

2024 Town Center Park Rental Application

City of Wilsonville
Parks and Recreation
29600 SW Park Place
Wilsonville, OR 97070
Ph 503-783-PLAY
ParksandRec@ci.wilsonville.or.us

ORGANIZATION INFORMATION

Organization Name:

Organization Classification: Govt/School Resident Non-Resident 501©(3) Non-Profit

Tax-Exempt Number:

Mailing Address: City, State, ZIP:

Phone:

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

Contact Phone: Contact Email:

EVENT INFORMATION

Name of Event:

Type of Event:

Estimated Attendance:

Date(s) of Rental (including setup and cleanup):

Setup Start Time: Cleanup End Time:

Date(s) and Time(s) of Event:

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

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

FEES (see page 2)

Park Rental Fee \$

Special Event Fee \$

Alcohol Permit Fee \$

Cleaning/Damage Deposit (refundable) \$

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

PAYMENT

Method of Payment: Card* (Visa, MC, AMEX) 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 Use Agreement Policies. 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:

Wilsonville Parks & Recreation Town Center Park Rental Fees

TOWN CENTER PARK RENTAL FEES			
Park Rental Fee	Special Event Fee	Alcohol Permit Fee*	Cleaning & Damage Deposit (refundable)
Resident** of Wilsonville			
\$600	\$200 (1st 2 days) \$75 for each add'l day	\$100	\$500
Non-Resident			
\$1,200	\$200 (1st 2 days) \$75 for each add'l day	\$100	\$500

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

** Residency is based on the permanent address of the organization. The organization shall incur all costs, be responsible for damages, and must provide the City with a certificate of liability insurance and additional insured endorsement. Any refunds will be issued to the responsible party.

Wilsonville Parks & Recreation Town Center Park Policies and Procedures

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group, may submit an application to reserve Town Center Park, though reservable use of Town Center Park is limited to organizations providing special events open to the public. Due to the unique features of this park (water feature, Korean War Memorial, and stage), this park is intended to be maintained and utilized differently than other public parks with reservable shelters for private affairs. 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 organization to register as a Special Event and complete the following application, for which there are requirements of insurance, special use fees and may include requirements to provide additional potable water, trash disposal, and portable toilets. Arrangements of tents and activity venues will be required and allowed upon approval of Wilsonville Parks & Recreation Staff.

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(s). Completed applications may be submitted in person to the Wilsonville Parks & Recreation Admin Building, or via email, fax, or postal mail. Contact information can be found at the top of page 1 of this rental application.

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

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 and must be submitted in writing.

Rental applications may be submitted up to one year in advance and no later than 45 business days prior to the event. Although specific facilities may be reserved for exclusive use, the City of Wilsonville parks are open to the public during regular park hours.

EVENT SETUP/TAKEDOWN

The group/organization is responsible for all setup and takedown. The requested time on the application must cover the entire time that the park will be impacted by the event, including setup and takedown. Equipment, supplies or other products may not be stored in the park prior to, or after, the event. All debris, decorations, litter and garbage must be picked up and placed in garbage receptacles. All park garbage receptacles must be emptied by the event organizer at the end of the event, or at the end of each day if event spans multiple days. 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).

Motorized vehicles are not allowed in the park except as delivery to activity venues. The route of delivery shall be designated on the site plan and must be strictly followed to avoid damage of park features. Vehicles are strictly prohibited from driving or parking on the grass or near the water feature.

Bollards may not be removed by event organizers, only park staff. Requests to remove bollards may be submitted up to 14 days before the event to Wilsonville Parks & Recreation Staff but cannot be guaranteed.

Electricity is available for special event use. Event organizer must supply their own electrical equipment and specify which outlets will be used on the site plan.

The following are not allowed: water balloons, egg toss, and hay bales.

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

Potable water is not available for event use, aside from park drinking fountains.

The park may not be reserved for sporting activities.

Open flames are not allowed, except for barbeque grills. Barbeque grills may be brought into Town Center Park but must be propane (no charcoal) and must be placed on concrete/asphalt. Special accommodations may be made for catering companies/food trucks, upon approval of Wilsonville Parks & Recreation staff.

Alcohol use is only allowed in Town Center Park by permit and in designated areas. See pg. 4 for requirements.

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.

Wilsonville Parks & Recreation Town Center Park Policies and Procedures

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.

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 Town Center 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.

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.

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.

SOUND AMPLIFICATION EQUIPMENT

Amplified music or speakers must be modified to a level that does not disturb other park users or nearby residents. Sound equipment is not provided by the City.

SITE PLAN

A site plan must be submitted to the Wilsonville Parks & Recreation Department for approval at least 45 days prior to the event. The plan shall include locations of any special equipment, vendors, sanitary facilities (porta potties, dumpsters), electrical outlets being used, and/or designated areas for alcohol consumption.

Wilsonville Parks & Recreation Town Center Park Policies and Procedures

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 outlets around the park. All electrical equipment must be provided by the organization. No electrical equipment will be provided by the City. Please indicate which electrical outlets will be used during the event on the site plan.

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. All special events must prepare a security plan. This plan must be in writing and describe how the event activities will be managed by attendants (volunteers or other) who are clearly identified for security purposes. It must also include street closures, traffic control, and crowd protection. The security plan must be submitted to the Wilsonville Police Department (30000 SW Town Center Loop E; Phone: 503-682-1012). **Once approved and signed by the Sheriff's office, please submit the security plan to the Parks and Recreation Admin Building at least 45 days before the event.**

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).

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 limits of the reserved area. Stakes are strictly prohibited. Alternatives: sandbags, water barrels, or other weights that not inserted into the ground.

SANITARY FACILITIES

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

Porta Potties: beyond the maximum capacity of the park restrooms, 1 porta-pot is needed for each 200 additional people.

Trash: all park garbage receptacles must be emptied at the conclusion of the event and deposited in dumpsters. Removal and disposal of all event trash is the responsibility of the event organizer. Event organizers are responsible for providing trash containers (cans and dumpsters) beyond the capacity of the City trash cans and dumpster.

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.

EVENT PARKING PLAN

The event organizer shall be responsible for obtaining property owner approval to provide additional parking for special events. Approvals shall be in writing and signed by the property owner.

All special events at Town Center Park must also provide a traffic control plan at least 45 days prior to the event. The City may require the event organizer to pay the Wilsonville Police Department to direct traffic in the event the City deems the plan's designated traffic controls are inappropriate or insufficient.

Please submit a parking plan at least 45 days prior to the event. The parking plan shall include parking attendants to direct attendees to available spaces and redirect them to overflow parking as soon as available parking is at a maximum. The parking plan must include the parking map for Town Center Park, with all special use reserved spaces identified. This plan must include written approval for overflow parking in adjacent locations and provisions for shuttles, if needed. All transportation for public events must meet ADA standards.

Wilsonville Parks & Recreation Town Center Park Policies and Procedures

EVENT PARKING PLAN (cont.)

Parking: Two parking areas are available on the west and south sides of the park. Additional parking may be accessed by agreement with neighboring property owners.

Parking areas are described below:

Area	Number of Cars
West Parking *	22
South Parking **	17
On Street	23
TOTAL	62

*20 + 2 ADA = 22 **ADA spaces must be kept clear for use by those displaying appropriate signage.**

**15 + 2 ADA south curb line of south street = 17

CLEANING/DAMAGE DEPOSIT

Following the reservation, Parks Staff will inspect the park facility and determine if the user group left the facility clean and caused no damage. If approved, the Parks & Recreation Department will then return the applicant's deposit within 30 days. The Parks & Recreation Department 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: name of organization and address, signature of applicant, date(s) of intended use, reason for cancellation, and a contact number. This information may be faxed, emailed or delivered in person to the Wilsonville Parks & Recreation Admin Building. A partial or full refund will be issued in accordance with the following schedule:

More than 60 days prior to date of reservation:

- 100% of Special Event Fee, Park Rental Fee, 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 Special Event Fee and Park Rental Fee will be refunded. Full deposit and Alcohol Permit Fee (if paid) will be refunded.

Less than 45 days prior to date of reservation:

- 100% of Special Event Fee and Park Rental Fee will be forfeited, but full Deposit and Alcohol Permit Fee (if paid) will be refunded.

Ongoing Reservations: If cancelled prior to the end of the rental contract, special event fees for reservation dates occurring within 30 days of the cancellation date will be withheld, but special event fees for reservation dates occurring more than 30 days from the cancellation date will be refunded. Park rental fee and alcohol permit fee (if paid) will be forfeited. Cleaning/damage deposit will be refunded depending on the condition of the venue left by the applicant/responsible party.

The City of Wilsonville reserves the right to cancel any park facility reservation due to inclement weather or causes beyond our control. If the City cancels the reservation, the applicant may select another available date for their event at no additional cost, or may request a full refund. If the applicant cancels the reservation, all refunds will adhere to the above policy.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

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

**Wilsonville Parks & Recreation
Town Center Park Policies and Procedures**

TO BE COMPLETED BY APPLICANT

The City of Wilsonville reserves the right to cancel or change park availability and park use agreements when deemed necessary. Failure to comply with the Park 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 complete and return any required supporting documentation 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.

SIGNATURE: _____ DATE: _____

CONTACT NAME: _____ PHONE: _____

ORGANIZATION NAME: _____

NAME AND DATE OF EVENT: _____