the Police and Maintenance Departments.

WEDDINGS / LARGE SPECIAL EVENTS

- Mandatory meeting with Parks Special Events Coordinator prior to event & application approval.
- Reservation time can be increased to 11pm for clean-up.
- Only one event scheduled per day within 9am - 9pm time frame; as opposed to two per day for normal reservations.
- Use of scotch tape or masking tape is permitted on walls.
- ABSOLUTELY NO bird seed, metallic confetti or rice, it's harmful to our environment.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.
- No sparklers/fireworks of any kind.
- No dunk tanks, bounce houses or other inflatables permitted. No exceptions.

TABLES AND CHAIRS

- There are 40 stackable chairs upon request, as well as, 4 round and 8 oblong tables. Those that are under the arbor are in addition to the tables and chairs available for request and must remain there for use by others visiting the park. Removal or relocation of these tables and chairs is not permitted.
- Applicant is responsible for obtaining extra seating and tables if more are needed.
- The City is not responsible for any shortage of seating due to vandalism or maintenance.
- If seating and tables are requested on the grassy area next to the Pavilion it must be approved by Parks & Recreation staff.

USE OF AMPHITHEATER

Reservations for use of the amphitheater are permitted with the following requirements:

- Reservation of the Amphitheater must be in conjunction with either the Pavilion or the Viewing Dolphin reservation.
- The Amphitheater is limited to wedding ceremonies only. No parties or events of any other kind.
- Set-up is limited to stage area only (floral arrangements, musicians and/or musical equipment only) No chairs, tables, decorations, tents, etc. permitted in remainder of Amphitheater. Limited seating permitted for elderly & handicapped only. Chairs must be approved by Parks & Recreation Department.
- Amplified sound is permitted. Sound must be directed away from the water and contained within the boundary of the Amphitheater.
- Amphitheater parameters are up to 20' x 30' around stage, not the full grassy area.
- Remainder of the park remains open to the public to enjoy.

USE OF ELECTRICITY

Should you require electricity for your event please check box on application.



Application For Use of **FOOTHILLS PARK**

Area(s) Requested
 (Please check)

Covered Pavilion _____
 Viewing Dolphin _____
 Amphitheater _____

- ✓ Please print legibly or type and fill out form completely.
- ✓ If applicable, attach a copy of the Certificate of Liability Insurance naming the City as an additional insured, OLCC Temporary Sales License, Liquor Liability Insurance, Temporary Restaurant License, and/or Food Handlers permit.
- ✓ Submit application and pay all fees at least 30 days prior to use.
- ✓ Make payment by Credit Card (Visa, MasterCard, Discover, or AMEX), Cash or Check payable to *City of Lake Oswego*

APPLICANT INFORMATION

Organization Name <i>(if applicable):</i> _____	Person Responsible for Reservation: _____
Address: _____	Home Phone #: _____ Other Phone #: _____
City/Zip Code: _____	E-mail Address: _____

RESERVATION INFORMATION

Day of Week (circle): M T W TH F S SU **REQUESTED DATE:** _____

Reservation START TIME: _____ AM/PM *(including set-up)* **END TIME:** _____ AM/PM *(including clean-up)*

Event Name: _____ **Total Expected Attendance** _____

Contact person on day of event: _____ **Contact # on day of event:** _____

Type of activity: *(check all that apply)*

Birthday Party
 Company Picnic
 Reunion
 Fundraiser
 Wedding
 Other: _____

This event will be:

Closed to the public/invited guest only
 Open to the public
 Generating sales *(i.e., admission fees, concessions, or entry fees)*

Please indicate the amenities you will need:

Use of Electricity
 Fireplace
 Tables & Chairs
 Up to 2 Extra Garbage Receptacles

Is there any entertainment features related to your event? No Yes*

*Describe type of entertainment _____ **Number of Performers:** _____

Will sound amplification be used? No Yes*

Describe sound equipment used _____

Will you be erecting and using any tents, BBQ's, extra seating, or other temporary equipment? No Yes*

*Describe equipment used and location: _____

Will you request any street closures or alterations? No Yes* (Time of Closure or Alteration: _____ AM/PM to _____ AM/PM)

*Location/Affected Street: _____

Application for use of Foothills Park (continued)

Does your event involve the use of alcoholic beverages? No Yes*

*Please check all that apply: Free/Host Alcohol Alcohol Sales Host & Sales Beer Wine

Provide the name of the licensed bartender/caterer to serve the alcoholic beverages.

*Name of Caterer/Licensed Bartender: _____ Liquor License #: _____

If your event includes the use of alcohol on City property, Host Liquor Liability Insurance of at least \$2,000,000 per occurrence is required. For alcohol sales, you must also obtain an OLCC Temporary Sales License and an approved City Alcohol Permit. To serve alcohol, you must also obtain an approved City Alcohol Permit.

Will food and/or refreshments be served? No Yes*

*What type of food and/or refreshments will be served? _____

Will you be hiring a caterer to serve food? No Yes*

*Caterer Name: _____ Address: _____ Contact #: _____

Will food and/or refreshments be sold? No Yes*

*What type of food and/or refreshments will be sold? _____ *(a Temporary Restaurant License is required)*

Who will prepare the food being served? Caterer* Other: _____

*Does the caterer have a current Food Handlers Permit? No Yes

FOR OFFICE USE

A copy of the following supplemental documents are required:

- | | | |
|---|-----------------|--------------------|
| <input type="checkbox"/> Proof of Liability Insurance - | Due date: _____ | Received on: _____ |
| <input type="checkbox"/> Proof of Host Liquor Liability Insurance - | Due date: _____ | Received on: _____ |
| <input type="checkbox"/> City Approved Alcohol Permit - | Due date: _____ | Received on: _____ |
| <input type="checkbox"/> OLCC Temporary Sales License - | Due date: _____ | Received on: _____ |
| <input type="checkbox"/> Temporary Restaurant License - | Due date: _____ | Received on: _____ |
| <input type="checkbox"/> Current Food Handlers Permit - | Due date: _____ | Received on: _____ |

NOTE: All required documents must be submitted to the City of Lake Oswego at least 30 days prior to reservation date for the reservation to be confirmed.

Fee Computation: *Office Use Only*

Refundable Deposit: \$ 500.00

Processing Fee: \$ 25.00

Cleaning Fee: \$ 100.00

Pavilion: _____ hrs. @ \$ _____ per hour: \$ _____

Dolphin: _____ hrs. @ \$ _____ per hour: \$ _____

Other _____: \$ _____

TOTAL AMOUNT DUE: \$ _____

Payment Information: *Office Use Only*

Cash Check # _____

Visa MasterCard Discover AMEX

Cardholders Name: _____

Card Number: _____ Expires: _____

Holding Reservation Date: \$625.00 paid on: _____

Remaining amount of \$ _____ is due by: _____

All fees paid on: _____

Note: To hold a reservation date, \$625 must be paid at the time of the request and the remaining amount is due 30 days prior to the reservation date.

OFFICE USE ONLY

I have evaluated the application and in accordance with the City of Lake Oswego's policies, this application is:

Approved for use

Denied for use

Comments/Notes: _____

Authorized by: _____

Date of Approval: _____



Wedding Ceremony Rehearsal/Dinner Foothills Park

Applicants reserving the facility for a wedding are allowed use of the site for a minimum of 1 hour for a rehearsal (based on availability). Rate will be for 1 hour of use unless otherwise indicated. No additional fees or deposits will be required.

Person Responsible for Reservation: _____	<input type="checkbox"/> Wedding Rehearsal Only <input type="checkbox"/> Wedding Rehearsal & Dinner
Address: _____ _____	Day/Date of Reservation: Day _____ Date _____
City/Zip: _____	Time Requested: (1 hour minimum) _____
Phone #: _____	Please indicate amenities requested: <input type="checkbox"/> Electricity <input type="checkbox"/> Fireplace <i>(must provide own firewood)</i> <input type="checkbox"/> Tables & Chairs <i>(no tables or chairs available for Dolphin)</i> <input type="checkbox"/> Up to 2 Extra Garbage Receptacles
Alternate #: _____	
E-Mail Address: _____	
Wedding Rehearsal and Dinner	
Will Alcohol be served? <input type="checkbox"/> No <input type="checkbox"/> Yes * Please check all that apply: <input type="checkbox"/> Free/Host Alcohol <input type="checkbox"/> Alcohol Sales <input type="checkbox"/> Host & Sales <input type="checkbox"/> Beer <input type="checkbox"/> Wine	
If alcohol is being served it must be served by a licensed pourer with a current OLCC permit? Name of Caterer/Licensed Bartender: _____ OLCC license #: _____ <i>If your event includes the serving of alcohol Host Liquor Liability Insurance of at least \$2,000,000 per occurrence is required. For alcohol sales you must also obtain an OLCC Temporary Sales License and an approved City Alcohol Permit. To serve alcohol, you must obtain an approved City Alcohol Permit. Must be provided 30 days prior to event.</i>	
Who will prepare the food being served? <input type="checkbox"/> Caterer <input type="checkbox"/> Other <input type="checkbox"/> N/A If using a caterer please provide information requested below. Caterer Name: _____ Phone: _____ <i>Please provide Food Handler's permit for caterer/servers.</i>	
Payment Information	
Indicate which area is requested: <input type="checkbox"/> Pavilion (\$75/hr) <input type="checkbox"/> Viewing Dolphin (\$50/hr) Pavilion: _____ hrs. @ \$75/hr: \$ _____ Dolphin: _____ hrs. @ \$50/hr: \$ _____ Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Cardholder name: _____ Card # _____ Expires: _____	



ALCOHOL PERMIT

Foothills Park

Request is hereby made by the undersigned for permission to serve alcoholic beverages on City property.
(Permit must be submitted 30 days prior to reservation date)

Applicant's Name: _____

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

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

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: OLCC Licensed Caterer OLCC Permitted Pourer

Permission to serve alcohol is only granted if service is done by an OLCC licensed caterer or OLCC permitted 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; and must name the City of Lake Oswego as an additional insured.

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: _____			



STATEMENT OF USER RESPONSIBILITY

For Lake Oswego Premier Park Facility

PARK 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 the 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 onto the premises of the City facility reserved 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 the 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. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, ordinances and rules, including all park regulations, and shall comply with the requirements stated in this Park Rental Packet".
6. Portable equipment of any kind is only allowed with Director approval. Inflatable devices and dunk tanks are not allowed; no exceptions.
7. It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in any park.
7. The park rules require that you promptly remove any dog waste deposited on public or private property.
9. The park rules require that all dogs be leashed and barking must not become a nuisance.
10. 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. User will be held liable for any damage to pavers and/or concrete.
11. No motorized vehicles are allowed in the park or on a plaza except on roads provided for such use.
12. No person may move any City owned equipment and/or supplies without written permission from the Director of Parks and Recreation.
13. Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees, minus the Processing Fee of \$25. If the applicant fails to provide at least 30 days notice, 20% of the Reservation Fee will be deducted before your refund is issued. To change a reservation date, a request must be made 30 days in advance or 10% of your Reservation Fee is charged. We do not honor cancellations due to inclement weather, however the refundable deposit will be refunded.
14. Violations of any rules, regulations, or guidelines will result in the forfeiture of the refundable deposit.

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. Groups or individuals ARE NOT allowed to bring coolers, kegs, or individual servings of beer, wine, or hard liquor to parks.
3. Permission to serve alcohol is only granted if service is done by an OLCC licensed caterer or OLCC permitted pourer in a designated and 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.
4. 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.
5. All OLCC rules and regulations apply.
6. Application for Use shall be submitted no less than 30 days prior to reservation date, with Alcohol Permit and Host Liquor Liability due 14 days prior to reservation date.
7. OLCC Temporary Sales License must be displayed or made available at the site during the event.

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 Foothills Park facility, as well as the ordinances of the City of Lake Oswego. I accept responsibility for any violations as they may pertain to the facility reserved.

Print Name of Applicant: _____

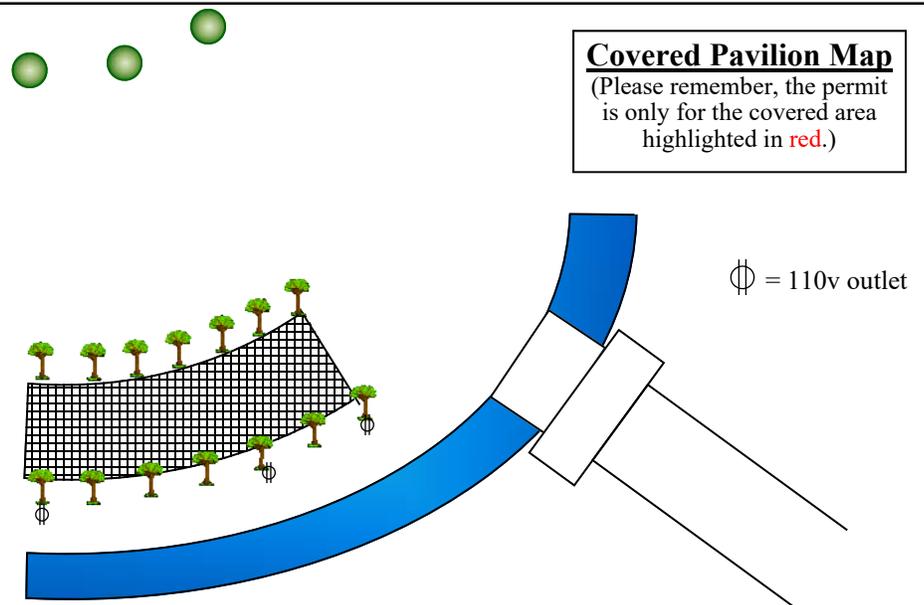
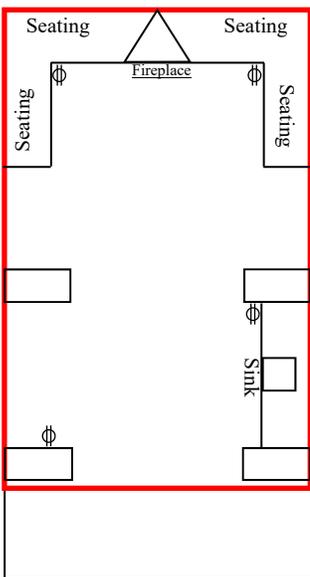
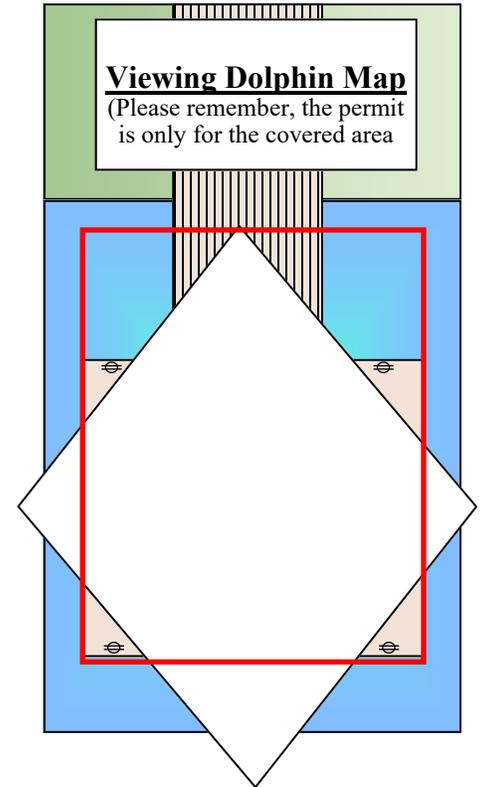
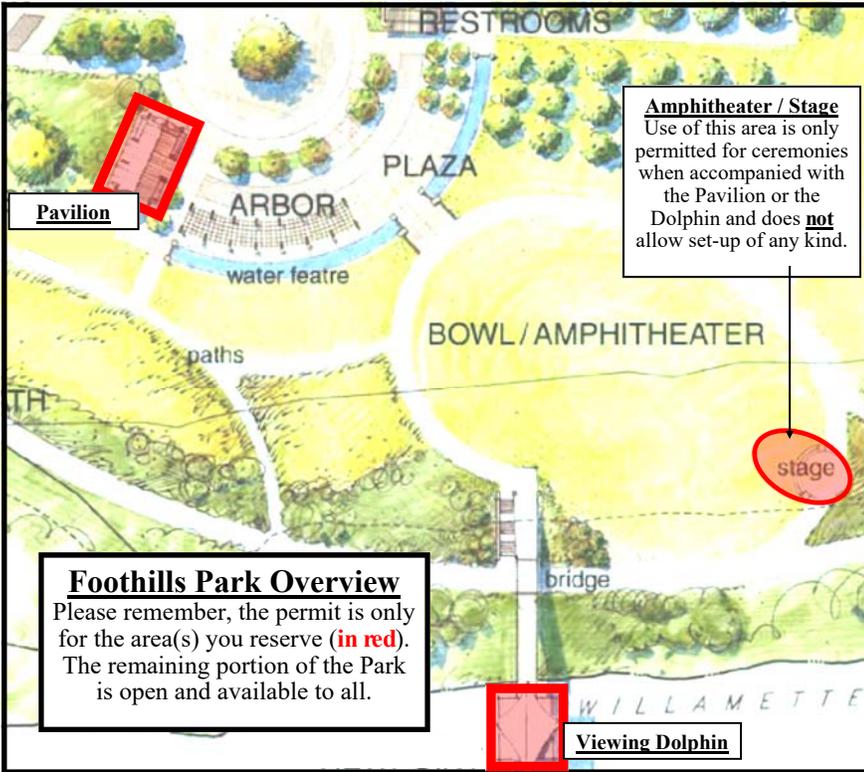
Signature of Applicant: _____ Date Signed: _____



EVENT LAYOUT

Foothills Park

Applicants must provide a sketch that shows the specific area of the premises for each activity, dining area, bar/lounge, food vendors.



Applicant Name: _____ Telephone: _____

Requested Date: _____ Reservation Time: _____

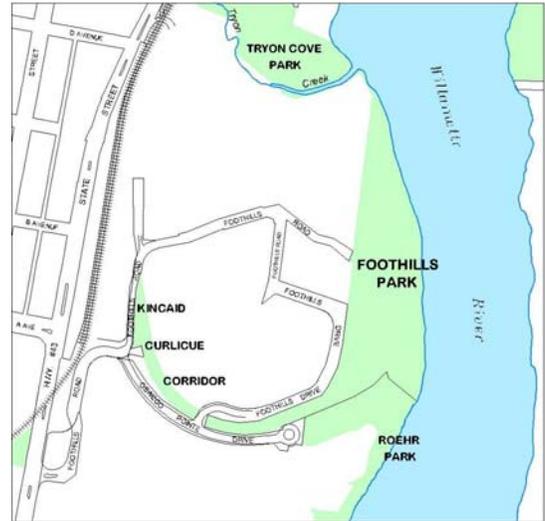


DIRECTIONS

Foothills Park

From Freeways I-5 and 217:

1. Exit I-5 to Hwy 217 (Kruse Way).
2. Proceed on Kruse Way 1.2 miles to "T" intersection with Lower Boones Ferry Road.
3. Turn LEFT (North) onto Lower Boones Ferry Road and stay in right lane to Country Club Road.
4. Bear right onto Country Club Road.
5. Proceed on Country Club Road. 1.7 miles
6. Road name change to A Avenue. 0.6 miles
7. Turn RIGHT (South) onto State Street / OR-43. 0.1 miles
8. Turn LEFT onto Foothills Road. 0.3 miles
9. Arrive at 199 Foothills Road, Lake Oswego, OR 97034.



From Portland via Macadam Avenue (Hwy 43)

1. Take Macadam (South) onto Highway 43
2. Proceed on Highway 43. 4.9 miles
3. Turn LEFT onto Foothills Road. 0.3 miles
4. Arrive at 199 Foothills Road, Lake Oswego, OR 97034.

