City of Lake Oswego
Parks & Recreation Department
www.ci.oswego.or.us/parksrec

1500 Greentree Rd. , P.O. Box 369
Lake Oswego, OR 97034
☏ 503-675-2549 🖷 Fax: 503-697-6579

PALISADES ROOM RENTAL PACKET

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Palisades

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GENERAL RENTAL INFORMATION

Allowed Uses

Classes, Meetings, Social Gatherings, Events

Rentable Rooms - Refer to Room Setup Options on page 10 for Multipurpose Room Capacities

Willamette Multipurpose Room – Auditorium, Classroom, Conference and Luncheon setups

Santiam Multipurpose Room - Auditorium, Conference, Classroom and Luncheon setups

Hood Meeting Room – Fixed conference table and chairs that accommodates 10 people

Oswego Meeting Room **8-5 M-F only** – Flexible tables and chairs that accommodates 20 people

Paid Reservation Time Periods **Mon-Fri 8am-9pm and Sat 9am-1pm**

Meeting or Event reservations outside these days and hours by Director Approval Only

Reservations within above stated hours, up to 3 months in advance.

Facility Rental Rates	Non-Profit Organization *(must provide copy of current 501c3 Non-Profit Status)*	All Others
Willamette Room Non-Refundable Cleaning Fee (without food) Non-Refundable Cleaning Fee (with food) Refundable Deposit Hourly Usage Fee	$25 $50 $75 $35 hour	$25 $50 $200 $100 hour
Santiam Room Non-Refundable Cleaning Fee (without food) Or- Non-Refundable Cleaning Fee (with food) Refundable Deposit Hourly Usage Fee	$25 $50 $75 $35 hour	$25 $50 $200 $100 hour
Hood Room Non-Refundable Cleaning Fee (without food) Or- Non-Refundable Cleaning Fee (with food) Refundable Deposit Hourly Usage Fee	$10 $25 $25 $25 hour	$10 $25 $100 $50 hour
Oswego Room 8-5 M-F only Non-Refundable Cleaning Fee (without food) Or- Non-Refundable Cleaning Fee (with food) Refundable Deposit Hourly Usage Fee	$10 $25 $25 $25 hour	$10 $25 $100 $50 hour
TV/VCR/DVD Large Monitor/Screen Podium Microphone & Amp	$20 per use $20/$10 per use $20 per use $10 per use	$20 per use $20/$10 per use $20 per use $10 per use

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GENERAL RENTAL INFORMATION

INSURANCE POLICY

If the Applicant is using rooms 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 with an endorsement naming the City of Lake Oswego as an additional named insured before the application is approved.

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

ALCOHOL Catered or Licensed Server ONLY, Beer & Wine ONLY

- If you will be providing alcohol, proof of "Host Liquor Liability" Insurance of $2,000,000 is required. Most homeowner's insurance carriers offer special events insurance to cover this requirement. It must state "Host Liquor Liability" on the Certificate of Liability Insurance.
- Beer and wine only *(catered only, no "bring your own" alcohol).*
- No hard liquor - no exceptions. Designated server and monitored serving area required.
- A City of Lake Oswego Alcohol Permit is required for permission to serve and/or sell alcohol.
- Selling alcohol requires an OLCC Temporary Sales License, approved City Alcohol Permit and Host Liquor Liability
- Insurance Certificate.
- To serve alcohol, an approved City Alcohol Permit and Host Liquor Liability Insurance Certificate is required.
- A copy of the Insurance Certificate, City Alcohol Permit and/or OLCC license must be submitted **30 days prior** to event.

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, masking tape, tacks, pins, etc. are not permitted on walls or woodwork.
- ABSOLUTELY NO bird seed, metallic confetti or rice, bubbles or bubble machines. Helium balloons anchored only.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.

SEATING AND TABLES

The City provides tables and chairs as outlined in the Room Setup Options on page 10. Extra seating and tables are the responsibility of the applicant. Linens are not provided. All tables and chairs must remain inside the building and reserved area.

CLEAN UP PROCESS

The applicant is responsible for removal of all decorations, any items of property brought to the facility, and extra trash that will not fit in to the on-site receptacles. All City-owned tables and chairs must be returned to the configuration found at the beginning of the function. If the site is left in good condition and no damage has occurred, the Deposit will be refunded within 5 working days after the reservation date. The applicant is responsible for additional costs for damage above and beyond the Deposit amount.

APPROVAL OF APPLICATION

Parks & Recreation staff will determine the proper category of the applicant, ascertain that the use, time, date, and size of group are appropriate and available**. Reservations are not confirmed until all requirements have been met (i.e., copies of insurance, permits, licenses) and 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 mailed to the applicant and copies of the application will be provided to the Police and Maintenance Departments.

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MEETING Application For Use of PALISADES

MEETING reservations are accepted no less than 3 business days in advance. Requests for meeting reservations outside the times listed below require at least 7 business days advance notice.

APPLICANT 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:** _____

Recurring Reservation? ❑ **Yes** **List all Dates:** _____

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

Contact Person on Day of Meeting:_____ **Contact # on Day of Meeting:**_____

Nature of Meeting: _____

Total Expected Attendance: _____ ***Please Note: If you are serving alcohol, complete pages 7-10, otherwise, just complete pages 9-10.***

Room Requested: Rentals M-F 8am – 9pm and Sat 9am-1pm (Alcohol only allowed in Willamette and Santiam Rooms)

❑ Willamette ❑ Santiam ❑ Oswego ❑ Hood

Setup Requested for Multi-Purpose Rooms: See Page 10 for Setup Options

❑ Square (Willamette, Santiam) ❑ Rectangle (Willamette, Santiam) ❑ U-Shaped (Willamette, Santiam)

❑ Classroom (Willamette, Santiam) ❑ Auditorium (Willamette, Santiam) ❑ Luncheon (Willamette)

Meeting Rooms: ❑ Oswego (flexible conference tables for 20) **8-5 M-F only** ❑ Hood (fixed conference table for 10)

Please indicate the amenities you will need: (Based on availability)

❑ TV/VCR/DVD ❑ Large Monitor/Screen ❑ Mic & Amp ❑ Podium ❑ Other Request _____

Will you be bringing any extra tables, seating, or other temporary equipment? ❑ No ❑ Yes*

**Describe equipment use and location:*_____

Please Note: Parks & Recreation programs have priority for equipment use. We will do our best to accommodate your needs.

Payment Information: ***Office Use Only***

_____hrs. @ $____ per hour = $_____ + Cleaning Fee $_____ + Media Rental + $_____ Refundable Deposit $_____ = TOT $_____

APPROVED BY: _____ **DATE:** _____

TOTAL AMOUNT DUE: $_____ ❑ Cash ❑ Check #_____ ❑ Visa ❑ MasterCard ❑ Discover ❑ AMEX

Cardholders Name:_____ Card Number:_____ Expires:_____

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EVENT Application For Use of PALISADES

EVENT reservations are accepted no less than 30 days in advance.

Room Requested
(Please check)
Willamette _____
Santiam _____

- ✓ Please print or type legibly 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 or MasterCard Only), Cash or Check payable to *City of Lake Oswego*

APPLICANT 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)*

Note: Director approval required for rental times outside hours listed below.

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

Contact Person on Day of Event:_____ **Contact # on Day of Event:**_____

Type of activity: ❑ Birthday Party ❑ Reunion ❑ Fundraiser ❑ Wedding ❑ Other

Room Requested: All rooms M-F 8am – 9pm and Sat 9am-1pm (Alcohol only allowed in Willamette and Santiam Rooms)

❑ Willamette ❑ Santiam ❑ Oswego 8-5 M-F only ❑ Hood

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)*

Please indicate the amenities you will need: (Based on availability)

❑ TV/VCR/DVD ❑ Large Monitor/Screen ❑ Mic & Amp ❑ Podium ❑ Other _____

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: Music must be kept at moderate levels.**

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

Will you be bringing any extra tables, seating, or other temporary equipment? ❑ No ❑ Yes*

*Describe equipment use and location:_____

Does your event involve the use of alcoholic beverages? ❑ No ❑ Yes* **(Willamette and Santiam Rooms ONLY)**

*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 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:

❑ Proof of Liability Insurance -	Due date: _____	Received on: _____
❑ Proof of Host Liquor Liability Insurance -	Due date: _____	Received on: _____
❑ City Approved Alcohol Permit -	Due date: _____	Received on: _____
❑ OLCC Temporary Sales License -	Due date: _____	Received on: _____
❑ Temporary Restaurant License -	Due date: _____	Received on: _____
❑ 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: $_____

Cleaning Fee: $_____

Willamette:_____hrs. @ $_____ per hour: $_____

Santiam/Zighill: _____hrs. @ $_____ per hour: $_____

Other Rental Fee_____: $_____

TOTAL AMOUNT DUE: $_____

Payment Information: ***Office Use Only***

❑ Cash ❑ Check #_____

❑ Visa ❑ MasterCard ❑ Discover ❑ AMEX

Cardholders Name:_____

Card Number:_____ Expires:_____

❑ Holding Reservation Date: $_____ paid on:_____

❑ Remaining amount of $_____ is due by:_____

❑ All fees paid on:_____

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

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:**_____

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ALCOHOL PERMIT

Palisades

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: ❑ 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 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	❑ Approved	❑ Denied	Reason denied:
	Signature:		
Police Department	❑ Approved	❑ Denied	Reason denied:
	Signature:		
Other Approval _____ Name & Title	❑ Approved	❑ Denied	Reason denied:
	Signature:		

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STATEMENT OF USER RESPONSIBILITY

For Lake Oswego Recreational Area/Facility

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

RESERVATIONS & CANCELLATIONS

1. MEETING Application for Use shall be submitted no less than 3 business days prior to use. If the meeting time is outside normal hours, 7 business days notice and Director approval required.
2. EVENT Application for Use shall be submitted no less than 30 days prior to use.
3. All fees associated with an EVENT reservation must be fully paid within 30 days from the date the application was submitted.
4. Cancellation for an EVENT is only accepted 30 days prior to the reservation date with a refund of all fees. 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.
5. If user/group leaves before the designated ending time, the rental fee for the remaining time is forfeited. If user/group runs over
6. reserved time, the hourly rate will be charged.
7. Controlled substances and smoking are prohibited within and outside the facility.
8. Music must be kept at moderate levels.
9. No person may move any City owned equipment and/or supplies without written permission from the Director of Parks & Recreation.
10. Parks & Recreation programs receive priority status for room reservations. An existing reservation may be moved to another location.
11. Due to unforeseen circumstances, The City of Lake Oswego reserves the right to reschedule/cancel this facility use agreement.
12. Violations of any rules, regulations or guidelines will result in forfeiture of the refundable deposit.

ALCOHOL

1. Alcohol is only allowed in conjunction with the rental of the Willamette and Santiam Rooms and is not allowed outside the facility.
2. Permission to serve alcohol is only granted if service is done by a caterer or licensed pourer, if a City Alcohol Permit is approved, and if Host Liquor Liability Insurance of $2,000,000 is obtained. 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. Alcohol is limited to beer and wine only, and serving must be restricted to pre-designated, monitored areas, and is subject to any and all OLCC rules & regulations.

LIABILITY

1. For EVENTS, or gatherings over 100 people, the authorized user/group shall submit a Certificate of Liability Insurance in the amount of at least $2,000,000, naming the City of Lake Oswego as an additional insured, no later than 30 days prior to the event.
2. Any user/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/group assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's/group'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.
4. The user/group shall be responsible for the conduct of participants attending the activity/event, the supervision of youth under 18 years of age; with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear. The user/group is responsible for additional costs for damage above and beyond the Deposit amount and liable for City's attorneys fees or collections costs reasonable incurred in any action in which the City prevails for enforcement of this agreement.
5. If approval is granted to the user/group 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.
6. The City is not responsible for personal property left behind by the applicant or represented group, or for lost or stolen items left inside or outside the premises.

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 accept responsibility for any violations as they may pertain to the facility reserved.

Group or Organization:_____

Signature of Applicant:_____Date Signed:_____

Address:_____Home Phone:_____

City: _____ Zip: _____ Alternate Phone: _____

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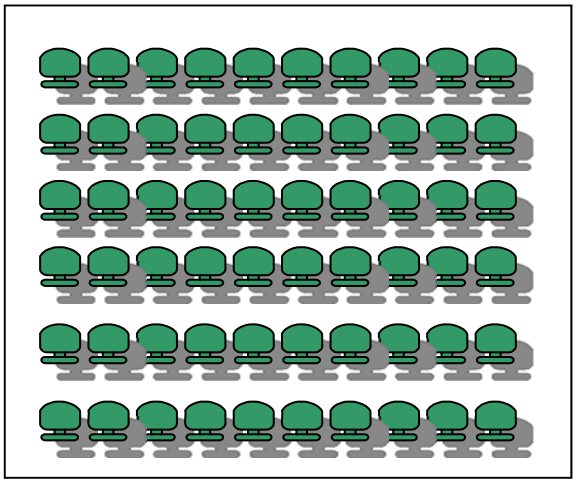
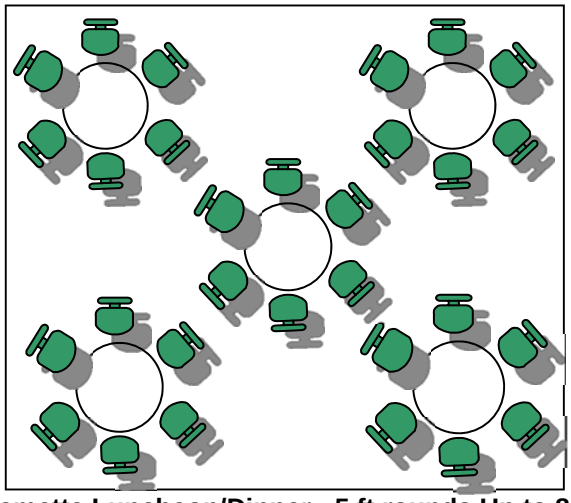
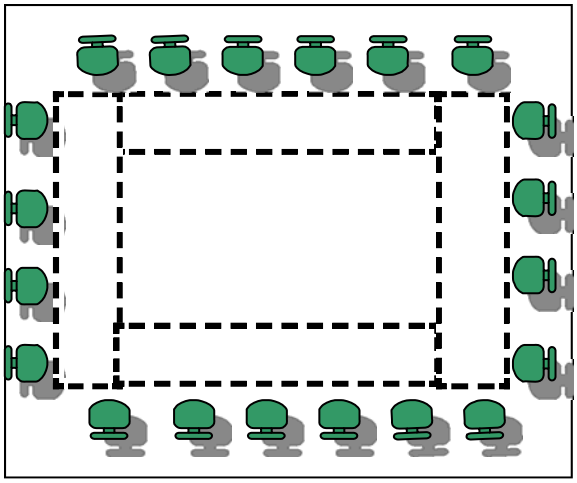
PALISADES ROOM SETUP OPTIONS



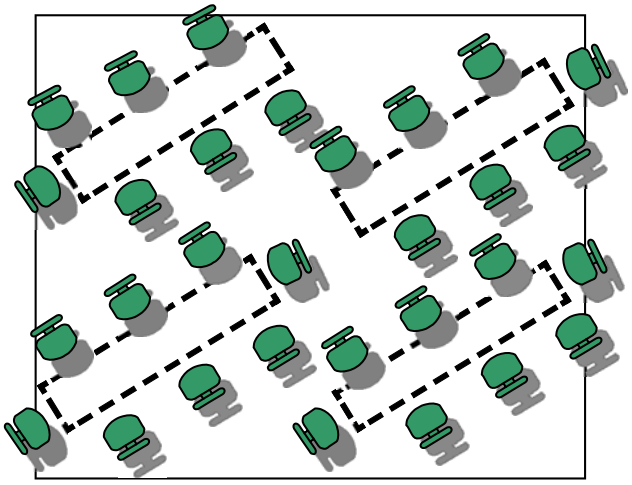
Willamette Auditorium - Up to 100 people
Santiam Auditorium - Up to 49 people



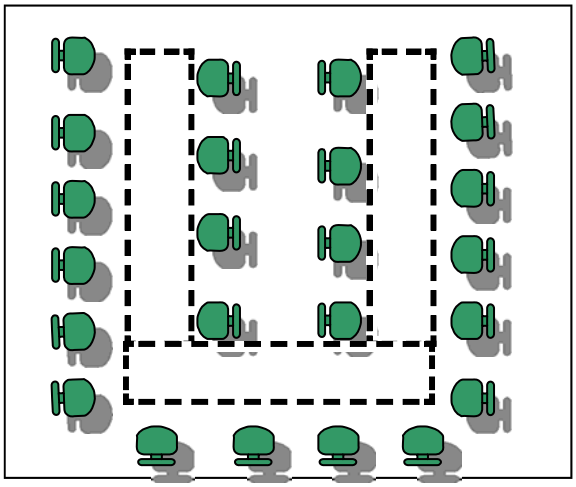
Willamette Luncheon/Dinner - 5 ft rounds Up to 84 people
Santiam Luncheon—5 ft rounds Up to 42 people



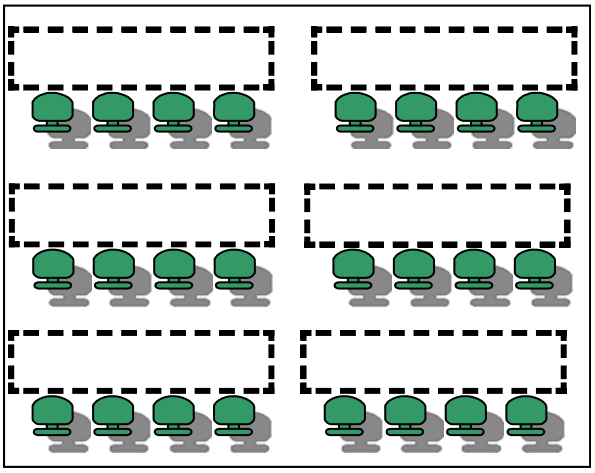
Willamette/Santiam Square/Rectangle - Up to 20 people



Willamette Rectangles - 8 ft Up to 96 people
Santiam Rectangles - 8 ft Up to 48 people



Willamette/Santiam U-Shaped - Up to 36 people



Willamette Classroom - Up to 64 people (8 ft tables)
Santiam Classroom - Up to 32 people (8 ft tables)

Applicant Name: _____ Telephone: _____ Requested Date: _____ Reservation Time: _____

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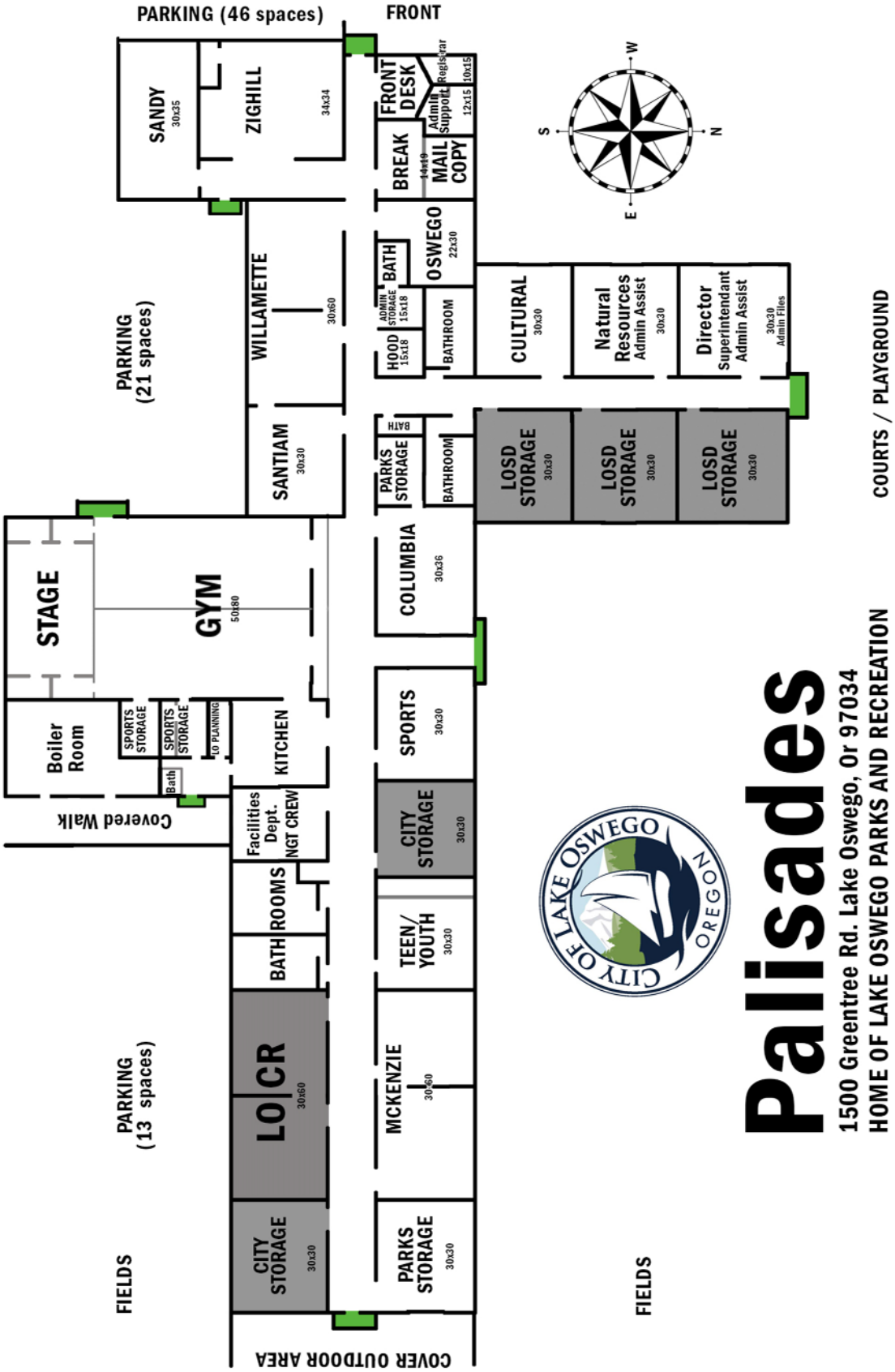

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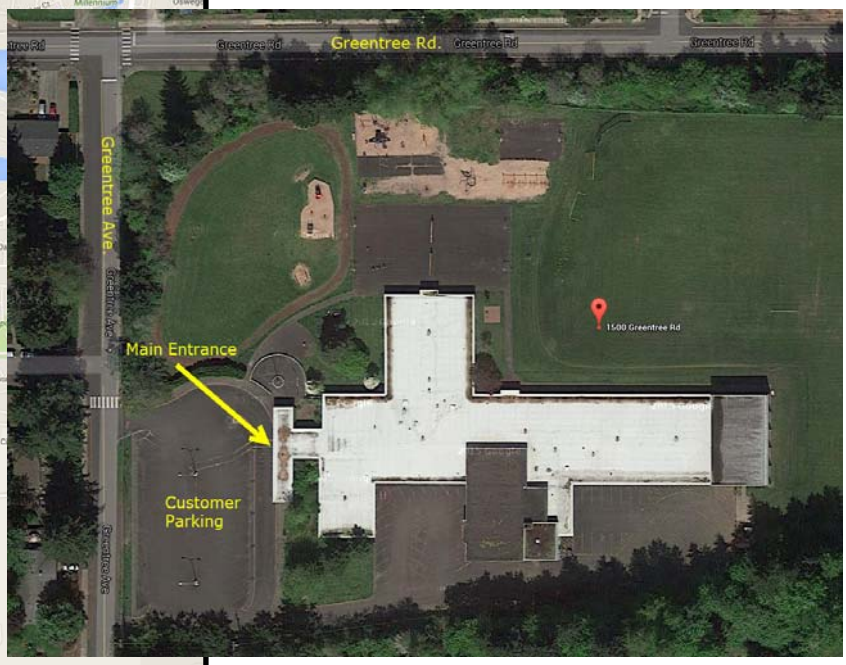

From Hwy 217—Kruse Way (also from WEB, Lake Grove areas)

Follow Kruse Way until it T's into Boones Ferry Rd.
Turn Right onto Boones Ferry
Follow Boones Ferry to Bryant Rd (lighted left turn lane)
Turn Left onto Bryant Rd
Follow Bryant Rd to Royce, Turn Left
Follow Royce to Westview, Turn Left
Follow Westview to Parks Rd, Turn Right
Follow Park Rd to Greentree Rd, Turn Right
Follow Greentree Rd to Greentree Avenue, Turn Right
Turn Left into Parking Lot

From Hwy 43 (State St) (also from downtown LO, MPP, FHP, GRP, Roehr Parks)

Follow Hwy 43 (State St) south and take the right hand lane turn onto McVey
In .7miles, Turn Right onto South Shore
In .3 miles, Turn Left onto Greentree Rd
Follow Greentree Rd to Greentree Avenue, Turn Left
Turn Left into Parking Lot

From I-205 (also from Luscher Farm, Golf Course, Lakeridge High)

Take the Stafford Rd exit and head north
At the traffic circle at Borland and Stafford, continue on Stafford Rd.
At the traffic circle at Rosemont and Stafford, continue on Stafford Rd.
In .7miles, Turn Left onto Sunny Hill Dr (just after the cemetery)
In .3 miles, Turn Left onto Greentree Rd
Follow Greentree Rd to Greentree Avenue, Turn Left
Turn Left into Parking Lot