

City of Grants Pass
River Vista Reservation Application
\$250 Reservation/Application Fee *Due at time of Application

Public Event

Private Event

Your answers to this questionnaire will assist us in evaluating your permit request. It will also help determine set-up needs, fees, and necessary measures to protect the park from damage.

The base non-refundable application fee of \$250 is required to hold the date. Additional fees and deposits are also charged based upon the nature of the event, potential damage, and services requested. **The balance of fees and deposit are due 90 days prior to first date of reservation.** NOTE: A meeting with the Parks Supervisor will be required prior to facility use.

Name _____

Requested date(s) of use _____ Requested time(s) of use _____

Contact Person _____ Day Phone _____ Cell _____

Mailing address: _____

E-mail _____

Estimated Attendance: _____

LOCATION:

Reinhart Volunteer Park

- River Vista Site \$400 Alcohol Permit (\$125 permit fee)
- Harry and David Shelter \$107
- River House \$250 "overnight"

Wedding Start and End Times

Setup time: _____ Wedding start time: _____ End time: _____

Please describe the areas you are requesting to use as a part of your event. A diagram showing the proposed setup of booths and other activities in the Park shall be provided to the City within 30 days of application, so that the plan can be adequately reviewed by Parks personnel.

VEHICLES OFF PAVED SURFACES (Prohibited)

Unauthorized vehicles observed off the paved surface will result in forfeit of your entire damage deposit.

PORTABLE RESTROOMS & DUMPSTER REQUIRED (Based on Estimated Attendance)

ELECTRIC POWER

Do you need electrical power outlets turned on? **YES** **NO**

If yes, describe the type of electrical use and note the locations desired so we can activate circuits and provide advice to help you avoid tripping circuit breakers. Note: If you overload circuits and require service to reset breakers, you will be charged for a service call. _____

AMPLIFIED SOUND AND SPEAKERS

Will you be using amplified sound and/or a public address system? **YES** **NO**

If yes, describe type of music or other use, proposed time of day for use, where you plan to set up, and how long amplified sound will be used. There is a *4 hour maximum time period*. Please indicate specific times amplified sound will be used. _____

NOTE: City Ordinance requires that amplified sound not be audible more than 1,000 ft from the source.

ALCOHOL, BEER AND WINE

Alcohol is prohibited in City parks without the express written permission of the City Council. Please **allow a minimum of three weeks for the City Council to act upon your request.** If you plan to sell alcohol you must also contact and receive permission from the Oregon Liquor Control Commission. Do you request permission to serve alcohol at your event?

YES NO

SALES AND SOLICITATION

Do you request permission to sell food or beverages in the Park? **YES NO**

Sales and solicitation are prohibited without the written permission of the City Council. Generally, tax exempt activities, where the entire proceeds benefit a tax exempt group, have been allowed. For-profit concessions and other profit-making activities have normally not been allowed.

If you desire to solicit, or sell food, drink or other merchandise, an additional action is required from the City Council. Please fill out the Application for Special Events License (attached) and allow a minimum of three weeks for the City Council to act upon your request.

Please note SALES AND SOLICITATIONS in park facilities are subject to certain fees. It is necessary to obtain a "Special Events License" for such events as trade shows, fairs, art shows, hobby shows and educational or cultural events at which several businesses may sell goods from temporary booths or stalls. The "Special Events License" shall be issued to the organization sponsoring the event and shall cover all businesses authorized by the sponsor to participate. The sponsor of the event is responsible for filing the application and for payment of all fees in advance of the event. Tax exempt groups are exempt from the fees, but still need to file an application and receive approval.

The payment of a Business License for conducting business in another location in the City does not cover participation in Special Events. Thus the \$5 vendor fee is applicable to all for-profit vendors, regardless of whatever fees they may have paid the City to comply with Ordinances.

Recreational Land/Facility Liability

NOTICE: Oregon law (ORS 105.682, et seq.) provides that the City of Grants Pass is not liable in contract or tort for injury, death, or property damage that arises out of use of land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. The fee you paid is only for use of your reserved park facility.

Other uses of this park, or any use of the property outside the reserved facility are not subject to a charge and, therefore, the City of Grants Pass 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.

In the area provided below, please **explain in detail** the nature of your event. Please **be as specific as possible** as this will help in determining the approval of your application. _____

The information provided is accurate to the best of my ability. I understand permit conditions will be based upon this information.

Signature

Print Name

Date _____

OFFICE USE ONLY

Application Fee: \$ _____ Date Paid: _____ Receipt # _____