



CITY OF CANBY, OREGON WAIT PARK RESERVATION FORM

RULES & INSTRUCTIONS

Rules:

1. *Canby Municipal Code 12.24.040* prohibits the use of alcohol on public park property.
2. A 30-day notice is required for cancellation and refund.
3. The sponsor/contact person is responsible for any clean up required following this event.
4. Please **do not nail** banners or signs to the Gazebo, trees, posts or any other park items. These can be taped with painter's tape but must be removed after the event.
5. 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 from unapproved appliances.
6. Amplified voice or music, including sound checks shall not begin before 8:30 am and shall end no later than 10:00 pm. Please see *Canby Municipal Code 9.48* Noise Control for further information.
7. Absolutely no automobiles/trucks on turf.
8. Any turf damage related to this event must be restored at sponsor's expense.

Instructions:

1. Please include a one-page letter describing the purpose and event in detail.
2. Complete all the necessary fields on the Wait Park Event Reservation and the Street Closure application if you need streets closed. Please be sure to sign documents.
3. Please include the reservation fee with your application. (See Reservation Fee section on Page 3)
4. Please include a copy of your Liability Insurance (See Insurance Requirement section on Page 3)
5. Return your application, reservation fee (if applicable), and a copy of your "Liability Insurance" no later than 30 days before your scheduled event by email to: fousel@canbyoregon.gov, or in person or 222 NE 2nd Avenue, 2nd Floor, or by mail to: PO Box 930, Canby, Oregon 97013, or by fax to 503-266-1574.



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WAIT PARK APPLICATION

INFORMATION

Thank you for choosing Wait Park for your event! City staff is available to help you through the process to make your event a success. Please complete this application in order to reserve the park or gazebo. If your event requires streets to be closed, please indicate which streets on the attached Street Closure Vicinity Map.

Please submit your completed application no less than 30 days prior to an event by email to fousel@canbyoregon.gov, or deliver in person to 222 NE 2nd Ave, or send by mail to Wait Park Reservations, PO Box 930 Canby, OR 97013. Staff will assist you in getting the necessary approvals from City Administration, Parks, Public Works, Police, and Fire Department. Please call 503-266-7001 if you have questions or need more information.

Event Type:		
Event Date:	<input type="checkbox"/> Single Date <input type="checkbox"/> Multi-Day Event	
Start Time:	End Time:	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Sponsored by:		
Street(s) to be Closed:		

APPLICANT INFORMATION

Responsible Party/Contact Name:		
Mailing Address:		
City/State/Zip:		
Phone (Work):	Phone (Cell):	Phone (Home):

OTHER REQUIREMENTS

Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No	Water: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be concession stands? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many stands:	Location of stands:

Additional Comments:



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RESERVATION FEES

CITY RESIDENT		NON-RESIDENT	
Park Fee	\$375/day	Park Fee	\$750/day
Gazebo Only (5 hours)	\$110/5 hours	Gazebo Only (5 hours)	\$220/day
Street Closure Fee	\$50	Street Closure Fee	\$50

Fee waivers may be considered if: Your organization is non-profit 501(c)(3), and the event is open to the public without an admission charge of any kind, or the event is officially sponsored in part or in whole by the City of Canby.

Payment: Please make checks payable to the: **City of Canby**. You may also pay by credit card either in person at 222 NE 2nd Ave, or by calling (503) 266-7001. We are open Monday – Friday, 8am – 5 pm, except most major holidays.

INSURANCE REQUIREMENTS

SPECIAL EVENT INSURANCE REQUIREMENTS: The City of Canby requires the event sponsor to provide evidence of Comprehensive General Liability insurance. This insurance shall provide coverage of not less than \$1,000,000 Combined Single Limit for bodily injury and property damage for each occurrence and not less than \$2,000,000 in the aggregate. A Certificate of Insurance shall be provided to the City of Canby naming the City as a Certificate Holder and must be delivered to the City of Canby prior to the scheduled event. The Event Sponsor will subcontract with its vendors and collect Certificates of Insurance from the vendors holding the City harmless from subcontracted vendor activity.

WAIT PARK GAZEBO ONLY: The City of Canby requires Gazebo users to provide evidence of Comprehensive General Liability insurance. This insurance shall provide coverage of not less than \$1,000,000 Combined Single Limit for bodily injury and property damage for each occurrence and not less than \$1,000,000 in the aggregate. A Certificate of Insurance shall be provided to the City of Canby naming the City as a Certificate Holder and must be delivered to the City of Canby prior to the scheduled event.



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RELEASE & INDEMNITY AGREEMENT

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

DAY OF EVENT CONTACT INFORMATION

Name: _____ Cell#: _____

Name: _____ Cell#: _____

Name: _____ Cell#: _____

APPLICANT'S SIGNATURE

PLEASE NOTE:

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

The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify the City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature of Person Signing: _____

Name of Person Signing (print legibly): _____

Title: _____ Organization: _____

Date: _____

STAFF USE ONLY

Date application and payment received: _____ Payment Waived: Yes No

Date Approval Letter sent to applicant: _____



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STREET CLOSURE REQUEST FORM

Please return completed form and check to the Development Services Department in person to 222 NE 2nd Ave, 2nd Floor; by mail to PO Box 930, Canby, OR 97013; by email to: fousel@canbyoregon.gov, or send by Fax 503-266-1574

Please call 503-266-7001, Monday-Friday, 8 am – 5 pm if you have any questions.

Please complete the Street Closure Request Form:

1. Fill in the event and contact information.
2. Gather the signatures of the businesses/residents on the streets to be closed on the attached Signature Sheet.
3. Mark the street(s) you want closed on the attached Map.
4. Sign the form.

STREET CLOSURE FEE

Please include the \$50 Street Closure Fee. Checks are payable to the City of Canby or payment may be made by credit card by calling 503-266-7001.

EVENT INFORMATION

TYPE OF EVENT:

DATE OF EVENT:

NON-PROFIT EVENT:

EVENT SPONSORED BY:

YES NO

CONTACT NAME/ADDRESS

CELL:

:

WORK:

HOME:

PLEASE PROVIDE STREET NAMES TO BE CLOSED:

START TIME:

FINISH TIME:

SIGNATURE OF RESPONSIBLE PARTY

DATE:



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SIGNATURE SHEET		
Name of Affected Resident/Business	Address	Signature Indicating They Are In Favor of Street Closure



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STREET CLOSURE VICINITY MAP

- Applicant please identify Streets by name, and indicate where you want the Street Closure by drawing a line across the intersection.

A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.A large, empty rounded square box with a black border, intended for drawing a street closure.