



Instructions: Complete and submit this form to Parks & Recreation at City Hall for Park rental

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:	Alternate Phone:	Non-Profit ID #:	
Email:			
Address :			
City:	State:	Zip:	

Rental Details

Location:	Date Requested:
Set Up Time:	Clean Up Time:
Estimated Attendance:	

Type of Event: Reunion Wedding/Reception Party/Picnic Fundraiser Other (specify below)

Please contact the Parks & Recreation Rental Coordinator at 541-917-7777 for the following special requests.

- Alcohol on site/served
- Amplified sound
- Event involving animals
- Vehicle access- load in/load out = Additional Permit Required
- Charging admission
- Closing road(s) in area
- Catered event
- Selling food or non-food concessions = Additional Vendor Permit Required
- * Inflatables / Bounce Houses are not allowed in City Parks

Comments/Special Circumstances: _____

Fees & Charges (Payable by check, cash or credit card.)

_____ Rental Total	_____ Refundable Damage Deposit (\$100)
_____ Permit Fees	_____ Refundable Alcohol Deposit (\$150)
_____ Impact Fee	_____ Refundable Key Deposit (\$25)
_____ Total Fees & Charges	_____ Total Refundable Deposit
Date _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	Date _____ <input type="checkbox"/> Check <input type="checkbox"/> Credit Card

Office Use Only

Rental # _____

Approved _____ Date: _____ Approved Park Maint. _____ Date: _____

Approved P & R Director _____ Date: _____

Deposit Returned? Yes No Date: _____

Copies to: Applicant File Park Maintenance Police Dept. Fire Dept.

Additional information/Signature required on back (over)



Liability and Regulations: Read and initial each item

_____ Each applicant shall be bound by all city rules and regulations and all applicable ordinances as fully as though the same rules were inserted in the permit. The Director 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, Rules and Regulations.

_____ I, the applicant, have personally examined the site I am renting and fully understand that the City of Albany, Parks & Recreation Department, employees and representatives have not made ANY statements or guarantees regarding the property, as to the suitability of the event I am planning.

_____ All users, individuals or groups of park facilities will hold the City of Albany harmless 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 Albany 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 arises 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 for permission 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 Albany 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.

_____ Vehicles are NOT allowed in the park. If it is necessary to drive into the park to unload or load, the vehicle must be removed to the designated parking lot areas immediately after, and requires a \$10.00 permit fee per vehicle per day. Failure to remove vehicles may result in forfeiture of deposit, and the vehicle may be towed at owner's expense. Overnight parking is not allowed.

_____ Each applicant shall be required to pay such amounts as may be determined by the City for extraordinary services and equipment's 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 \$65/hr impact fee will be charged for time needed to restore this area. The acceptable standard is the way the area looked at the time of reservation (our set Park Maintenance custodial standards). Additional fees may be required for materials and supplies for repairs as needed.

_____ Commercial use of a park requires approved rental reservation, applicable rental payment, and payment based on commercial gross sales (minimum \$50.00 or 15% of gross sales).

_____ The applicant is responsible for the removal of any garbage produced by an event. 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 and deposits are due at time of reservation. Commercial use of a park requires approved rental reservation form, applicable rental payment, and payment based on commercial gross sales. **If a reservation is cancelled more than 30 days prior to the rental, a full refund will be given, less a \$35 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. If the facility is rented, fees and deposits paid will be returned, less a \$25 processing fee. 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 Albany Parks & Recreation Department. 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: _____

Reservations can be made over the phone with MasterCard or Visa by calling 541-917-7777, or in person at the Parks & Recreation Department offices in Albany City Hall, 333 Broadalbin Street SW.