



CIVIC CENTER LOBBY RESERVATION

APPLICANT INFORMATION

Contact Name:		
Organization:		
Mailing Address:		City/State/Zip:
Email:	Home Phone:	Cell Phone:

EVENT/DISPLAY INFORMATION

☐ Event ☐ Display	Date(s) of Use: ☐ Single Date ☐ Multi-Day
Event Name:	Event Date:
Event Time:	Event Set-Up Time
List Display Item(s) / Theme:	

RESERVATIONS

Civic Center Lobby reservation periods are established in one week time blocks and will be first come, first served. The deadline for reservations is **at least** one month prior to the date the lobby will be reserved. The lobby may not be reserved for more than one month within a calendar year. The display area must not exceed 10ft x 4ft.

Reservation is subject to approval from the City Administrator or designee.

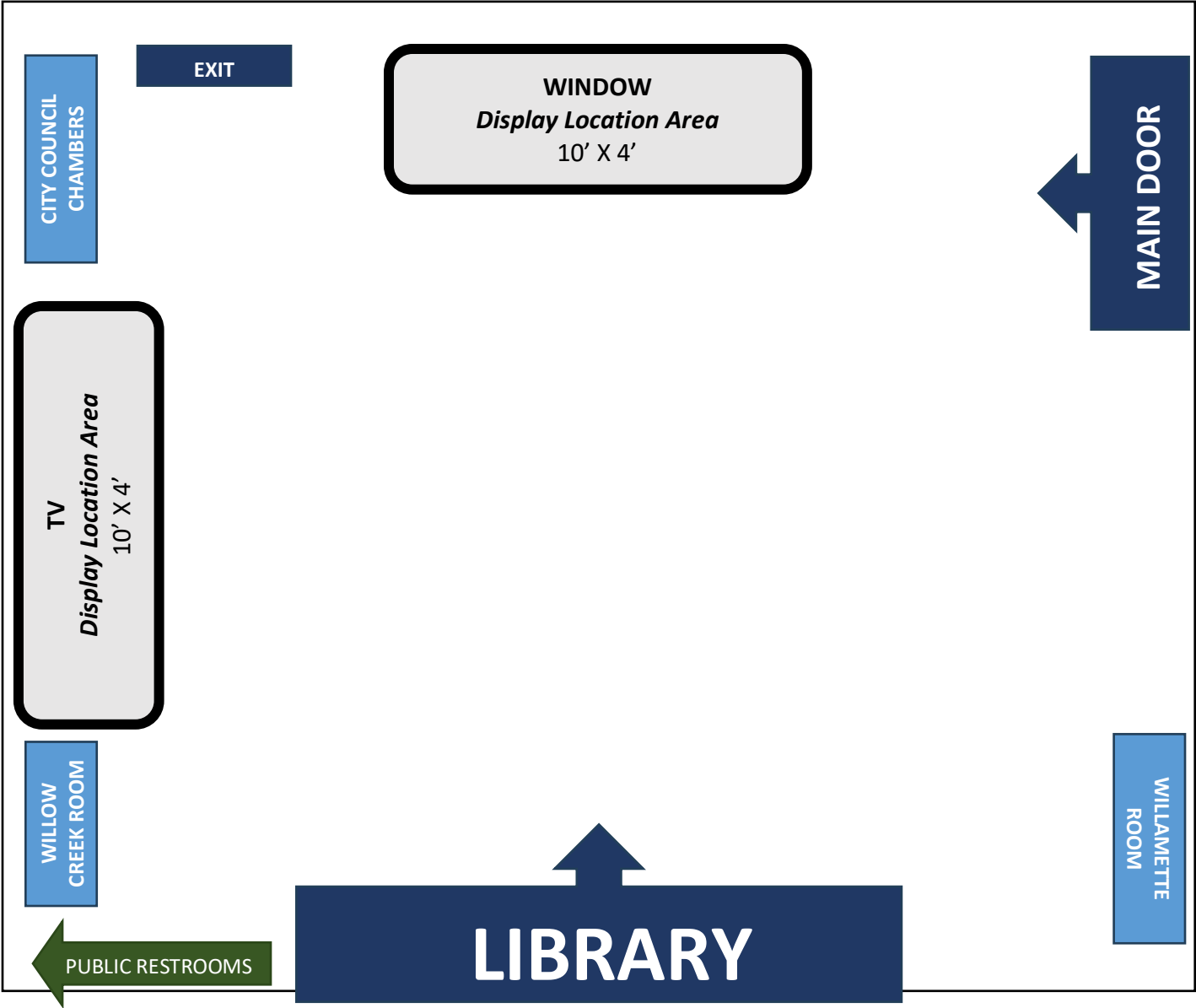
The City of Canby Civic Center Lobby is open Monday – Thursday, 9 am – 7 pm; Friday – Saturday, 10 am – 5 pm; and closed on Sundays and most holidays. No events may take place on a Sunday. Displays may be left over the weekend if the event is for multi-day use.

Name of Responsible Party: (print)	Date:
Signature of Responsible Party:	Date:



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Applicant, please identify which display area you would like to reserve by either filling in the shape of the desired location or by noting the location in the additional comments comment section below.



Additional Comments: ☐ TV ☐ Window



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RULES AND REGULATIONS

- 1) Use of the Civic Center lobby is generally limited to City officials, employees and those who conduct day-to-day business with the City of Canby. It is not open for use by the general public. However, the City occasionally allows not-for-profit community groups regularly operating within the Canby city limits to reserve the use of the lobby.
- 2) Sponsor/contact person is responsible for all tear down and clean-up required once event and/or display period is complete.
- 3) An additional \$50 fee will be applied to reservation for any cleanup and/or maintenance left for City of Canby staff.
- 4) If the display is left unattended, sponsor/contact is responsible for daily oversight, upkeep, and removal of any additions not approved in the original application.
- 5) All banners or signs must be free standing and/or attached to table/display.
- 6) All walkways around display and/or event must be kept clear and A.D.A. accessible.
- 7) No voice amplifications or music devices are permitted for display and/or event use.
- 8) The City of Canby has the right to approve or deny events and/or display reservations for the Civic Center Lobby.
- 9) The City of Canby reserves the right to cancel the display and/or event at any time.
- 10) Any damage related to the event and/or display must be fully restored at sponsor's expense.

INSURANCE REQUIREMENTS

Liability Insurance:

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 sub-contract with its vendors and collect Certificates of Insurance from the vendors holding the City harmless from sub-contracted vendor activity.



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Release & Indemnity Agreement:

The undersigned Applicant, by signature above, 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 connection with the Applicant's use of the lobby, the performance of an 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.

APPLICATION SUBMITTAL: Applications for Civic Center Lobby reservations can be submitted to Emily Sasse via email at SasseE@CanbyOregon.gov, or in person at City Hall, 222 NE 2nd Avenue, Canby OR 97013.

HOURS OF OPERATION: The City of Canby offices are open Monday – Friday, 9 am – 5 pm, except for most holidays. City staff are available by appointment from 8 am – 9 am, Monday – Friday.

FOR FURTHER INFORMATION:

If you have any further questions, contact the Development Services at (503)266.7001, or send an e-mail to Emily Sasse, SasseE@CanbyOregon.gov.