



ROEHR PARK AMPHITHEATER & VIEWING DOLPHIN RENTAL PACKET

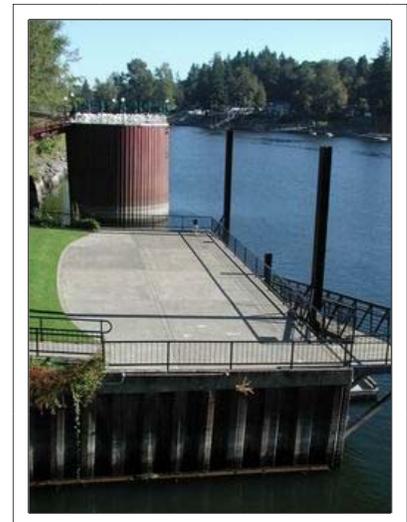
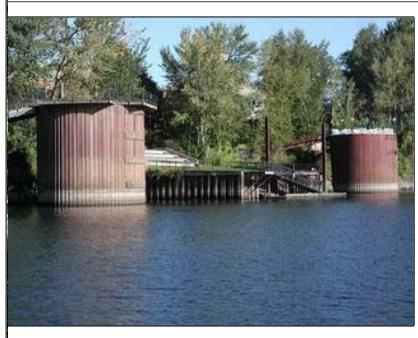
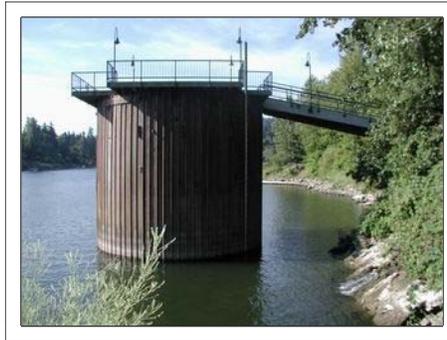




TABLE OF CONTENTS

Roehr Amphitheater & Viewing Dolphin

Table of Contents.....page 2

General Information.....pages 3-5

Application for Use.....pages 6-7

Wedding Rehearsal/Dinner Application.....page 8

Alcohol Permit.....page 9

Statement of User Responsibility.....page 10

Event Layout.....page 15

Directions and Map.....page 16



GENERAL RENTAL INFORMATION

Roehr Park Amphitheater & Viewing Dolphin

PLEASE NOTE

As with all our parks, reservations include only the area you have specifically requested. The events of your reservation must be contained to the area reserved. The remainder of the park is still available to the public to enjoy. There is no designated parking for event reservations. Please plan accordingly.

RENTAL INFORMATION

- Handicap accessible.
- Available daily, March 1 to September 30.
- Available rental hours are between 9a-2:30p or 3:30p-9p.
- Applications will begin being accepted the first business day of each new year and **no less than 14days prior** to use.
- Mandatory meeting with Parks Special Events Coordinator prior to event.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 4 Electrical Outlets @ 110v & 1 @ 220v
- 2 Drinking Fountains, by restrooms
- Accessible restrooms
- 200 capacity limit
- Recycling & Garbage receptacles
- Large Parking Lot
- 4 movable park benches
- Wheelchair accessible

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 \$50, 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 business days after your reservation. To hold a reservation date, the Processing Fee, Cleaning Fee, and Refundable Deposit (\$575) must be paid at the time of request. The **Reservation Fee must be paid 30 days prior to the reservation event date** listed in the application.

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
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

Roehr Park Amphitheater & Viewing Dolphin

INSURANCE POLICY

If the Applicant is using the Roehr Park Amphitheater and/or the 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.
- 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

- Seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn or amphitheater, 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. We reserve the right to check decibel level at boundaries of the park.



GENERAL RENTAL INFORMATION

continued...

Roehr Park Amphitheater & Viewing Dolphin

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. 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 will determine 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.** The City may cancel or deny the application of any person or group when it is determined by the City that the proposed use of the facility will not be in the best interest of the City. 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

- Reservation time increase to 10pm for clean-up only.
- Only one event scheduled per day within 9am - 9pm time frame, as opposed to two per day for normal reservations.
- Mandatory meeting with Parks Special Events Coordinator & prior to event & application approval.
- No dunk tanks, bounce houses or other inflatables permitted. No Exceptions.

TABLES AND CHAIRS

- Applicant is responsible for seating and tables if needed.
- The City is not responsible for the set-up of tables and chairs.

USE OF AMPHITHEATER

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

- Seating, chair styles and use of tents must comply with park regulations.
- 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.

USE OF ELECTRICITY

Should your event require electricity please check box on the application.



Application For Use of **ROEHR PARK AMPHITHEATER & VIEWING DOLPHIN**

- ✓ 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*

Area(s) Requested
 (Please check)

Amphitheater _____

Viewing Dolphin _____

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:

Birthday Party
 Company Picnic
 Reunion
 Fundraiser
 Wedding
 Other: _____

This event will be: *(check all that apply)*

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

Use of Electricity

Please indicate any other special assistance from our maintenance department you will need (ex. Extra garbage receptacles, etc.):

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

*Number of Performers: _____ Performer Name(s): _____ Performance Type: _____

Will sound amplification be used? No Yes* **Note: Sound must be directed away from the water.**

*Start time: _____ End time: _____ Describe sound equipment used: _____

Will you be erecting and using any tents or other temporary equipment (i.e. portable barbeques)? No Yes*

*Describe equipment used: _____

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 Roehr Park Amphitheater & Viewing Dolphin (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 ONLY

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
 Processing Fee: \$ 25
 Cleaning Fee: \$ 50

Amphitheater: _____ 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: \$575 paid on: _____
 Remaining amount of \$ _____ is due by: _____
 All fees paid on: _____

Note: To reserve a date, \$575 must be paid at the time of the request and the remaining amount is due 30 days prior to 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: _____



ALCOHOL PERMIT

Roehr Park Amphitheater & Viewing Dolphin

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 a 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 the certificate 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: _____		



Wedding Ceremony Rehearsal/Dinner

Roehr 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"/> Up to 2 Extra Garbage Receptacles Please note any special set-up: _____ _____
Alternate #:	

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: Amphitheater (\$50/hr) Viewing Dolphin (\$35/hr)

Amphitheater : _____ hrs. @ \$50/hr: \$ _____

Dolphin: _____ hrs. @ \$35/hr: \$ _____

Paid by: Cash Check# _____ Visa MasterCard

Cardholder name: _____ Card # _____ Expires: _____



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: _____

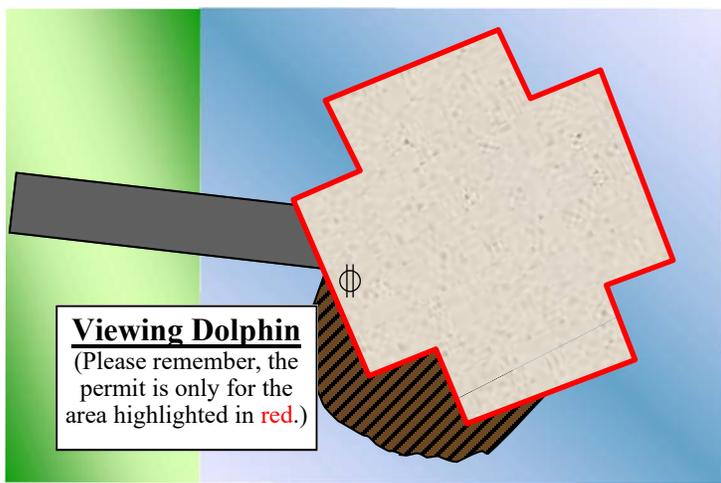
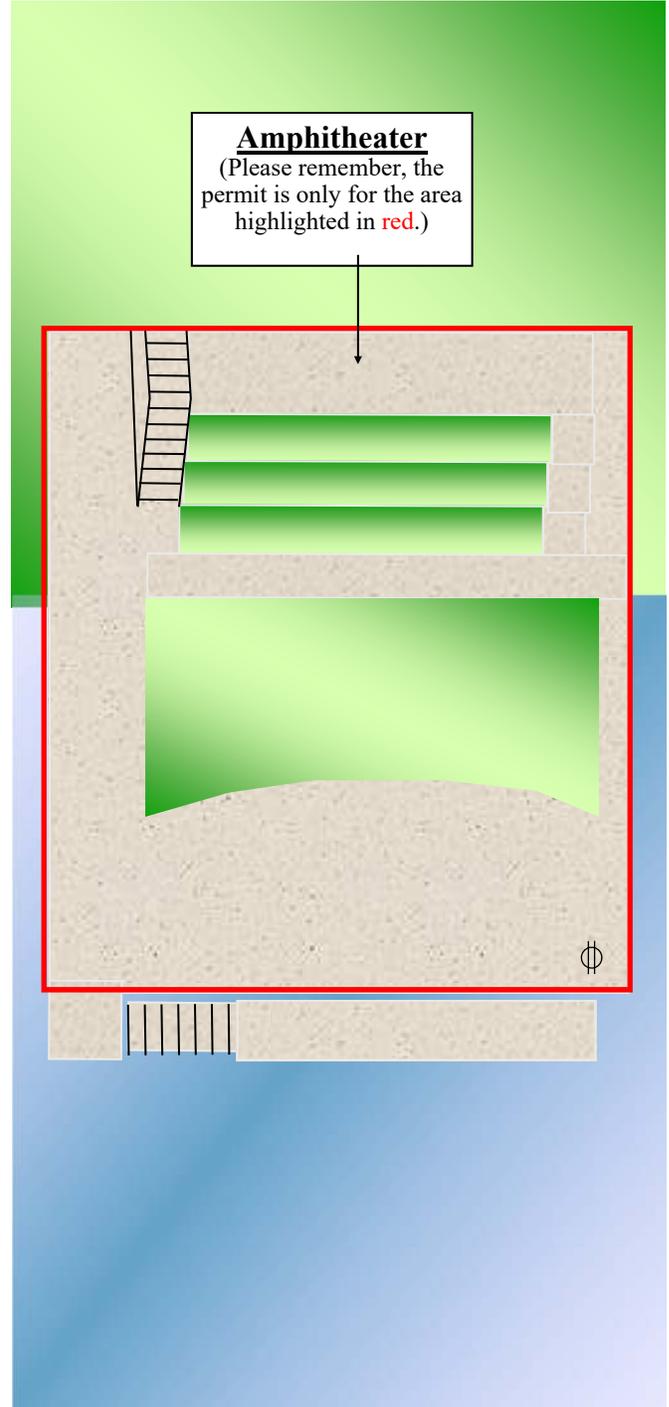
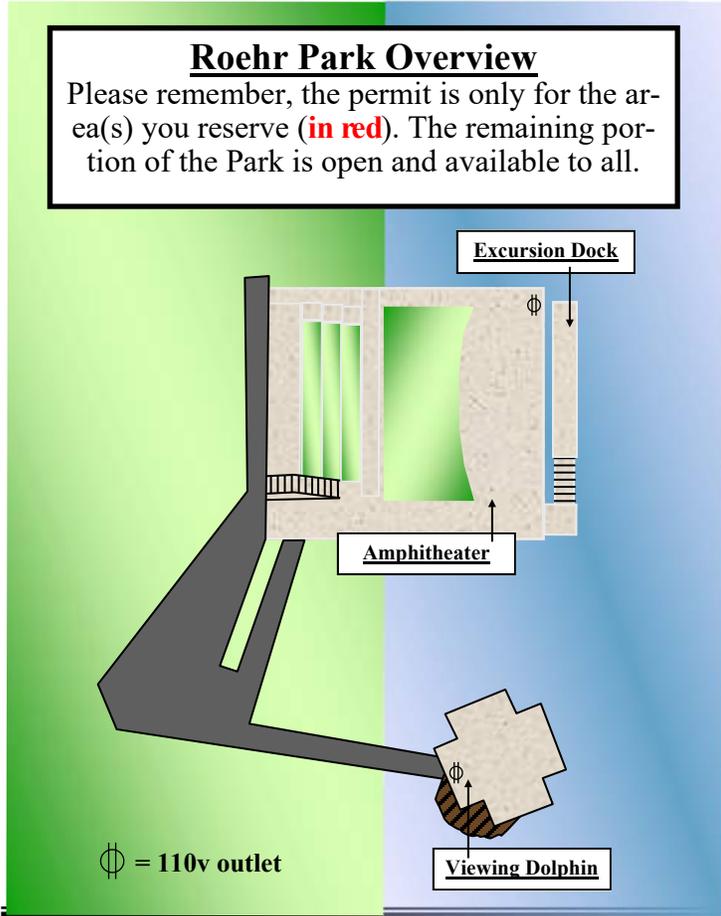
Signature of Applicant: _____ Date Signed: _____



EVENT LAYOUT

Roehr 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: _____
 Requested Date: _____

Telephone: _____
 Reservation Time: _____

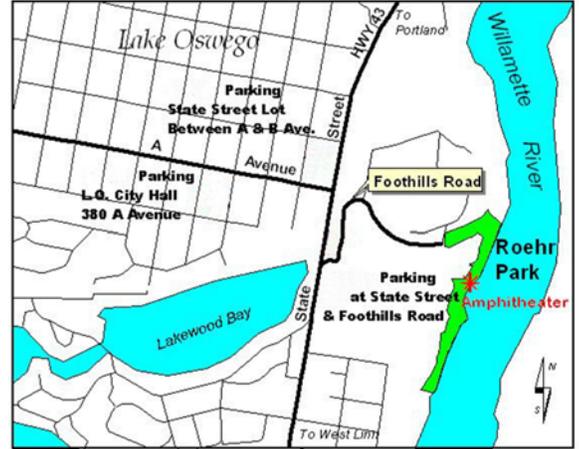


DIRECTIONS

Roehr Park Amphitheater & Viewing Dolphin

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 N. State Street /OR-HWY 43 0.1 miles.
8. Turn LEFT (West) onto FOOTHILLS Rd. 0.1 miles
9. Turn RIGHT onto OSWEGO POINTE Dr. 0.1 miles
10. End at 350 OSWEGO POINTE DR., Lake Oswego, OR. 97034.
11. The pathway to the amphitheater is at the south end of the restaurant/offices.



From Portland via Macadam Avenue (Hwy 43)

1. Take Macadam (South) onto Highway 43
2. Proceed on Highway 43. 5.1 miles
3. Turn LEFT (West) onto Foothills Rd. 0.1 miles
4. Turn RIGHT onto OSWEGO POINTE Dr. 0.1 miles
5. End at 350 OSWEGO POINTE DR., Lake Oswego, OR. 97034.

