



PARK FACILITY RESERVATION FORM

PHOENIX PUBLIC WORKS
Day of Event Contact Number
541-944-0618

Complete and submit this form to Phoenix Public Works to request the use of a Park Facility
48 hours Advance notice required

CONTACT INFORMATION

Organization:		Applicant's Name:	
Category: <input type="checkbox"/> Private Individual <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify)			
Home Phone:	Work Phone:	Cell Phone:	
Email:		Non-Profit ID#:	
Address:			
City:	State:	Zip:	

RENTAL DETAILS

Reservation fees are in 4 hour blocks.
Facilities are available Year-round from 9 am – 8 pm or Dusk whichever comes first.

Location Requested: (Check selection below)		Date of Event:	
BLUE HERON PARK		COLVER PARK	
<input type="checkbox"/> Community Stage \$50 / 4 Hours	<input type="checkbox"/> Concession Stand \$50 / Day		
<input type="checkbox"/> South Picnic Shelter \$50 / 4 Hours	<input type="checkbox"/> Picnic Shelter \$50 / 4 Hours		
<input type="checkbox"/> North Picnic Shelter \$50 / 4 Hours	Date of event _____		
Arrival Time:	End Time:	Estimated Attendance:	
Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify)			

Please contact Public Works at 541-535-2226 regarding the following special uses with your reservation

- Access to supplementary electricity
 - Dumpster
 - Water beyond standard use
 - Tent/canopy larger than 200 sq ft.
 - Amplified sound
 - Special Portable Devices (dunk tank, water slides, obstacle courses, etc) may be subject to insurance.
- List Portable Device(s) _____

Comments/Special Circumstances:

Office Use Only

Rental Approved: Yes No Insurance Required: Yes No

SIGNATURE: _____ Date: _____
Public Works Superintendent or designee

Fees & Charges Payable by: check, credit card (\$3 fee) or money order. NO CASH

Total Fees & Charges _____ Disabled Veteran's Discount 50% off Reservation fees
Paid by: Credit (\$3 fee) Money Order
 Check # _____ Payment Received by: _____ Date: _____

Copied to: City Hall Public Works Planning Department Police Department Fire Department

Fees can be paid in person at Phoenix Public Works, 1000 S. B St., Phoenix, OR - For questions call Public Works at 541-535-2226



Liability and Regulations for Park Structures (Read and Initial each statement below)	
Initials	All ordinances of the City shall apply to and be in full force and effect within the City parks.
	Each applicant shall be bound by all city rules and municipal codes and all applicable ordinances as fully as though the same rules were inserted in the permit.
	I, the applicant, have personally examined the site I am renting and fully understand that the City of Phoenix, Public Works Department, employees and representatives have not made ANY statements or guarantee regarding the property, as to the suitability of the event I am planning.
	All users, individuals or groups of park facilities will hold harmless The City of Phoenix, it's council, officers and boards, commissions, agents, volunteers, & employees, from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All users agree to take appropriate measures to protect and indemnify the City of Phoenix against any and all claims.
	NOTICE – Oregon law (ORS 105.682 et seq.) provides that the owner of the land (City of Phoenix) is not liable in contract or tort for injury or death or property damages that arises out of the use of the land for recreational purposes (know as "recreational use immunity". That immunity from liability does not apply if the owner of land charges a fee for permission to use the land. The fee charged for the use of the facility listed on this form is for the use of facility only . Any use of property located outside of the facility is not subject to a charge, and therefore, the City of Phoenix is not liable for any injury, death or property damage arising out of such use of property for which no specific charge has been made. If approval is granted to the user to bring in any special portable devices (i.e. Water Slide, Dunk Tank, etc.) for use in conjunction with the reservation, applicants may be required at their own expense to retain a commissioned public safety officer and/or liability insurance. The reserving party may be required to provide certificate of insurance naming the City of Phoenix it's council, officers & boards, commissions, agents, volunteers and employees, as additional insured's.
	The Public Works Superintendent his/her designee or the Police Department shall have the authority to summarily revoke a permit upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules and Regulations.
	Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services and equipment that may be required if damages occur. All users shall be liable for any damage to equipment or property or creating a condition that is hazardous to others. If the reservation area is left dirty or in disrepair beyond the acceptable standard, a \$100.00/hr impact fee may be charged for time needed to restore this area. The acceptable standard is the way the area looked at the time of reservation. Additional fees may be required for needed materials/supplies for repairs. Alcohol (beer, wine and liquor) is PROHIBITED in all City Parks.
	Motor vehicles are only allowed in designated areas unless, specifically approved by Public Works Superintendent or designee for event use.
	The park rules require that you promptly remove any dog waste deposited on public or private property and that all dogs remain on a leash at all times.
	All fees are due at the time of reservation. If a renter decides for any reason to cancel more than 14 days prior to the rental, a full refund will be given, less a \$10.00 cancellation fee. Cancellations made less than 14 days before the rental will result in forfeit of 50% the rental fee. Permit (alcohol, sound, special use etc.) fees are non-refundable. Rental fees may not be transferred to another facility.
	Groups are requested to observe and help enforce the common rules concerning social behavior, for example, clean speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near facility and related areas.
	I have read, understand and agree to comply with all the policies and procedures set forth by the City of Phoenix. I further agree that I am of legal age and will be personally responsible for the repair of damage to the equipment or facilities and/or the replacement of missing property. I understand that in order to have amplified sound and special portable devices additional approval is required
	I understand that fireworks and open fires are prohibited. BBQ's are allowed in designated areas only.
	I understand that my reservation only gives me exclusive use of a single park structure, all other areas of the park are open to the public on a first come first served basis, including available parking.
	I understand that Park hours are from sunrise to sunset, and that camping is prohibited without approval.

APPLICANT SIGNATURE: _____

Date: _____

For Assistance on Day of Event please call 541-944-0168