



**COMMUNITY EVENT /LARGE PRIVATE EVENTS**

**Permit Application for use of Crook County Parks & Recreation Facilities & City Plaza**

398 NE Fairview, Prineville Oregon 97754 \* 541 447-1209

**PARK FACILITIES ARE DRUG, ALCOHOL\* & TOBACCO FREE**

*All Public Events held in any park must be advertised tobacco free*

*Requests shall be denied where the proposed use is inconsistent with proper and regular use of the facility*

**EVENT PERMIT PROCESS**

**BOOKING EVENTS:** The District starts booking events for a calendar year on the first working day of that year. Parks are booked on a first come first serve basis. Yearly events such as the 4<sup>th</sup> of July event that take place at the same time each year are given priority & can be booked prior to Jan 1<sup>st</sup>. Reservations can be made by phone, but all fees are due within 14 days of booking the park and at least 30 days prior to the event.

**EVENT PERMITS** are required by the Crook County Parks & Recreation District whenever a park is reserved for a community event or group gathering. Permits are required so conflicts are avoided, to coordinate maintenance and support schedules and to protect parks from overuse or inappropriate use.

**REQUEST FOR USE OF:** \_\_\_\_\_ **NUMBER OF PARTICPANTS EXPECTED:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_ **DAY(S)** \_\_\_\_\_ **HOURS BETWEEN** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_ **DAY TIME PHONE:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **IN DISTRICT RESIDENT: YES NO**

**NAME OF ORGANIZATION** \_\_\_\_\_ **NATURE OF EVENT** \_\_\_\_\_

**FEES & REQUIREMENTS**

These requirements and fees are for park usage that is above and beyond normal non-reservation use of the park. Fees are assigned to these services to recover direct costs to the District incurred as a result of the reservation. **The District reserves the right to adjust all fees and requirements.**

**“BASE” PARK RESERVATION FEE: \$150 for the first day and \$75 for each additional day** (Ochoco Creek Park, Pioneer Park, Stryker Park or a portion of Crooked River Park) – Public access cannot be restricted. **\$300 for the first day and \$150 for each additional day** (All of Crooked River Park). This is the only park that can be closed off for ticketed or private events. To be considered a one day event set up must take place the day of the event and everything needs to be removed and area cleaned up by noon the next day. If **extra set up days** are required the fee is **\$50.00 per day**. Multiple day events are events that are on consecutive days, or the same event occurring several times during the same calendar year. **Out of District fee is double.** Due to its unique nature the **City Plaza** will be reserved using a different fee structure. Call 447-1209 for further information.

**DEPOSIT:** All users will be required to leave a credit card number to be held as security for payment of damages or unauthorized use.

**TABLES & CHAIRS:** 6’ folding tables - **\$10 per table**, folding chairs - **\$1.50 per chair**.

The Districts policy is to not move picnic tables. When the District does agree to move tables, the fee is **\$20.00 per table** (minimum \$60.00).

**BLEACHERS:** When available - **\$40 per bleacher**. **TENT RENTAL:** 20 by 20 tent - **\$100 per day** (user must assemble & take down– tent cannot be left up over night unless pre-authorized)).

**PRE-EVENT / EVENT STAFF:** For irrigation locations, additional electrical requirements, repair, and site inspection. – **Fee: \$25.00 PER HOUR**

**STAGE LIGHTING AT CROOKED RIVER PARK: \$25.00 per night**

**INSURANCE:** Proof of insurance is required for all community & large private events. The type of insurance required is Commercial General Liability (or the equivalent) in the minimum amount of \$1,000,000 for each occurrence and \$2,000,000 General Aggregate. A copy of the policy with an **endorsement naming Crook County Parks and Recreation District (City of Prineville & Crook County when renting City Plaza) as additionally insured & held harmless shall be required.** Documentation must be supplied at least 30 days in advance.

**\*ALCOHOL:** The City of Prineville Ordinance 965 allows the consumption of Alcoholic Liquor in parks within the City only if a permit has been obtained. Applications must be completed and approved by Crook County Parks & Recreation and the City of Prineville before alcohol can be served in any of the District Parks. The City charges \$100.00 when the application is submitted. A copy of an approved application must be filed at the District office. **Serving alcohol without obtaining a permit may result in being ticketed and/or fined (see charges).**

**SALE OF FOOD AND DRINK:** A permit must be obtained from environmental health by any group selling food and / or beverages. Call Environmental Health 447-8155 to find out what is required. The Park District may require proof that permits have been obtained.

**LITTER:** When food is served **dumpsters are required** (Prineville Disposal @ 447-5208). Dumpsters must be placed in a location approved by the district, and must be removed within 48 hours of the event. Up to 200 users require a 1 yard dumpster, 200 – 400 users require a 1½ yard dumpster & over 400 users require a 2 yard dumpster. The event representative is responsible for cleaning and the removal of all litter and debris immediately after the event. If extra garbage cans were supplied, all garbage is to be removed from the cans and placed in the dumpster. Extra **GARBAGE CANS AND LINERS** can be reserved through the district for a **fee of \$5.00 per can per event day**. The district cans are 55 gallon drums and appropriate garbage liners must be used. The district will supply garbage liners for **\$1.00 per liner**. They can be picked up at the Parks office with at least one weeks notice.

**PORTABLE TOILETS:** To comply with health standards one restroom for each gender is required for every 200 people attending the event. One male & one female restroom are available in Pioneer Park, the east end of Ochoco Creek Park, and Crooked River Park covered area. There is a vault toilet at the west end of Ochoco Creek Park, and one portable toilet available at Crooked River Park Amphitheater. Where public restrooms are not adequate, the applicant shall provide additional portable toilets. Toilets must be placed in a location approved by the District, & removed within 48 hours of the event. Depending on location, immediate removal after event may be required.

**KEYS:** Keys must be picked up prior to 5:00 p.m. the day before the event or Friday if it is a weekend event. Keys must be returned on the day following the event or on Monday for weekend events. There is a \$25.00 charge for any lost key.

**SITE PLAN:** Events bringing special equipment, booths, canopies or tents will be asked to provide a site plan. Arrangements must be made at least ten days in advance for placing of tents, canopies, staging, or dance floors to avoid park damage. Plan must be pre-approved by Director or Parks Supervisor.

**VEHICLE ACCESS:** Upon approval vehicle access is permitted on a case-by-case basis for the purpose of loading and unloading only. Vehicles must be removed from the park before the event begins. The district may allow vehicles to park on the grass during some events such as pre-approved car shows. The event coordinators must work with the Parks Supervisor to lessen the impact and make sure no damage occurs (see charges).

**SECURITY:** The event representative must provide adequate security as directed by the Parks staff. **PARKING:** Organizers of large events will be required to come up with alternative plans if parking will be a problem.

**EVENT CURFEW:** The curfew for organized events is **9:00 p.m.** unless otherwise pre-approved by the Director or Business Manager.

**GENERAL RULES:** Dogs are allowed on leash only, and owners are responsible for clean up. Privately owned gas barbecues may be used. No charcoal barbecues may be used without prior consent. **No overnight camping** is allowed (exception is with pre-approval for reasons of security). Users will not display visually or broadcast vulgarity or profanity. **No signage, banners or fixtures are to be attached to any structures, poles, tables (do not staple tablecloths) or landscaping without previous consent.**

**DAMAGES:** The event representative is responsible for any damage to the park and will be billed for any damage and restoration cost after the event.

DATE INSURANCE CERTIFICATE NEEDED: \_\_\_\_\_ RECEIVED   SECURITY REQUIRED:   TYPE \_\_\_\_\_

ALCOHOL PERMIT REQUESTED:   APPROVED & RECEIVED:   SITE PLAN REQUIRED:   RECEIVED

SERVING FOOD:   (city permit) DUMPSTER REQUIRED:   PORTABLE TOILETS REQUIRED:   # \_\_\_\_\_

SIGN/BANNER:   POLICY EXPLAINED:   SPONSORSHIP BANNER NEEDED:   PICKED UP   RETURNED

BASE FEE: \$ \_\_\_\_\_ NUMBER OF TABLES/CHAIRS NEEDED: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

EVENT STAFF EXPENSE: \$ \_\_\_\_\_ AMPHITHEATER LIGHTS: \$ \_\_\_\_\_ TENT RENTAL: \$ \_\_\_\_\_

NUMBER OF GARBAGE CANS: \_\_\_\_\_ FEE: \$ \_\_\_\_\_ NUMBER OF LINERS: \_\_\_\_\_ FEE: \$ \_\_\_\_\_

ADDITIONAL FEES: \$ \_\_\_\_\_ FOR \_\_\_\_\_ KEY REQUESTED # \_\_\_\_\_ see checkout sheet

**TOTAL FEES:** \$ \_\_\_\_\_ **DATE PAID:** \_\_\_\_\_ **PAYMENT TYPE:** CASH / CREDIT / CHK # \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXP: \_\_\_\_\_ AMOUNT CHARGED \_\_\_\_\_ DATE \_\_\_\_\_

I the undersigned on behalf of the above mentioned organization do hereby agree that those in attendance will abide by the policies governing the use of these facilities, as set by the District office and covered in the "Permit Process" which I acknowledge reading, and all others as specified by the Crook County Parks & Recreation District. The above mentioned organization agrees to defend, hold harmless and indemnify Crook County Parks & Recreation District, its officers, employees, board members, and agents from any and all liability damages, costs, expenses and attorney fees arising out of negligence while engaging in the activities arising out of this event and facility use agreement.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**CANCELLATION / REFUND:** Individuals must notify the Park District office of any cancellation not less than thirty (30) days in advance of the reserved date to receive a refund.

**CHARGES FOR UNAUTHORIZED USE AND/OR DAMAGES:** The area must be cleaned up and left in its original condition. Additional charges will be available within one week of the event. The following infractions may result in charges to credit card given.

- Serving alcohol without obtaining a permit - \$150.00 fine.
- For every unauthorized vehicle in the park during setup, the event, and cleanup - \$30 per vehicle
- For every vendor that causes visual damage to the turf and or grass - \$50.00 per vendor
- Damage to facilities and/or general cleanup - cost of labor (minimum \$20.00 per hour) and materials plus cost of removing and depositing of any left items.
- Damage or loss of any items checked out - the cost of repair or replacement (minimum \$25.00). Late fees for items not returned in a timely matter (72 hours from specified return date) may be charged. A cleaning fee will be charged for tables, chairs, and tent if returned unclean.

**PERMIT DENIED:** The District will deny the application permit if found that requirements and guidelines have not been or cannot be complied with. When a permit is denied, the applicant shall be notified of the reason for the denial. If the application permit is denied, the applicant may submit a written appeal to the Board of Directors.

SAMPLE