



PRIVATE EVENTS / NON COMMERCIAL
Permit Application for use of Crook County Parks & Recreation Facilities
 398 NE Fairview, Prineville Oregon 97754 * 541 447-1209
PARK FACILITIES ARE DRUG, ALCOHOL* & 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, and must be reserved at least 30 days prior to the event unless otherwise agreed to by management. Reservations can be made by phone, but all fees are due within 14 days of booking the park. Reservations made for a date less than 30 days away must pay fees within 48 hours of the phone call.

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

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 denial and the reason for the denial. When an application permit is denied, the applicant may submit a written appeal to the Board of Directors.

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 GROUP/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 help recover costs to the District incurred as a result of the reservation. **The District reserves the right to adjust all fees and requirements.**

DESIGNATED RESERVATION AREAS –THESE AREAS ARE BY RESERVATION ONLY

All covered areas: Ochoco Creek Park off of Juniper, Ochoco Creek Park near Creation Station on 4th Street, Harwood Park, Ward Park, Crooked River Park and Pioneer Park. **Gazebos:** Yellowpine and Mountain View **Amphitheaters:** Crooked River Park & Ochoco Creek Park west end

Other picnic tables are found throughout the parks, and are open for public use. It is still suggested that you make a reservation if you would like exclusive use for an organized activity for a specific period of time. Reservations are required if your group is larger than 15.

BASE PARK RESERVATION FEE for but not limited to: Reunions, Weddings, Family Gatherings, Meetings, Church & Club Gatherings

# OF USERS	COVERED AREAS & OCHOCO AMPH.	CRP AMPH.	ALL OTHER AREAS
0 – 25	\$15 ID / \$30 OD	\$25 ID / \$50 OD	\$10 ID / \$20 OD
26 – 50	\$35 ID / \$70 OD	\$45 ID / \$90 OD	\$25 ID / \$50 OD
51 – 100	\$50 ID / \$100 OD	\$70 ID / \$140 OD	\$40 ID / \$80 OD
100+	\$60 ID / \$120 OD	\$85 ID / \$170 OD	\$50 ID / \$100 OD

***FEES are based on the total number of people that will attend the event even if they will not all be there at one time*

Crooked River Park covered areas: Maximum 50 people per side; if more than 50 in party, you must rent both sides. Regular fee plus an addition \$15 fee.

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).

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

***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). Proof of insurance is required.**

INSURANCE: Whenever an application is filed which in the judgment of the District substantially increases the District's liability above the level of liability of the property's normal use (**all events with 100 or more people in attendance or if alcohol is being served or consumed**) a certificate of insurance and an **endorsement naming Crook County Parks and Recreation District as additionally insured & held harmless shall be required.** The amount of coverage shall be a minimum of \$500,000. Documentation must be supplied at least 30 days in advance.

LITTER: Dumpsters must be supplied if there is food available & over 100 participants are expected to attend. (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. The event representative is responsible for cleaning and the removal of all litter and debris immediately after the event. 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.

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. See "charges" for any unauthorized vehicles in the park during setup, the event, and cleanup.

RECREATION EQUIPMENT & KEYS: Volleyballs, Basketball, Horseshoes & Bocce balls are available for your use when booking a park. **Weekday reservations:** Keys & equipment must be checked out the morning of event and returned by 5 pm the day after the event. **Weekend reservations:** Keys & equipment must be checked out by 5 p.m. on Friday and returned by 5 pm on Monday. Loss or damage of items will result in a \$25.00 minimum charge (see charges).

EVENT CURFEW: Reservations are 9 a.m. to dark unless otherwise arranged. There is no weekend staff available October thru June.

GENERAL RULES: Dogs are allowed on leash only, and owners are responsible for clean up. Privately owned gas barbecues may be used. No privately owned charcoal barbecues may be used without prior consent. BBQ pits are provided at all covered areas. It is suggested that you bring a grill for the top of the pit. **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.** Items such as silk flower petals, balloon pieces (water balloon fights) that are hard to pick up are not permitted.

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.

ALCOHOL PERMIT REQUESTED: APPROVED: / INSURANCE CERTIFICATE REQUIRED: COPY RECEIVED:

DUMPSTER REQUIRED: PORTABLE TOILETS REQUIRED: # _____ KEY REQUESTED # _____ see checkout sheet

SPORTS EQUIPMENT REQUESTED _____ WATER SPIGOT ELECTRICITY REQUESTED

DATE CHECKED OUT _____ ITEMS CHECKED OUT _____ DATE RETURNED _____

BASE FEE: \$ _____ NUMBER OF TABLES/CHAIRS NEEDED: # _____ FEE: \$ _____

ADDITIONAL FEES: \$ _____ FOR: _____

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

CREDIT CARD # _____ EXP: _____ AMOUNT CHARGED: _____ DATE: _____

Notice pursuant to ORS 105.688: Any fee paid as part of this application is for the reservation of the specific area, at the specific time, and for the specific recreational use identified in the application. Pursuant to ORS 105.682 and ORS 105.688(4), Crook County Parks and Recreation District is not liable in contract or tort for any personal injury, death, or property damage that arises out of the use of the park for any other recreational purpose during any other time, or in any other area of the park.

I the undersigned on behalf of the above mentioned organization / group 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 group / 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.**
- **If there is a significant difference in the amount of people attending an event then paid for and additional fee will be charged.**
- **For every unauthorized vehicle in the park during setup, the event, and cleanup - \$30 per vehicle**
- **Visual damage to the turf and or grass - \$50.00**
- **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.**

CCPRD Representative _____ Weekend Phone Number – 541 420-5241

SAMPLE