



Event Park Reservation Request

City of Independence Parks & Recreation

Return Completed Form To:

City of Independence 555 S. Main St. Independence, OR. 97351 or publicworks@ci.independence.or.us

Event Information

* **Event Name** _____ Public Event
 Private Event

* **Event Type**

Company Picnic Market Community Celebration/Festival
 Run/Walk Concert/Play Other (please specify) _____

* **Event Date(s)** _____

Subject to Availability

***Set-up Start Time** _____ a.m. p.m. ***Clean-up End Time** _____ a.m. p.m.

***Event Hours** _____ ***Expected Attendees** _____

* **Riverview Park Preferred Location**

Amphitheater Picnic Area #1 Parking Lot
 Upper Park (Plaza) Picnic Area #2 Independence Landing (Near Hotel)

Is this a City Sponsored Event? Yes No **Is this an Annual Event?** Yes No

Event Description: _____

Contact Information

Organization Name _____

***First Name** _____ ***Last Name** _____

***Email Address** _____ ***Phone Number** _____

Mailing Address _____

On-Site Contact (Day of Event)

*On-Site Contact Name _____ *On-Site Contact Phone _____

Email Address (if different) _____

Role/Relationship to Event _____

Park & Facilities

Special Requests & Event Amenities	* Extra fee and application may be required	Yes	No	Maybe
* City fencing requested		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Stage requested (May - Sept)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Alcohol will be served/sold		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-food items will be sold		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tents and/or canopies will be erected		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to park electricity requested		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amplified sound will be used		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Admission fees/donations will be collected		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Event will be advertised to the general public		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to potable water requested		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle access to grass areas requested		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Request to use city gator (City sponsored events)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request for sprinklers to be turned off		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you planning to hang a banner?		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Special services (security, traffic control, road closure, no parking signs, etc.) will be needed		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Special Requests or Equipment Needs: _____

Entertainment Features

Are there any entertainment features related to your event (e.g., live music, DJ, amusement rides, fireworks, etc.)? _____

Would sound amplification be used? Yes No

If yes, please indicate: Start Time _____ a.m. p.m. End Time _____ a.m. p.m.

Safety and Security

Please describe your procedures for crowd control and plans for internal security (if serving alcohol, skip this and complete an alcohol serving & security plan): _____

- Note:**
- Electricity limited to 110 volt - NO Food booth connections
 - All vehicles in marked parking areas only
 - **NO ALCOHOL ALLOWED** (must have prior approval by Independence City Manager & IPD 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, posters, and banners must be taken down within 24 hours after the event
 - City of Independence park rules will be followed

Event Layout & Site Plan

On the attached map please show your event layout, including the locations for the following:

- Alcoholic Concession and/or Beer Garden areas
- Food Concession and/or Food Preparations Areas - If you intend to cook food in the event area, please specify method(s): Gas Electric Charcoal Other (specify) _____
- Portable Toilet Facilities
- First Aid Facilities and Ambulance Locations
- Tables and Chairs
- Fencing, Barriers and/or Barricades
- Canopy/Tent Locations and/or Booth, Exhibits, and Display Enclosures (please include size and indicate whether they are walled) - **NO STAKES**, Please use weights
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures
- Vehicles, Trailers, and/or Motorhomes
- Trash Containers and Dumpsters
- Electricity and Water needs

*Clean up, Disposal, and Waste Removal Plan: _____

Note: Event organizers shall make any and all arrangements for the clean up, disposal, and off-site removal of waste, garbage, and gray water. The use of city services for this purpose shall be charged back to the user group.

Service Providers (if applicable)

Note: The city only allows one garbage provider. Please use the information below.

Special Services	Name of Provider	Contact Person	Phone Number
Alcohol Concessionaires			
Amusement Rides			
Caterers			
Garbage Service	Brandts	Danielle	503-838-0464
Insurance Carrier			
Portable Restrooms			
Private Security Services			
Tents/Canopies			
Sound Production			
Other Services			

Payment Information - Deposit Required

Payment Method:

Pay by Phone

We'll give you a call

Pay by Check

Send to: 555 S. Main St, P.O. Box 7
Independence, OR. 97351

Pay in Person

City Hall: 555 S. Main St,
Independence, OR. 97351

Hold Harmless Agreement & Liability Statement

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 purposes and for use of the _____ 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.

Applicant Signature _____ Date _____

* I confirm that I have read, understood, and agree to all terms and conditions stated above.



Park Rental Options & Pricing

Park Fees

A refundable cleaning/security deposit equal to one-half (½) of the total rental fee is required at the time of booking.

The deposit will be refunded after the event provided:

- The facility is left clean and free of damage
- All trash is removed and properly disposed of
- No park rules or permit conditions are violated

Additional cleaning or damage repair costs will be deducted from the deposit if necessary.

Park Rental (picnic area 1 or 2, parking lot, upper park (plaza), Indy landing) – **\$100 each**

Park rentals provide exclusive use of the designated area during your approved rental time. This option does not include use of the amphitheater unless reserved separately.

Amphitheater – **\$500**

Reserving the amphitheater includes use of the seating area during your approved rental time. This option does not include exclusive use of the stage or other park areas unless reserved separately.

Entire Park Reservation – **\$700**

To reserve exclusive use of the entire park.

Additional Features & Fees

All additional features must be requested at the time of application and are subject to availability and City approval.

Stage Rental – **\$500**

Includes use of the stage structure during your approved rental time. Stage rental may require additional staffing, equipment approval, and insurance documentation depending on the type of event. Stage access must be requested in advance and approved by the City.

Available: May - September

Event Camping – **\$10 per Vehicle**

Applies to approved overnight event-related camping.

Fee is charged per vehicle, per night.

Camping must be pre-approved as part of the event permit.

Spider Box for Stage Use – **\$500**

A Spider Box (temporary power distribution unit) provides event-grade electrical access for stage production, amplified sound, lighting, or vendor power needs.

- Required for large amplified events
- Must be requested in advance

Bike Campground Nightly Fee – **\$10 per Night**

Applies to overnight use of designated bike camping areas.

Fee is charged per campsite, per night.

Campers must comply with all park camping rules and quiet hours.



Park Regulations & 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 1 and 2;
 - 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. The park must be left in clean condition at the conclusion of all events. All trash generated must be bagged and removed from the park. For large events, rented dumpsters are required to ensure proper disposal. Failure to leave the park clean and undamaged will result in forfeiture of all or part of the refundable deposit.

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

7. 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.

8. 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.

9. 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 (*only available May - September*). If renting the stage, a meeting prior to the event with public works will be scheduled to deliver keys and do walkthroughs.
10. 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.
11. 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.

Additional Permits Required

Your event may need additional permits or waivers from other jurisdictions or governing bodies. The following questions will help if the event requires additional permits.

Question	Permit Needed	Contact
Will your event need to close streets?	Parade or Road Closure Application For Main St. Closure contact ODOT	City of Independence: 503-838-1214 Online: ci.independence.or.us/license-and-permits/ ODOT: 503-986-2876
Will alcohol be served at the event?	Temporary Event License and OLCC Licensed Server and City of Independence Alcohol Permit	OLCC: 800-452-6522 City of Independence: 503-838-1212 Online: ci.independence.or.us/license-and-permits/
Will your event include vendors?	Mobile Food Unit licenses	Polk County Health Services: 503-623-9237 or Online: oregonfoodhandler.com
Will your event include tents, booths, cooking?	Fire Marshal inspection and approval	Polk County Fire District: 503-838-1510 Online: polkfireor.gov/schedule-an-inspection
Will your event include pyrotechnics?	Polk County Fire District and State Fire Marshal Approval	Polk County Fire District: 503-838-1510 State Fire Marshal: 503-378-3473
Is your event a film or video?	Pre-meeting, discussion	City of Independence: 503-837-1191
Will your event require trash or recycling?	Agreement with Brandts Services (<i>only allowed in Independence</i>)	Brands Sanitary Services: 503-838-0464
Will your event have a shuttle?	Review of transportation plan and routes with staff	City of Independence: 503-837-1181

Permit Application Checklist

Use this checklist to confirm you are submitting a complete permit application. Check each section that applies and note N/A for those that do not. Return checklist with the application.

Complete Event Park Reservation Request *(Required)*

Site Plan or Map *(Required)*

Initial Deposit *(Required to hold date)*

Insurance Certificate *(Required)*

Naming the City of Independence as Additional Insured

Permit applicants must obtain and maintain public event liability insurance concerning the public event with limits of not less than \$1,000,000.00 combined single limit for coverage of bodily injury and property damage, and \$2,000,000.00 in aggregate.

Additional Permits & Plans - If Applicable

Public Safety Plan

An applicant for a permit for a large public event and/or city-wide event must submit plans for public safety after consulting with the Polk County Public Health Department, Sheriff's Office, and Polk County Fire District. Include applicable fire safety and on-site Emergency Medical Services Plan.

Parade/Road Closure Form

Stage Reservation Application

Alcohol Application

Traffic Plan

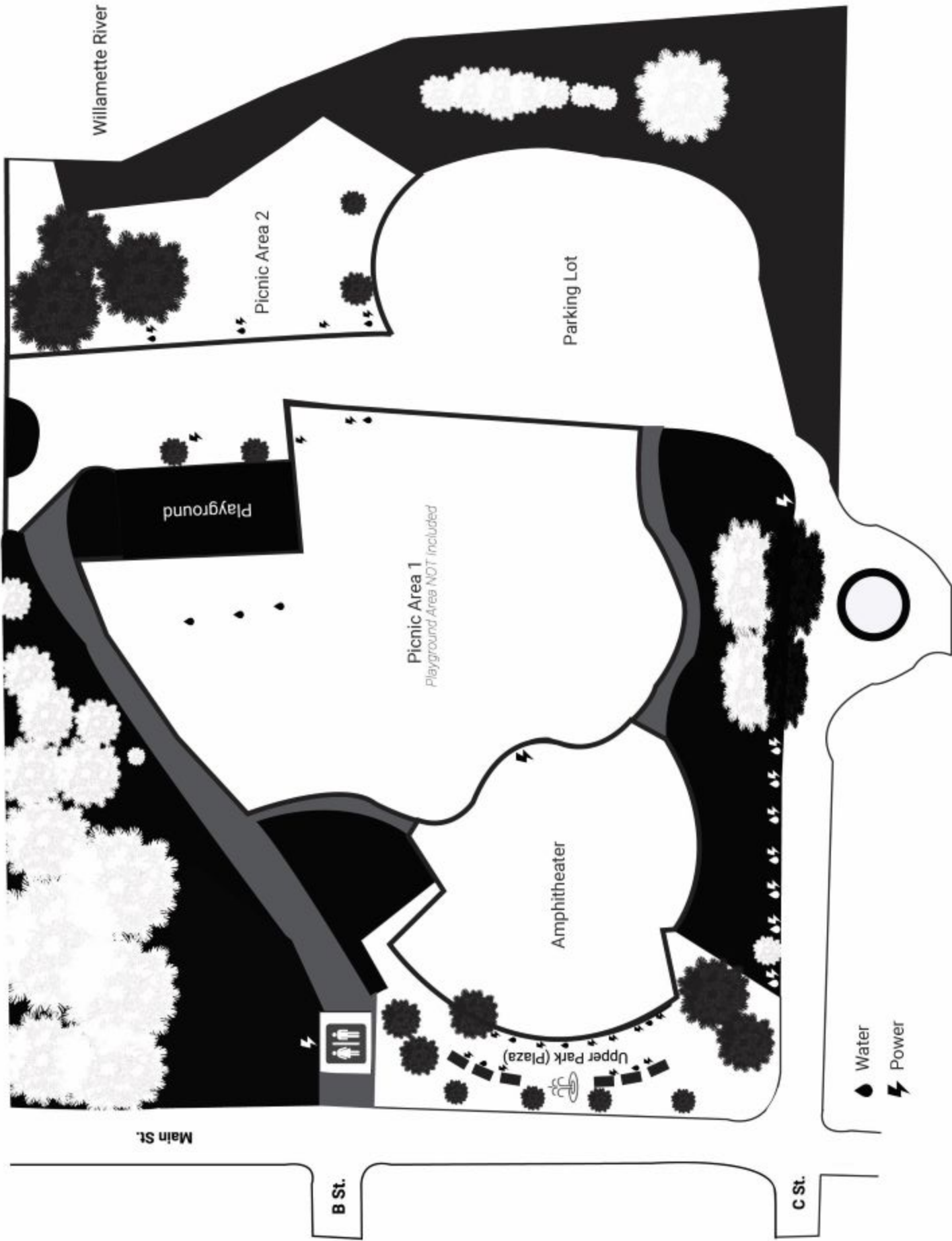
Use of Gator/Volunteer Waiver for Gator Use

Security Services Contract

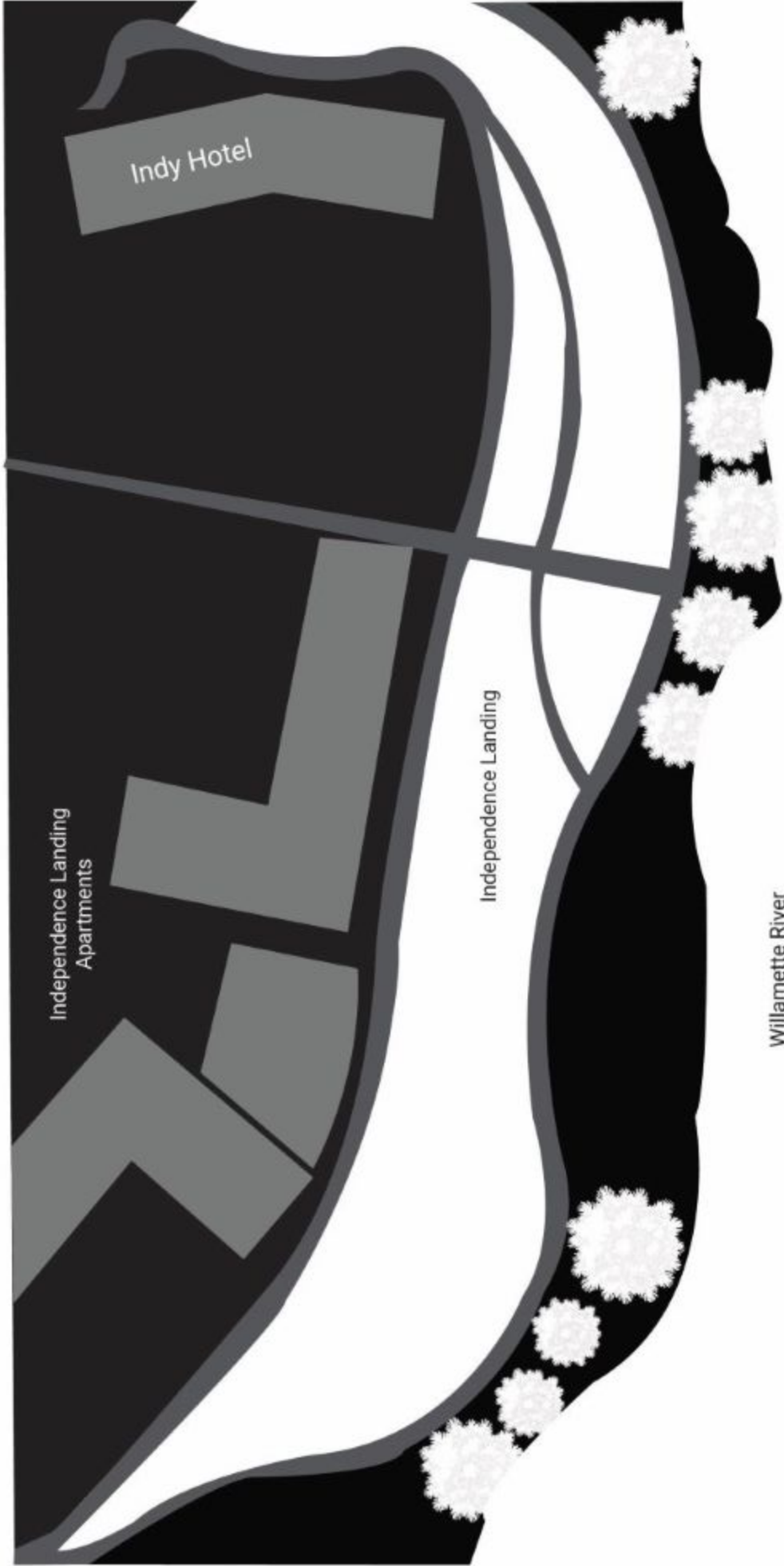
Receipt for Portable Restrooms

Receipt for Dumpster

Riverview Park Map



- Water
- Power



Indy Hotel

Independence Landing
Apartments

Independence Landing

Willamette River