

2023 Memorial Park Special Event Application

City of Wilsonville
Parks and Recreation
29600 SW Park Place
Wilsonville, OR 97070
Ph 503-783-PLAY (7529) Fax 503-682-2995
parksandrec@ci.wilsonville.or.us

GROUP/ORGANIZATION INFORMATION

Group/Organization Name:

Is your group a 501(c)(3) Non-Profit: Yes No If Yes, please provide your tax-exempt number:

Organization Address:

Organization Phone:

Primary Contact (must be on-site for duration of event):

Contact Phone:

Contact Email:

EVENT INFORMATION

Shelter Requested: River Shelter Forest Shelter

Field Requested: Ball Field 1 2 3 4 5 Soccer Field 1 2 3

Name of Event:

Type of Event:

Estimated Attendance:

Event Date:

Event Start Time:

Event End Time:

Setup Start Time:

Cleanup End Time:

Are You Requesting Approval For (check all that apply):

Alcohol Permit Amplified Sound/Music Special Equipment (please specify):

FEES (see page 2)

Shelter Rental Fee

\$

Alcohol Permit Fee

\$

Special Event Fee

\$

Cleaning/Damage Deposit (refundable)

\$

Sports Field Rental Fee

\$

TOTAL FEES (must be paid in full to process application)

\$

PAYMENT

Method of Payment: Card* Cash Check # _____ (Payable to the City of Wilsonville)

**if submitted electronically, applicant will be called to collect payment information when application is received*

I have read, understand, and agree to the guidelines and regulations stated in the attached Park Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the applicant/responsible party, understand that I must provide the City a certificate of liability insurance and additional insured endorsement reflecting a limit of each occurrence of no less than \$2,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 45 days prior to the event.

Applicant's Signature:

Date:

SHELTER RENTAL FEES

RIVER SHELTER

Maximum Occupancy: 200

	Shelter Rental* (10am - 8pm)	Alcohol Permit Fee**	Special Event Fee	Cleaning & Damage Deposit (refundable)
*** RESIDENT	Shoulder Season (April, May, October)			
	Mon - Thur: \$160 Fri - Sun: \$195	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250
	High Season (June through September)			
	Mon - Thur: \$175 Fri - Sun: \$215	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250
NON-RESIDENT	Shoulder Season (April, May, October)			
	Mon - Thur: \$235 Fri - Sun: \$290	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250
	High Season (June through September)			
	Mon - Thur: \$260 Fri - Sun: \$320	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250

FOREST SHELTER

Maximum Occupancy: 150

	Shelter Rental* (10am - 8pm)	Alcohol Permit Fee**	Special Event Fee	Cleaning & Damage Deposit (refundable)
*** RESIDENT	Shoulder Season (April, May, October)			
	Mon - Thur: \$135 Fri - Sun: \$160	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250
	High Season (June through September)			
	Mon - Thur: \$150 Fri - Sun: \$175	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250
NON-RESIDENT	Shoulder Season (April, May, October)			
	Mon - Thur: \$205 Fri - Sun: \$245	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250
	High Season (June through September)			
	Mon - Thur: \$225 Fri - Sun: \$270	\$100	\$200 (1st 2 days) \$75 for each add'l day	\$250

* Non-profit groups pay 50% of shelter rental fees. Residency is based on the address of the non-profit organization. **Proof of 501©(3) non-profit status is required.**

** Alcohol permit fee required if alcohol will be consumed during the rental.

*** Residency is based on the permanent address of the group/organization. The group/organization shall incur all costs, be responsible for damages, and provide the City with a certificate of liability insurance and additional insured endorsement.

FIELD RENTAL FEES

RESIDENT	\$10 per hour, per field <i>Lights available for \$10 per hour, per field</i>	NON-RESIDENT	\$20 per hour, per field <i>Lights available for \$10 per hour, per field</i>
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Memorial Park Special Event Policies and Procedures

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group may submit an application to reserve City park facilities. Reservations are made on a first-come, first-served basis. A completed application, including all necessary forms, fees and deposits must be submitted to hold your request. Completed applications may be submitted in person to the Parks and Recreation Admin Building, or via email, fax or postal mail. Contact info can be found at the top of page 1 of this rental application.

Park shelters may be reserved between the 2nd weekend in April and the 2nd weekend in October. Rental hours are from 10am to 8pm. Event set-up may not occur before 10am. Shelter must be vacated by 8pm. Earlier start times and/or later end times must receive pre-approval from the Parks and Recreation Department.

All applications are subject to review and approval by Parks and Recreation Staff. Use Agreements are not transferable. A new application must be submitted, with all appropriate fees, for each new request.

Residency is based on the permanent address of the group/organization. The group/organization shall incur all costs, will be responsible for damages and liability, and must provide the City with their certificate of liability insurance and additional insured endorsement, covering the date(s) of the rental.

An amendment fee of \$25 will be required if a date change is requested. Amendment requests must be made at least 45 days prior to the date of your rental.

Special Event Applications may be accepted up to one year in advance and no later than 45 business days prior to the event. All reservations will be accepted on a first-come, first-served basis. A Special Event is defined as any event, entertainment, amusement or assembly of persons which would likely attract two hundred and fifty (250) or more persons and/or creates significant public impact on public property in the City of Wilsonville. Such an event requires the sponsoring person, persons, corporation, organization, land owner or lessor, to register as a Special Event and complete the following application.

EVENT SETUP/TAKEDOWN

Host/Responsible Party is responsible for setup and takedown. Under no circumstances are tables or other equipment to be removed from the shelter. If it is necessary for staff to put tables back in place, applicant will be assessed a minimum \$100 fee to be subtracted from deposit.

Water and electricity are available at the River Shelter and Forest Shelter. Electrical equipment is not provided.

The following are not allowed: inflatables (including bounce houses), dunk tanks, water balloons, water slides, egg toss, and any other special equipment that could damage the grass.

Stakes are strictly prohibited. Alternatives: sandbags, water barrels, or other weights not inserted into the ground.

Signage, decorations, etc. may not be hung from or attached to trees.

Gate keys are available for vehicle access for unloading equipment and people only. Vehicles may not drive or park on grass. Weekday rentals may check out the gate key as early as 10am the morning of your event. Weekend rentals may check out the key between 8am-5pm the Friday before your event. If the gate is damaged or unbolted, the host/responsible party will forfeit \$100 of their damage deposit. If the gate key is lost, the host/responsible party will forfeit \$50 of their damage deposit.

Under no circumstances may bollards be removed by event organizer.

Equipment, supplies or other products belonging to private groups may not be stored in the park facility or on the grounds prior to, or after, the rental period.

Open flames are not allowed, except for barbeque grills. Barbeque grills may be brought into park facilities but must be gas-powered (no charcoal or wood) and must be placed on concrete/asphalt. Special accommodations may be made for catering companies/food trucks upon approval of staff. Fires are not allowed in the River Shelter fireplace.

SITE PLAN

A site plan must be submitted to the Parks and Recreation Admin Building for approval at least 45 days prior to the event. The plan shall include locations of any special equipment, vendors, sanitary facilities and/or designated areas for alcohol consumption.

SECURITY PLAN

The event organizers are responsible for the behavior and safety of their guests, including safe access and egress to and from the event. Depending upon the nature of the event, a security plan may be required.

TENTS

If tents and awnings are being used for an event, they must meet the requirements of the Fire Marshall. Tents and awnings may only be erected within the reserved area. Stakes are not allowed for securing tents. Alternatives: sandbags, water barrels, or other weights that not inserted into the ground.

ALCOHOL

Sale or service of alcoholic beverages at all events held on public property is the sole responsibility of the event organizer. Alcohol is not permitted in public parks and facilities except by special request and in designated areas. The organization is responsible for and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol. The organization is also responsible for ensuring that all persons who drink are of a legal age and that all state alcohol laws are obeyed. The Oregon Liquor Control Commission (OLCC) requires a license for Liquor Service and Temporary Sales Permit for any sale of alcohol. A copy of the required documentation and the licenses issued by the OLCC must be submitted to the Wilsonville Parks & Recreation Department a minimum of 45 days prior to the event. Failure to provide this documentation is grounds for revocation of this application. The group/organization agrees to provide the City with a certificate of retail liquor liability insurance reflecting a limit of no less than \$2,000,000 and naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 45 days prior to the event.

INSURANCE

Insurance coverage for a special event held at Memorial Park must be obtained by the applicant. The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. Please note: a statement of additional insured status on the COI will not suffice in lieu of the endorsement. The coverage must name the City of Wilsonville, its officers, agents, employees and volunteers, as an 'additional insured' and must have a limit of each occurrence of no less than \$2,000,000. Insurance documents must be approved no later than 45 days prior to the event. If alcohol will be consumed at the event, the certificate must include coverage for retail liquor liability. If a vendor will be serving the alcohol, retail liquor liability coverage may come directly from the vendor. The requirements listed above apply to the alcohol vendor.

EVENT SIGNAGE

See Wilsonville Code Section 4.156 for signage rules. **Please submit a signage plan for approval at least 45 days before the event.** The plan must include details on the types of signs being placed, the duration of the placement, as well as a map showing intended locations for signs. Any signs that do not meet the signage rules may be removed by City staff.

VENDORS/GOODS & SERVICES

Event organizers must submit a list of the vendors that they have contracted for services at least 14 days prior to the event. The list shall include: vendor name, address, contact name and product for sale. Vendors selling goods or services during a special event may be required to have a Business License issued by the City of Wilsonville in compliance with Wilsonville Code 7.300 et seq. Fees may or may not be applicable – see City Business License guidelines. Event organizers are responsible for the implementation of this requirement.

FOOD SAFETY

In addition, all vendors serving food or garden produce for human consumption from any booth, cart, wagon, or motor vehicle must have the means for preparing, keeping, and serving the food as determined by the Clackamas County Health Department. Event organizers are responsible for the sanitary service of all concessions. All food service vendors must register with the Clackamas County Public Health Division, using the Temporary Restaurant License form. Fees may or may not be applicable – see County form. Withdrawal of Health Department approval for sanitary or health violations are grounds for revocation of this application.

SPECIAL EQUIPMENT

Any special equipment must be placed in locations that are safe for the attendees and do not damage the park grounds. Amplified music or speakers must be modified to a level that does not disturb other park users or nearby residents. Requests for all such special uses of the park must be specified on the park rental application and site plan. Changes to the original application must be submitted for approval. Failure to do so may delay or deny your event at any time, up to and including the day of the event. Electricity is available at the River and Forest Shelters. All electrical equipment must be provided by the organization. No electrical equipment will be provided by the City.

ADA COMPLIANCE

The Americans with Disabilities Act (ADA) was signed into law in 1990 and requires that access be available to people of all physical abilities. Parking, grounds, picnic areas, buildings, and restrooms will be ADA compliant.

TOBACCO-FREE EVENTS

Smoking or the use of tobacco products is prohibited on all City park property, park facilities and buildings. Event organizers are responsible for the implementation of this requirement.

SOUND AMPLIFICATION EQUIPMENT

Sound equipment must be operated so as not to disturb other park users. Sound equipment is not provided.

FIRE PROTECTION

State Fire Marshall requires written approval of fire protection devices for and at any location of assembly that includes tents or awnings. Application approval and fees are specific to the activities of the event and should be coordinated directly with Tualatin Valley Fire & Rescue at 503-526-2469 or 503-612-7000 (See Tualatin Valley Fire & Rescue Application/Permit).

PARKING

For events greater than 200 attendees, sports fields may need to be reserved (at the expense of the event organizer) to accommodate parking.

A parking plan must be prepared for all special events. The parking plan must include parking attendants to direct attendees to available spaces and redirect them to overflow parking as soon as available parking is at maximum. The parking plan must include the parking map for the park or facility being rented for the event, with all special use reserved spaces identified. This plan must provide written approval for overflow parking in adjacent locations and provisions for shuttles if needed. All transportation for public events must meet ADA standards. **Please submit the parking plan at least 45 days before the event.**

SANITARY FACILITIES

Based on the anticipated event attendance, additional porta potties and dumpsters may be required. Sanitary facilities being provided for public events must meet all ADA regulations.

Porta Potty: beyond the maximum of the shelter or facility, 1 porta potty is needed for each 200 additional attendees.

Trash: trash for all events must be deposited in dumpsters at the end of the event. Event organizers are responsible for providing trash containers (cans and dumpsters) beyond the capacity of the City trash cans, which are provided for normal capacity of the rented shelter or facility.

STREETS & SIDEWALKS PERMIT

If use of streets or sidewalks is requested, a Special Use of Streets and Sidewalks Permit must be obtained, and receive approval, from the Wilsonville Parks & Recreation Department. The application must be submitted at least 90 days prior to the event.

CLEAN UP

All debris, decorations, litter and garbage must be picked up and deposited in the dumpster in the parking area. All tables should be returned to their original locations and restrooms should be left tidy. To avoid additional charges, user groups must leave the park in the same condition as it was when they arrived. The City reserves the right to keep all or part of the deposit if the user group leaves the facility damaged or if clean-up is required (cost of damage repair and/or \$50 per hour).

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information:

More than 60 days prior to date of reservation:

- Shelter rental fee, special event fee, field rental fee (if paid), alcohol permit fee (if paid) and deposit will be refunded, minus a \$50 process fee.

Less than 60 days, but more than 45 days prior to date of reservation:

- 50% of shelter rental fee and special event fee plus full deposit, field rental fee (if paid), and alcohol permit fee (if paid) will be refunded.

Less than 45 days prior to date of reservation:

- 100% of shelter rental fee and special event fee will be forfeited, but full deposit, field rental fee (if paid) and alcohol permit fee (if paid) will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change park use agreements when deemed necessary. Failure to comply with the Special Event Policies and Procedures will be grounds for cancelling the park use agreement and denying future applications.

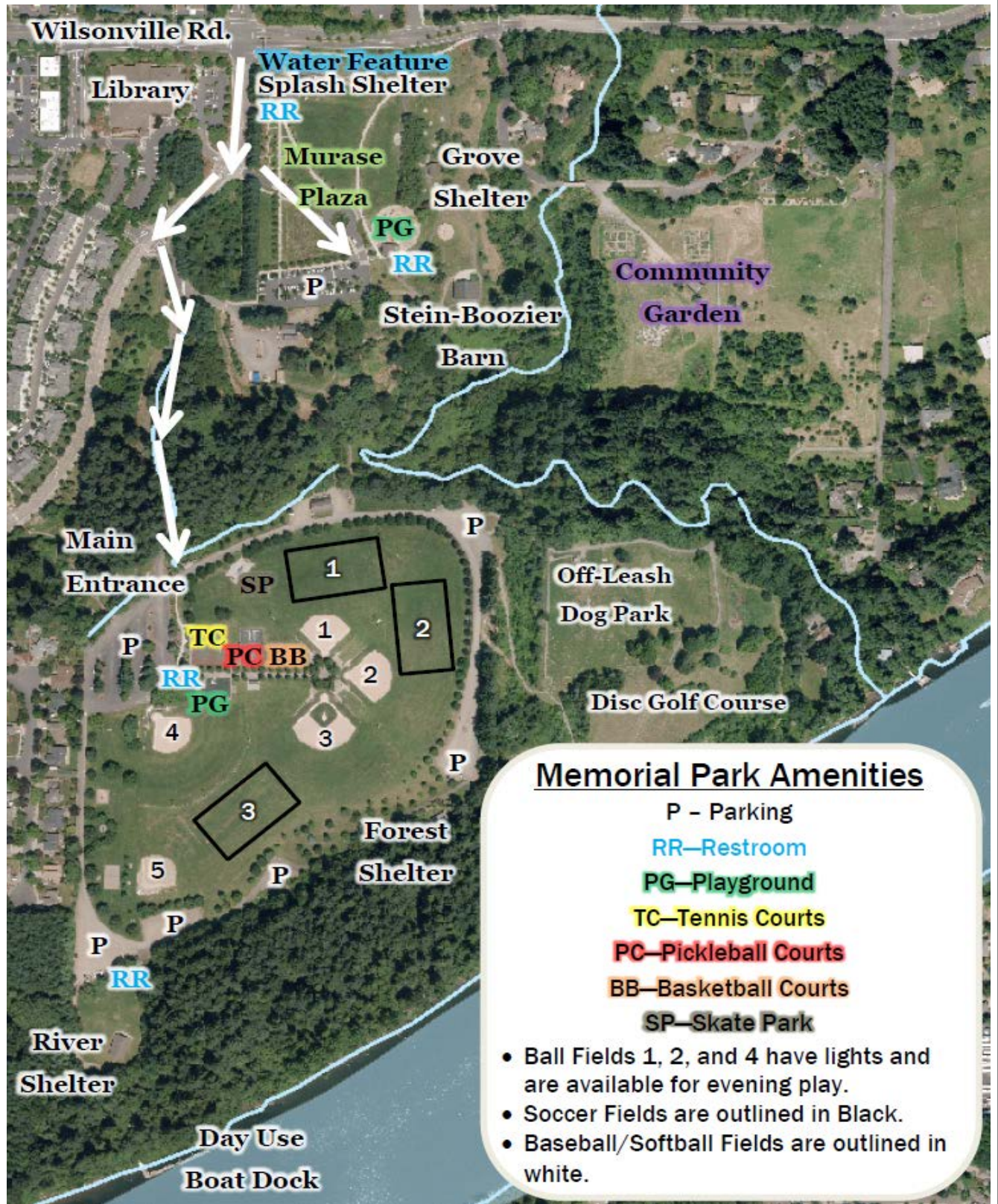
I understand my responsibilities and obligations as outlined above. I will submit all required documentation as stated in this rental packet at least 45 days prior to the event. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

NAME: _____ GROUP/ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

NAME AND DATE OF EVENT: _____

WILSONVILLE MEMORIAL PARK MAP



Memorial Park Amenities

P - Parking

RR—Restroom

PG—Playground

TC—Tennis Courts

PC—Pickleball Courts

BB—Basketball Courts

SP—Skate Park

- Ball Fields 1, 2, and 4 have lights and are available for evening play.
- Soccer Fields are outlined in Black.
- Baseball/Softball Fields are outlined in white.