



MILLENNIUM PLAZA PARK RENTAL PACKET

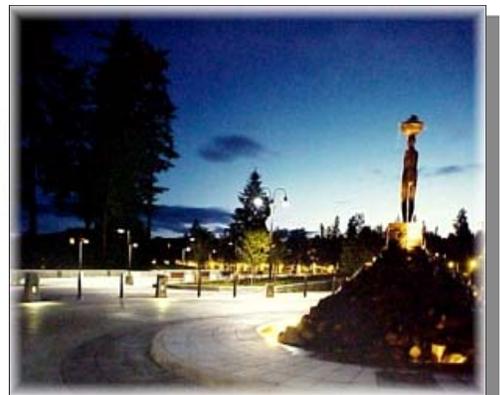
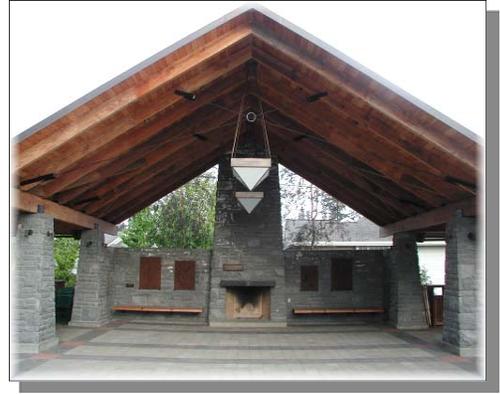




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GENERAL RENTAL INFORMATION

Millennium Plaza 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. Any equipment, including but not limited to tables and chairs must remain in the area reserved. The remainder of the park is still available to the general public to enjoy. No motorized vehicles are permitted on the Plaza. There is no designated parking for event reservations; please plan accordingly.

RENTAL INFORMATION

- Handicap accessible.
- Available daily, March 1 thru the last weekend in September (*No Friday reservations mid-May thru September or Sunday reservations during the months of July and August*)
- Available rental hours are between 9a-2:30p and 3:30-9p. (*4p-10p only on Saturdays during Farmers' Market*)
- 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:

- 10 electrical outlets throughout Pergola (110v)
- 2 drinking fountains
- Accessible restrooms
- 500 capacity limit
- 2 Recycling & 4 Garbage receptacles
- Wood burning fireplace (must be contained, Please let the fire burn out)
- 12 overhead lights in the Pergola
- 20 outside lamps on lamp posts
- 155 chairs (*approxamately*)
- 55 round tables, 31 ½ inch diameter (*available upon request*)
- A refrigerator inside kitchen
- Kitchen (*available upon request, refundable key deposit required*)
- 1 hand washing sink, 1 food preparation sink, 3 faucets
- 4 lights in kitchen
- 10 electrical outlets inside kitchen (110v)

Note:

*Applicant is required to set-up tables and chairs.
 Firewood is not provided.
 Kitchen key must be picked up the day before the event &
 returned the day after. Kitchen may not be used for storage.*

FEES AND REFUND POLICY

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.** The Refundable Deposit is to offset potential damage costs. If there is no damage, the deposit will be automatically refunded within 5 working days after your reservation. If we suspect damage or a rule violation have occurred, we reserve the right to retain the Refundable Deposit until inspections and damage estimates are made. To hold a reservation date, the Processing Fee, Cleaning Fee, and Refundable Deposit (\$625) must be paid at the time of request. Applicants requesting use of the Kitchen are required to pay a \$5 Refundable Key Deposit. The key must be picked up at the West End Building the day before the function, and returned the next business day. The **Reservation Fee must be paid 30 days prior to the reservation date.**

Facility Rental Rates

	RATE I	RATE II	RATE III
Type of Event: * 2 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
Pergola	\$75 per hour*	\$150 per hour*	\$450 per hour*
Stage/Grassy Knoll	\$50 per hour*	\$100 per hour*	\$300 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

Millennium Plaza Park

INSURANCE POLICY

If the Applicant is using Millennium Plaza Park Pergola or Grassy Knoll 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 and/or serving 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.

DECORATIONS

- 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.

SEATING AND USE OF TENTS

- Extra seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn or grassy knoll, only lawn or sand-chair style seating is allowed. (This is a result of other chairs puncturing the ground and damaging the irrigation system.)
- 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 or amplified sound after 10pm.** We reserve the right to check decibel level at boundaries of the park.



GENERAL RENTAL INFORMATION

continued...

Millennium Plaza 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 Deposit will be refunded within 5 business days after the reservation date. Any additional costs for clean up or damage above and beyond the 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, full payment of all fees and deposit 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 155 stackable chairs upon request with a Pergola reservation as well as 55 round tables. These tables and chairs are not permitted for use with the rental of the Grassy Knoll area. Removal or relocation of these tables and chairs is not permitted. The City is not responsible for the set-up of the tables and chairs.
- Applicant is responsible for extra seating and tables if more are needed.
- The City is not responsible for any shortage of seating due to vandalism or maintenance.

USE OF GRASSY KNOLL

Reservations for use of the grassy knoll are permitted with the following regulations:

- Grassy Knoll parameters are limited to the grassy area only and the stage joining it, not the full paved area in front of it.
- Seating, chair styles and use of tents must comply with park regulations for the grass.

USE OF ELECTRICITY

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



Application For Use of MILLENNIUM PLAZA PARK

Area(s) Requested
 (Please check)
 D.J. Schmitz Pergola _____
 Grassy Knoll _____

- ✓ 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, AMEX), Cash or Check payable to *City of Lake Oswego*

APPLICATION INFORMATION	
Organization Name (if applicable): _____	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: <input type="checkbox"/> Birthday Party <input type="checkbox"/> Company Picnic <input type="checkbox"/> Reunion <input type="checkbox"/> Fundraiser <input type="checkbox"/> Wedding* <input type="checkbox"/> Other: _____	
<i>*If your reservation is for a wedding and you plan on having a rehearsal at the same venue please fill-out the attached Wedding Rehearsal Application.</i>	
This event will be: (check all that apply)	
<input type="checkbox"/> Closed to the public/invited guest only <input type="checkbox"/> Open to the public <input type="checkbox"/> Generating sales (i.e., admission fees, concessions, or entry fees)	
Please indicate the amenities you will need:	
<input type="checkbox"/> Up to 2 Extra Garbage Receptacles <input type="checkbox"/> Use of Electricity <input type="checkbox"/> Fireplace (must provide own fire wood) <input type="checkbox"/> Use of Kitchen (limited during Farmers Market May through October, 4pm set up) <input type="checkbox"/> Tables & Chairs	
Are there any entertainment features related to your event? <input type="checkbox"/> No <input type="checkbox"/> Yes*	
*Number of Performers: _____ Performer Name(s): _____ Performance Type: _____	
Will sound amplification be used? <input type="checkbox"/> No <input type="checkbox"/> Yes	
*Start time: _____ End time: _____ Describe sound equipment used: _____	
Will you be erecting and using any tents or other temporary equipment (i.e. portable barbeques)? <input type="checkbox"/> No <input type="checkbox"/> Yes*	
*Describe equipment used: _____	
Will you request any street closures or alterations? <input type="checkbox"/> No <input type="checkbox"/> Yes* (Time of Closure or Alteration: _____ AM/PM _____ AM/PM)	
*Location/Affected Street: _____	

Application for use of Millennium Plaza 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) and Cleaning Fee (\$100.00): \$ 125.00

Rental hours: _____ @ \$ _____ per hour: \$ _____

Refundable Kitchen Key Deposit: \$ 5.00

Other _____: \$ _____

TOTAL AMOUNT DUE: \$ _____

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 reservation date.

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: _____

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

Millennium Plaza 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: Address: City/Zip: Phone #: Alternate #:	<input type="checkbox"/> Wedding Rehearsal Only <input type="checkbox"/> Wedding Rehearsal & Dinner Day/Date of Reservation: Day _____ Date _____ Time Requested: (1 hour minimum) Please indicate amenities requested: <input type="checkbox"/> Electricity <input type="checkbox"/> Fireplace <i>(must provide own firewood)</i> <input type="checkbox"/> Tables & Chairs <input type="checkbox"/> Up to 2 Extra Garbage Receptacles
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E-Mail Address: _____

Wedding Rehearsal and Dinner

Will Alcohol be served? No Yes
 * Please check all that apply: Free/Host Alcohol Alcohol Sales Host & Sales Beer 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 #: _____

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.

Who will prepare the food being served? Caterer Other N/A

If using a caterer please provide information requested below.
 Caterer Name: _____ Phone: _____

Please provide Food Handler's permit for caterer/servers.

Payment Information

Indicate which area is requested: Pergola (\$75/hr) Grassy Knoll (\$50) *Only the Pergola can be used for rehearsal dinner*
 Pergola: _____ hrs. @ \$75/hr: \$ _____ Grassy Knoll: _____ hrs. @ \$50/hrs: \$ _____

Paid by: Cash Check# _____ Visa MasterCard

Cardholder name: _____ Card # _____ Expires: _____



ALCOHOL PERMIT

Millennium Plaza 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: _____

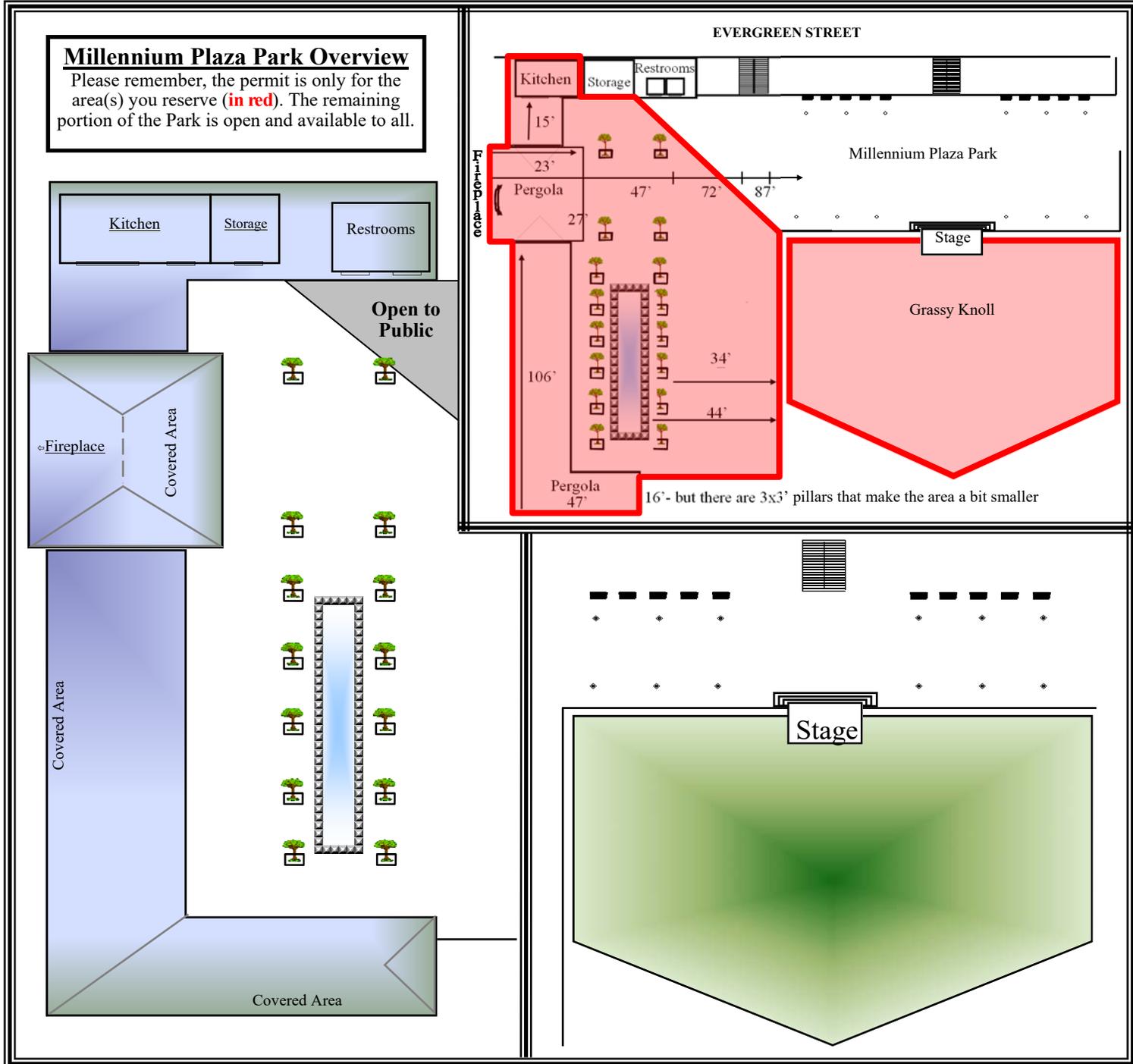
Signature of Applicant: _____ Date Signed: _____



EVENT LAYOUT

Millennium Plaza Park

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



Applicant Name: _____

Telephone: _____

Requested Date: _____

Reservation Time: _____

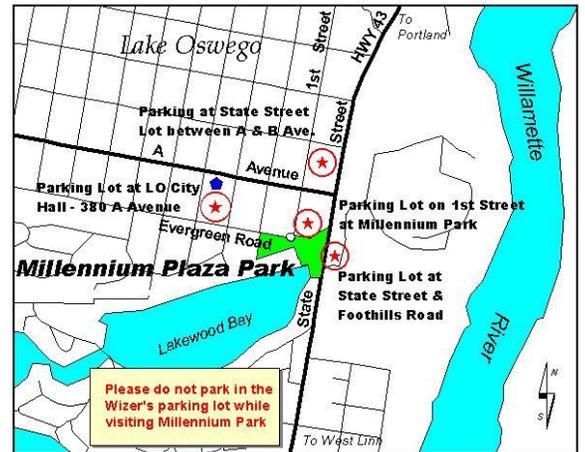


DIRECTIONS

Millennium Plaza 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 1st Street
8. Arrive 1st St and Evergreen 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 RIGHT (West) onto A Avenue. 0.1 miles
4. Turn LEFT (South) onto 1st Street. 0.2 miles
5. Arrive 1st St and Evergreen Road, Lake Oswego, OR 97034

