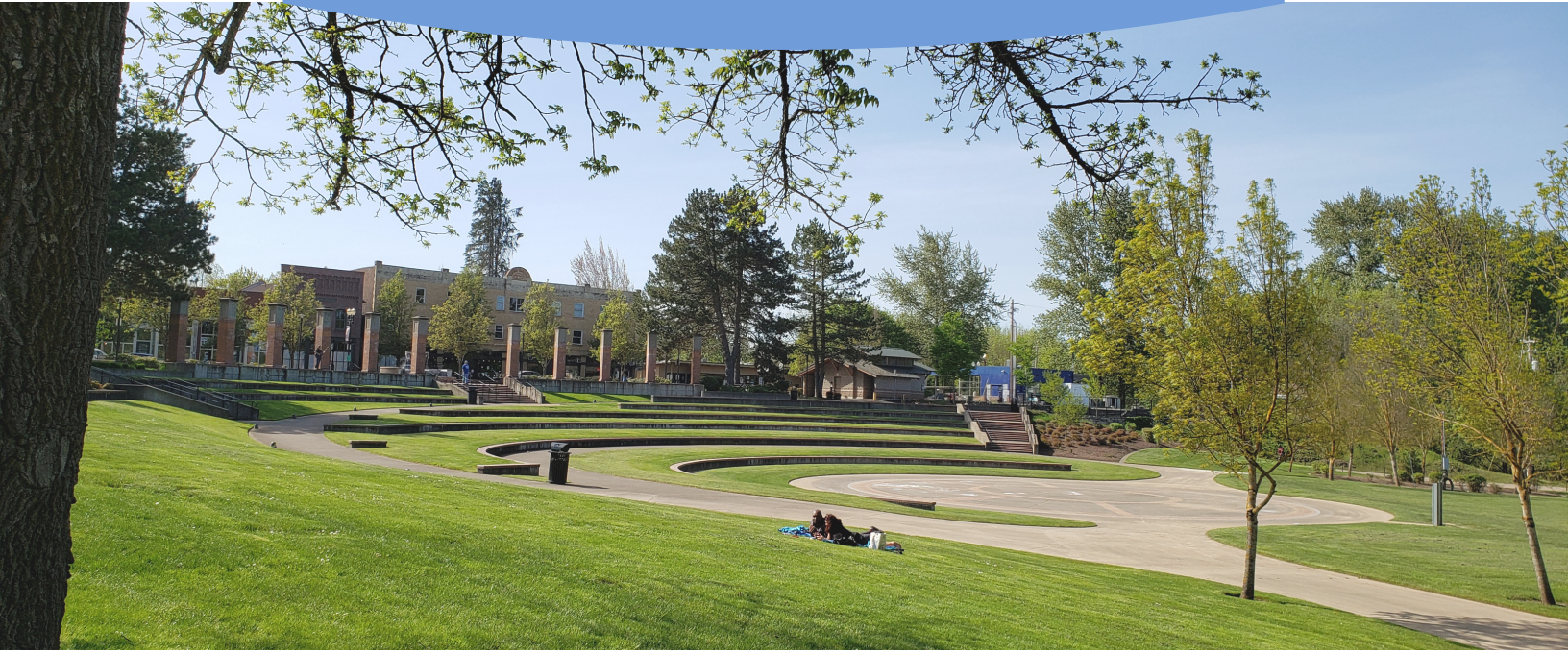


PARK RESERVATION APPLICATION



Thank you for your interest in hosting your event
in beautiful Independence.





City of Independence

Park Reservation Application

555 South Main Street / PO Box 7, Independence, OR 97351
City Hall: 503.838.1212 / Fax: 503.606.3282

Applicant Name or Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

Park Requested: _____ Estimated Attendance: _____

Riverview Park Area Requested: ☐ Upper Park (Plaza) ☐ Amphitheater
 ☐ Picnic Area #1 ☐ Picnic Area #2 ☐ Independence Landing (Near Hotel)

Sports Park Area Requested: ☐ Field #1 ☐ Field #2 ☐ Field #3 ☐ Other: _____

Date(s) Requested: _____ Setup/Teardown Hours: From: _____ To: _____

Event Hours: From: _____ To: _____

Type of Event: (detailed explanation of activities) _____

Special requests (additional fees may apply)*: ☐ *H2O (Water) ☐ *Electricity ☐ *Use of City Restrooms

NOTE: -Electricity limited to 110 volts - NO Food booth connections
-All vehicles in marked parking areas only
-NO ALCOHOL ALLOWED (must have prior approval by Independence City Council for exceptions)
-NO SMOKING ALLOWED (other than City designated smoking areas in Riverview Park, NW & SE corners)
-NO MUSIC AFTER 10:00 P.M.
-All signs and posters must be taken down within 24 hours after the event
-City of Independence park rules will be followed

By signing below, I acknowledge that:

1. I/We have read, understand, and agree to comply with all the Regulations and Policies set forth by the City of Independence. I/We further agree that I am/we are of legal age and will be personally responsible for the repair of damage to equipment or facilities and will leave the park in good condition at the conclusion of the event. I/We further affirm that I/we will defend, indemnify, and hold the City harmless from any injuries which may result from my/our use of the City park and/or its facilities.
2. Oregon law (ORS 105.682, et seq.) provides that the City, as landowner is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity does not apply if the City charges for permission to use the land. The fee(s) charged by the City is only for the use of the designated space for [describe event] _____ purposes and for use of the [park location and facility area] _____ - related amenities in the designated area. Other uses of this park, or any use of the property outside the area designated above, are not subject to a charge and, therefore, the City of Independence is not liable for injuries, death or property damage arising out of such uses of the property for which no specific charge has been made.

Printed Name of Applicant / Responsible Party: _____

Applicant Signature: _____ Date: _____

Park Fees (per day):

A. Small events (under 75 attendance / partial park use):

Civic/Not for Profit: \$20.00 non-refundable fee, plus \$50.00 refundable deposit*

Private: \$35.00 non-refundable fee, plus \$50.00 refundable deposit*

Commercial: \$60.00 non-refundable fee, plus \$500.00 refundable deposit*

*The park must be left in a clean condition. All trash generated from the event must be bagged and removed from the park at the conclusion of the event. Otherwise, a portion of the refundable deposit will be forfeited.

B. Large events: Fees for larger events that use Riverview Park in its entirety will be assessed a fee based on the following attendance schedule and needs to be reserved within 45 days of the event:

0 – 74	\$100.00 non-refundable permit fee + \$ 50.00 refundable deposit*
75 – 299	\$150.00 non-refundable permit fee + \$500.00 refundable deposit*
300 – 599	\$300.00 non-refundable permit fee + \$500.00 refundable deposit*
600 – 999	\$450.00 non-refundable permit fee + \$750.00 refundable deposit*
1,000+	\$600.00 non-refundable permit fee + \$750.00 refundable deposit*

*All large events must use rented dumpsters to deposit their trash and leave the park clean and undamaged in order to receive the full refundable deposit back at the conclusion of the event.

C. Additional Fees.

i. Groups wishing to reserve the park for more than one weekend shall pay an additional \$50.00 fee per day for each weekend reserved.

ii. If an entry fee is charged for an event, the organizer will pay to the City of Independence one dollar (\$1.00) per ticket sold or provided in any manner to an event attendee.

Please submit application to publicworks@ci.independence.or.us; you will be contacted to complete the reservation process and pay the reservation fee and deposit.

*****For Office Use Only*****

Applicant Name: _____		Event Date: _____	
Approval:			
Police Department _____		Public Works _____	
Final Approval by: _____		Date: _____	
Denied by: _____		Date: _____	
<u>Large Events:</u>			
<input type="checkbox"/> Park Use Approved	<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Park Use Denied	
<input type="checkbox"/> Permit Fee Paid \$ _____	<input type="checkbox"/> Proof of Dumpsters ordered	#: _____	
<input type="checkbox"/> Deposit Paid \$ _____	<input type="checkbox"/> Proof of Porta-Pots Ordered	#: _____	
<input type="checkbox"/> Refundable Amt \$ _____	<input type="checkbox"/> Security Plan Submitted		
<input type="checkbox"/> Date Refunded _____	<input type="checkbox"/> Ground Setup Submitted		
	<input type="checkbox"/> OLCC License (if required)		



CITY OF INDEPENDENCE

PARK REGULATIONS AND RESERVATION POLICIES

PARK REGULATIONS

Independence city parks are provided for everyone's use and enjoyment. Please have the pride and responsibility to protect and conserve the plants, animals, facilities and tranquility of the parks.

1. Parks are open from 8:00 a.m. to dusk.
2. No alcoholic beverages allowed in the parks.
3. No smoking is allowed in parks (other than the City-designated smoking area in Riverview Park).
4. Pets must be on a leash and in the care, custody and control of their owners at all times.
5. Vehicles must be parked in areas designated for such purpose only.
6. Please help keep our parks clean. Ensure all waste is properly disposed of.
7. The proposed activity or use of the park cannot unreasonably interfere with or detract from the public's general enjoyment of the park.

PARK RESERVATION POLICY

1. All reservations for group usage of city parks shall be made through City Hall. Reservations cannot be made for more than one year in advance, and all fees must be paid at the time the reservation is made. *Please refer to Independence Municipal Code, § 26-374 "Park Operating Policy" for all rental conditions.* Groups may request park use for more than one weekend per year; however, the City reserves the right for exclusive use of Riverview Park for other events, possibly reversing prior use approval. The City will attempt to make timely notice in such cases.
2. All reservations will be approved by the City Manager, or designee, on a "first-come, first-served basis", provided all above criteria has been met. Appeals and special requests can be directed to the City Manager.

3. The specific portions of Riverview Park that can be reserved are (see attached map):

- A. Upper Park (Plaza);
- B. Amphitheater;
- C. Picnic Area;
- D. Entire Park; or
- E. Independence Landing (adjacent to hotel) (sidewalk/trail cannot be reserved/blocked)

4. All reservation forms must be signed by a designated person from the group who will be responsible for the group's actions while using the park and for the condition of the park after the scheduled event. A detailed description of all the activities planned for the event in the park must be provided on the application. **Reservation is not confirmed until the reservation form and fees are received at City Hall and all required signature approvals have been obtained.**

5. Park Fees (per day):

A. Small events (partial park use):

Civic/Not for Profit:	\$20.00 non-refundable fee, plus \$50.00 refundable deposit*
Private:	\$35.00 non-refundable fee, plus \$50.00 refundable deposit*
Commercial:	\$60.00 non-refundable fee, plus \$500.00 refundable deposit*

*The park must be left in clean condition. All trash generated from the event must be bagged and removed from the park at the conclusion of the event. Otherwise, a portion of the refundable deposit will be forfeited.

B. Large events: Fees for larger events that use the entire park will be assessed a fee based on the following attendance schedule:

0 – 74	\$100.00 non-refundable permit fee + \$ 50.00 refundable deposit*
75 – 299	\$150.00 non-refundable permit fee + \$500.00 refundable deposit*
300 – 599	\$300.00 non-refundable permit fee + \$500.00 refundable deposit*
600 – 999	\$450.00 non-refundable permit fee + \$750.00 refundable deposit*
1,000+	\$600.00 non-refundable permit fee + \$750.00 refundable deposit*

*All large events must use rented dumpsters to deposit their trash and leave the park clean and undamaged in order to receive the full refund of the deposit back at the conclusion of the event.

Note: Groups wishing to reserve the park for more than one weekend shall pay an additional \$50.00 fee per day for each weekend reserved.

If an entry fee is charged for an event, the organizer will pay to the City of Independence one dollar (\$1.00) per ticket sold or provided in any manner to an event attendee.

6. Events with expected participants of over 75 will be required to:

A. Provide "1-1/2-yard" trash dumpsters:

Group size:	75 – 250	1 dumpster
	250 – 500	2 dumpsters
	500 – 750	3 dumpsters
	750 – 1000	4 dumpsters

B. Provide extra portable restroom facilities:

- Required: 1 portable unit per each 100 people

C. Provide to the City at least one month prior to event:

- Proof of insurance
- An approved security plan
- A ground set-up plan
- Proof of dumpster(s) ordered
- Proof of portable restrooms ordered
- Proof of Security Service Contract*

*Depending on the size, type, and nature of the event, the City may require the applicant to provide outside security service on-site at their own cost. The number of security personnel required will be determined by the City.

D. If there will be food (cooking) booths at the event, all vendors must adhere to the regulations of the Environmental Health Codes. Permits are required through the Polk County Health Department. Cardboard must be placed under all cooking equipment to protect the concrete surface from grease and oil stains.

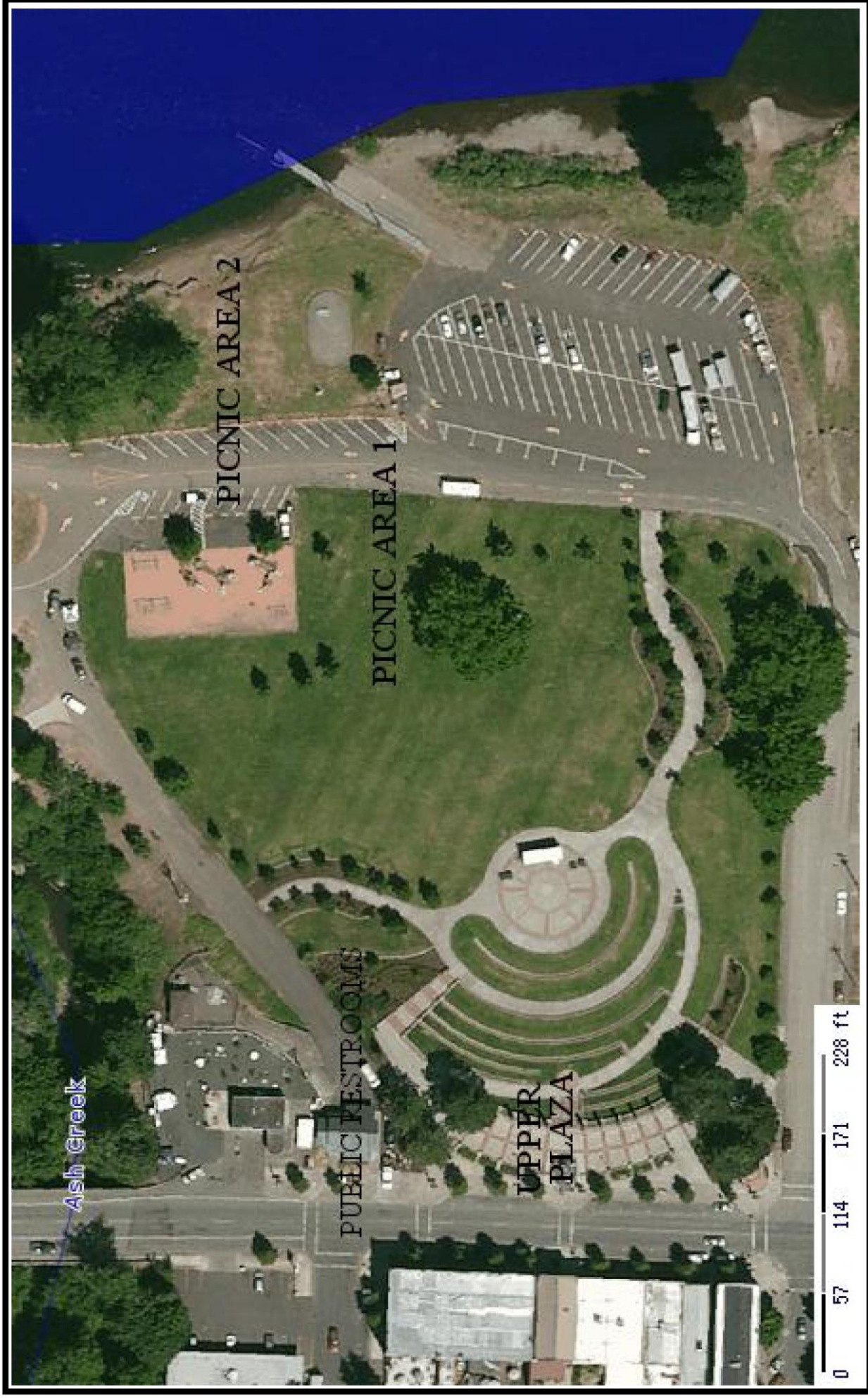
E. In the event that any of the requirements above are not fulfilled and City services are required as a result, the applicant will be billed for the City-related services. Failure of applicant to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.

7. The stage has a separate rental agreement and is not included in the rental agreement of any other area of Riverview Park including the amphitheater.

8. The sound system and sound technicians are not included in the park rental fee of the amphitheater, stage, or any other area of the park.

9. It is understood that the City cannot provide a guarantee to the applicant that there will not be any form of construction in Riverview Park on the date of their event. In case of construction needs, every effort will be made to schedule construction around the park events.

Polk Co Map



Polk County Web Maps v. 2.0

Disclaimer: This map was produced using Polk County GIS data. The GIS data is maintained by the County to support its governmental activities. This map should not be used for survey or engineering purposes. The County is not responsible for map errors, omissions, misuse or misinterpretation.

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