

# Making A Reservation

## When may Foothills Park be reserved?

Applications will be taken starting January 2nd for the current year and the park may only be reserved from March 1st up until Sept 30th of the current year. Reservations must be made a minimum of 30 days in advance. However, if there are no supplemental documents required, reservations may be accepted less than 30 days in advance, on a case by case basis. Reservations are scheduled between 9am-2:30pm or 3:30-9pm, Monday-Sunday. If the reservation is for a major event, only one is allowed per day between 9am-10pm.

## How may I reserve Foothills Park?

- 1.) Request and submit a completed Rental Packet to the Parks & Recreation Department.
- 2.) Pay the reservation fee no less than 30 days prior to the requested date.
- 3.) Submit a copy of all supplemental documents pertaining to your reservation, no less than 30 days prior to the requested date.

## What does it cost to reserve Foothills?

Application Processing Fee: \$25 (non-refundable)

Cleaning Fee: \$100 (non-refundable)

Refundable Deposit: \$500

Pavilion Rental Rate: (depends on event type)

\$75/ hour - Generates NO sales.

\$150/ hour - Open to public, generates sales.

\$450/ hour - Closed to public, generates sales.

To hold a reservation date, the Processing Fee, Cleaning Fee and Refundable Deposit must be paid at the time of request. The remaining amount must be paid no less than 30 days prior to the requested date.

## What if I must cancel, make changes or it rains?

Cancellations received more than 30 days before 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 date, will be charged 10% of the original Reservation Fee to reschedule. We will not accommodate any minor changes to the reservation with less than 7 days notice, major changes 30 days notice.



## Parks & Recreation

**We Offer Great Programs!**

### COMMUNITY EVENTS:

Farmers' Market ☆ Egg Hunt  
Movies in the Park ☆ Summer Concerts  
Hometown Holiday fun!

### SPORTS:

Adult Softball ☆ Basketball ☆ Soccer  
Youth Lacrosse

### FUN CLASSES:

Dance ☆ Fine Arts ☆ Cooking  
Fitness & Health ☆ Gardening ☆ Golf  
Tennis ☆ Water Sports ☆ Hikes

### TEEN PROGRAMS:

☆  
☆ After School Activities Program ☆  
Teen Lounge

*Discover Active Living  
The benefits are endless...™*

## Lake Oswego Parks & Recreation

1500 Greentree Road

PO Box 369

Lake Oswego, OR 97034

Phone: 503-675-2549

Fax: 503-697-6579

*Office Hours: 8 a.m. to 5 p.m.*

*Monday through Friday*



Lake Oswego  
Parks & Recreation Department

# Foothills Park Reservations



199 Foothills Road  
Lake Oswego, OR 97034

503-675-2549 Fax 503-697-6579

[www.ci.oswego.or.us/parksrec](http://www.ci.oswego.or.us/parksrec)

# Important Information

The City of Lake Oswego, through the Parks and Recreation Department, strives to protect the rights of other park users, neighbors, and the park environment. Please assist us in making your park visit a great experience by following these city ordinances and/or guidelines.

- ⊛ Possession and consumption of alcoholic beverages is limited to beer and wine, restricted to pre-designated, monitored areas, and intended for catered public and private special events only.
- ⊛ Permission to serve and/or sell alcohol is subject to any and all OLCC rules and regulations. Caterers/contractors are required to obtain an OLCC license and City Alcohol Permit.
- ⊛ Park equipment and furniture must remain within the confines of the reserved area and returned to their original location after the event.
- ⊛ Dogs must be on a leash. The City of Lake Oswego has a "pooper scooper" law.
- ⊛ No motorized vehicles are allowed in the park or beyond marked parking areas.
- ⊛ It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in the park.
- ⊛ Use of fireplace must be in conjunction with a park reservation and permit.
- ⊛ Portable barbecues may be used in conjunction with a shelter 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.
- ⊛ Bring your permit with you; without this your reservation cannot be enforced.
- ⊛ The activities of your event must be contained to the area reserved. The entire park is still available and welcome to all others who wish to enjoy it.

# Foothills Park

Foothills Park is the City of Lake Oswego's newest community gathering place! This nine-acre park is located along the Willamette River and is part of the City's one mile of riverfront property which links the newest addition to Roehr Park and George Rogers Park.

Foothills Park features sweeping views of the Willamette River from the canopy-covered, elevated viewing platform that extends out over the river, the meandering extension of the William Stafford Pathway, and the north-end viewing area that also overlooks Tryon Creek.

A ringed, cobblestone plaza and shallow, reflecting pond greets visitors and serves as the main gateway into the park. The beautiful, timber-framed and stone picnic pavilion and its stone fireplace offer a peaceful respite and accommodate private and public functions. On the plaza's outer edge, there is a water feature designed for children's enjoyment. The grassy amphitheater and performance area will play host to Lake Oswego's delightful, free summer concerts.

The journey from wood chip storage facility to a fantastic open space for the community has been long, but well worth the wait. Take a stroll through the park and see for yourself. It is located at the bottom of Foothills Road (off State Street) in Lake Oswego, Oregon.

## Please Note:

Exclusive use only applies to the areas you have specifically reserved. The activities of your reservation must be contained to these areas. The entire park remains open and available to the public.

## Facility Rental Rates:

* 2 hour min.	Rate I	Rate II	Rate III
<b>Pavilion *</b>	\$75/hr	\$150/hr	\$450/hr
<b>Amphitheater / Stage</b>	\$50/hr	\$100/hr	\$300/hr
	<i>(Can not be rented alone)</i>		
<b>Viewing Dolphin *</b>	\$35/hr	\$70/hr	\$210/hr

\* Please refer to the reservation packet for more detailed information regarding rental rates and areas.



## Pavilion Amenities:

- ★ 5 electrical outlets (110v)
- ★ 1 drinking fountain
- ★ Accessible restrooms
- ★ 100 capacity limit
- ★ Wood burning fireplace (*must be contained, please let the fire burn out*)
- ★ 8 overhead lights
- ★ 2 garbage receptacles
- ★ 40 stackable chairs \*
- ★ 4 round tables, 30" diameter \*
- ★ 8 oblong tables, 30" x 48" \*
- ★ 1 small sink

\* Available upon request

## Viewing Dolphin Amenities:

- ★ 50 capacity limit
- ★ Dimensions are 27' x 30'
- ★ 4 electrical outlet (110v)



## Directions:

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