



# Millersburg City Park Reservation Application

Phone: 458-233-6300

**Instructions: Complete and submit this form to Millersburg City Hall**

## Contact Information

Applicant's Name		Organization:
Category: <input type="checkbox"/> Private Individual <input type="checkbox"/> Commercial <input type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other		
Primary Contact Phone:	Work Phone:	Alternative Phone:
Email:	Nonprofit ID # (if applicable):	
Address:		
City:	State:	Zip:

## Rental Details

Location: Millersburg City Park Shelter	Date of Event:
Set Up Time:	Clean Up Time:
Estimated Attendance:	
Event Type: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Recept <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Game <input type="checkbox"/> Other (specify)	

## Please Contact City Hall for the following Special Uses at Your Event.

<input type="checkbox"/> Alcohol on Site (Permit Required)	<input type="checkbox"/> Charging Admission/Product	<input type="checkbox"/> Food/Non-Food Concessions = Permit Required
<input type="checkbox"/> Amplified Sound	<input type="checkbox"/> Catered Event	<input type="checkbox"/> Game bag
<input type="checkbox"/> Vehicle Access-load in/out	<input type="checkbox"/> Event Involving Animals	
<input type="checkbox"/> Tent/Canopy larger than 200 sq. ft.		
Comments/Special Circumstances: _____		

## Fees & Charges (payable by cash, check debit or credit)

Rental Total _____	Refundable Gamebag Deposit _____
Permit Fees _____	
<b>Total Rental Fees</b> _____	<b>Total Refundable Deposit</b> _____
Date: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Debit/Credit	Date: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Debit/Credit

## Office Use Only

Rental # _____	<input type="checkbox"/> Approved _____ Date: _____
Deposit Rtned? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies to: <input type="checkbox"/> Applicant <input type="checkbox"/> File <input type="checkbox"/> Park Maintenance <input type="checkbox"/> Sheriff (if applicable) <input type="checkbox"/> Other: _____	

\* Liability insurance of \$2 million is required with the City of Millersburg listed as an additional insured.

## Additional Information/Signature Required on Back (over)

### Liability and Regulations for Facility Rental

Each applicant shall be bound by all City of Millersburg rules and regulations and all applicable codes and 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 Millersburg employees and representatives have not made ANY statements or guarantees regarding the Millersburg City Park as to the suitability of the event I am planning.

All applicants, individuals or groups, for use of City facilities will hold the City of Millersburg harmless from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All agree to take appropriate measures to protect and indemnify the City of Millersburg against any and all claims. **Extraordinary, commercial and/or large events require liability insurance.**

**NOTICE**—Oregon law (ORS 105.682 et seq.) provides that the owner of land is not liable in contract or tort for injury or death or property damages that arise out of the use of the land for recreational purposes. That immunity from liability does not apply if the owner of land charges a fee to use the land. The fee charged for the use of the facility listed on this form is for the use of the facility only. Any use of property located outside of the facility is not subject to a charge, and therefore, the City of Millersburg 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.

The City does not allow Bounce Houses or Dunk Tanks unless associated with extraordinary, commercial, or large events which provide liability insurance and specifically approved by the City. Non-compliance will result in forfeiture of future rentals of the shelter.

The City Manager or his/her designees 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, Policy, 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. Applicants shall be liable for any damage to equipment or property or creating a condition that is hazardous to others. The City may, at its discretion, require applicants to post a bond or deposit to defray any potential damage or expense to the City resulting from the applicant's use. If the reservation area is left dirty or in disrepair beyond the acceptable standard, a \$65/hr impact fee will be charged for time needed to restore the area. The acceptable standard is the condition of the area at the time of reservation (in accordance with the City's custodial standards). Additional fees may be required for materials and supplies for repairs as needed.

No motorized vehicles are allowed in any park except on roads or sidewalks or as specifically approved by the City of Millersburg.

The responsible individual to whom the reservation was issued is required to pack out any garbage produced by an event. Park rules require that any dog waste deposited on public or private property is promptly removed and that all dogs remain on a leash **at all times**.

All fees and deposits are due at time of reservation. If a reservation is cancelled more than 30 days prior to the rental, a full refund will be given, less a \$25 processing fee. Cancellations made less than 30 days before the rental will result in forfeit of the rental fees, however, deposits paid will be returned. In addition, if a cancellation is within 24 hours of the rental date the deposit will be forfeited. The City does not honor cancellations due to inclement weather. Permit (alcohol, sound, etc.) fees are non-refundable. Rental fees and deposits may not be transferred to another date or 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 and understand and agree to comply with all the policies and procedures set forth by the City of Millersburg regarding the rental and use of the Millersburg City Park. 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_