



Steps to filling out Wait Park Reservation form:

1. Fill out Wait Park Reservation form.
2. If you are requesting any of the streets closed around Wait Park fill out the Wait Park Street Closure form. If you are **not** requesting any of the streets closed you **only** need to fill out the Wait Park Reservation form and Courtesy Agreement.
3. Show on the Wait Park Vicinity Map which street you would like closed for your event.
4. Turn in all information to City Hall with any fees applicable.

Wait Park Event Reservation

City of Canby, PO Box 930, 1470 NE Territorial Rd· Canby, OR 97013
503.266.4021 ext. 298 Fax 503.266.7238

Wait Park:

A one-block square park with the following amenities; The Gazebo has electric outlets, stairs, a ramp, and cement floor. The railings are metal. Decorations can be attached with tape. The park has two playground areas and two drinking fountains, three picnic tables, ten garbage cans, and restrooms.

<u>Reservation Fee:</u>		City Resident \$375/day Gazebo only \$110 for five hours	Non-Resident \$750/day Gazebo only \$220 for five hours
Type of Event:		Date(s) of Event:	
Time: From am/pm:	To: am/pm	Sponsored by:	
Responsible Party/Contact Person:			
Address:		(City)	(State) (Zip)
Telephone (Home):		Telephone (Work):	

Requirements:

Will you require electricity? Yes No Will you require water? Yes No
 Will there be concession stands? Yes (How many: _____) No - Location: _____
 Will you be requesting street closures? Yes No (\$50 Fee to be paid at-registration)
 If Yes, Which Streets: _____

Applicant must contact Parks Maintenance seven (7) days in advance to arrange needs
503-266-4021 ext 232

Insurance Requirement:

The City of Canby requires user to carry Liability insurance. This coverage shall be Comprehensive Personal or General Liability with a coverage amount of not less than \$500,000 Combined Single Limit covering Bodily Injury and Property Damage. A Certificate of Insurance shall be provided to the City of Canby naming the City as a Certificate Holder and be delivered prior to the scheduled event.

Rules/Information:

1. Absolutely no automobiles/trucks on turf.
2. Please do not nail banners or signs to trees, posts or other park items. These can be taped, but must be removed after the event.
3. All concessionaires must meet in advance with Park Maintenance staff regarding electricity requirements. Electricity is limited. Staff is not responsible for outages caused by overloads due to use of unapproved appliances.
4. Turf damage caused by event sponsor's use of grassy areas must be restored at sponsor's expense.
5. A 30-day notice is required for cancellation and refund.
6. Canby Municipal Code 12.2.4.040 prohibits the use of alcohol on public park property.
7. The sponsor/contact person is responsible for any clean up required following this event.
8. Complete and return the follow-up form that will be sent to you after the event.
9. Amplified voice or music, including sound checks shall not begin before 8:30 am and shall end no later than 10:00 pm.

The Sponsor or Contact person is responsible for posting reservation notices at the Gazebo two hours prior to event. The Sponsor/Contact person will be responsible for any clean up required following this event.

Signature of Responsible Party _____

Date _____

Reservation Checklist: (to be completed by staff)

1. Payment Received: _____ (Date) Initials: _____ Fee Waived: Yes No
In order to have the rental fee waived the following conditions must be in place:
A. The organization is non-profit and the event is open to the public without an admission charge of any kind.
B. The event is officially sponsored in part or in whole by the City of Canby
2. Certificate of Insurance Received: _____ (Date) Initials: _____ (Attach to this form)
3. Event Scheduled on City Calendar: _____ (Date) Initials: _____
4. cc: Parks Department _____ Public Works _____ Police Department _____

COURTESY AGREEMENT FOR WAIT PARK RENTALS

Event Planners are asked to recognize that Wait Park is located in the middle of both residential and commercial development and that events need to be respectful of both types of neighbors.

It is expected that the City noise ordinance will be adhered to, and sound checks and any other noisy activities (revving engines, etc.) should preferably not begin until 8:30 AM and end by 10 PM.

ALTHOUGH YOUR EVENT IS ONLY ONCE A YEAR, THE NEIGHBORING HOMES AND BUSINESSES ARE SUBJECT TO NOISE AND PARKING ISSUES ALMOST EVERY WEEKEND THROUGHOUT THE SIX MONTH EVENT SEASON. PLEASE BE RESPECTFUL OF THEIR PEACE AND QUIET, THEIR PARKING AREAS, AND THEIR PERSONAL PROPERTY.

Downtown residents and businesses do enjoy the positive aspects of the downtown events, but they also have experienced and complained about noise and parking issues in particular.

I have read and understand the Courtesy Agreement and plan to be a good neighbor:

Event contact person: _____

Signature

Date

CITY OF CANBY
WAIT PARK STREET CLOSURE REQUEST FORM

PO Box 930, 1470 NE Territorial Rd., Canby, OR 97013
503.266.4021 ext. 298 Fax 503.266.7238
\$50.00

Street Closure Request Forms need to be completed and taken to the Public Works, Police Department and Fire Department for approval. Once completed, forms are returned to City Hall, along with the fee.

Type of event: _____ Date of Event: _____

Name of Street(s) to be closed: _____

Time: From: _____ am/pm To: _____ am/pm Non-Profit Event: Yes No

Event is Sponsored by: _____

Contact Person: _____ Address: _____

Telephone (Home): () _____ Telephone (Work) () _____

Signature of Responsible Party _____ Date _____

Canby Police Department Approval Signature _____ Date _____

Canby Fire Department Approval Signature _____ Date _____

Canby Public Works Department Signature _____ Date _____

Reservation Checklist: (To be completed by staff)

1. Date application and payment received: _____
Payment Waived: Yes No
(In order to have the fee waived the following conditions must be in place:
A. The organization is non-profit 501(c)(3) and the event is open to the public without an admission charge of any kind.
B. The event is officially sponsored in part or in whole by the City of Canby).

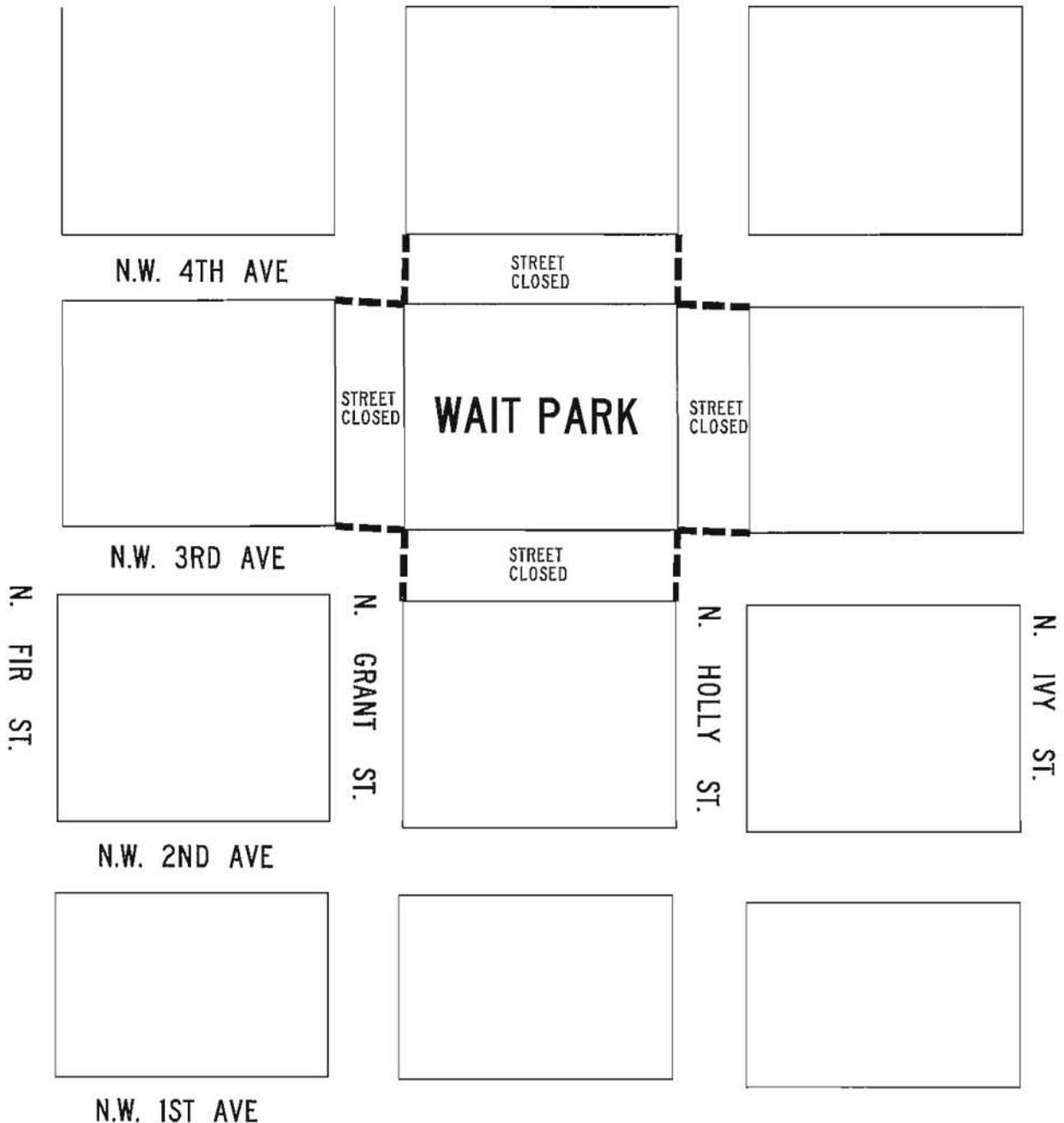
2. Once approved signed copies sent to:
Public Works Supervisor: _____ (Date Sent)
Code Enforcement Officer: _____ (Date Sent)
Police (Attn: Toni) Department: _____ (Date Sent)
Planning Department: _____ (Date Sent)
Fire Department: _____ (Date Faxed)
Transit (Attn: Cynthia) Department: _____ (Date Sent)

City of Canby

Wait Park Street Closure

Vicinity Map

Please place lines across the areas you wish to close the street.



City of Canby

Wait Park Street Closure

Vicinity Map

Please place lines across the areas you wish to close the street.

N.W. 4TH AVE			
	WAIT PARK		
N.W. 3RD AVE			
N. FIR ST.	N. GRANT ST.	N. HOLLY ST.	N. IVY ST.
N.W. 2ND AVE			
N.W. 1ST AVE			