



WAIT PARK RESERVATION

APPLICANT INFORMATION

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

EVENT INFORMATION

Event Name:		
Event Date:		☐ Single Date ☐ Multi-Day Event
Event Start Time:	Event End Time:	Non-Profit: ☐ Yes ☐ No
Set-Up Time: <i>if different than above</i>		Tear Down Time:

PARK / STREET CLOSURE INFORMATION

Electricity: ☐ Yes ☐ No	Water: ☐ Yes ☐ No	
Will there be concession stands? ☐ Yes ☐ No	How many stands:	Location of stands:
Street Closure Time:	Street Re-Opening Time:	
Street(s) to be closed: ☐ Yes ☐ No		

Signature of Responsible Party:	Date:
Signature of Responsible Party:	Date:



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SIGNATURES

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



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STREET CLOSURE VICINITY MAP

IF APPLICABLE please identify Streets by name and indicate where you want the Street Closure by drawing a line across the intersection.

N

W

N Grant St

NW 4th Ave

WAIT PARK

N Holly St

E

NW 3rd Ave

NW 2nd Ave



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Additional Comments:

PARK RESERVATION FEES

Type of Park Fee:	CITY RESIDENT	NON-RESIDENT
Park Fee	\$450 / Day	\$900 / Day
Gazebo Only	\$132 / Day	\$264 / Day
Street Closure	\$100 / Day	\$100 / Day
Gazebo banner Install & removal	\$176 / Day	\$176 / Day

PAYMENT: Payment may be made by credit card in person at 222 NE 2nd Avenue, or by phone (503) 266-0684. Other forms of acceptable payment are cash and check, which must be payable to: *City of Canby*

Fee Walver Exceptions: must qualify as one of the options below.

- 501(c)(3) Non-profit organizations
- Events sponsored by the City of Canby, will not be required to make payment to the City of Canby for a Wait Park and street closure reservation.

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.

APPROVAL LETTER PARK SET UP - STREET BARRICADES

Approval: City staff will send applicants an email with an approval letter, one week prior to the event. The approval letter will have Public Works contact information so the applicant can discuss any needed park set up and street closure requirements, prior to the event.



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Barricades: Public Works staff will drop barricades near the street corner you want to block either the day before the event or on the Friday before a weekend event. The applicant, or their designees, are responsible for placing barricades and removing barricades. Barricades must be moved back to the street corner where they were dropped at the end date and time indicated on this application. City Staff will pick up the barricades the day after the event or on the first working day following a holiday weekend. Please place all barricades on the street corners and out of the right-of-way of sidewalks once event is over.

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

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 park and/or street, 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.



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ALCOHOL IN THE PARK

9.24.060 Drinking in public places.

No person shall drink or consume alcoholic liquor in or on a street, alley, sidewalk, mall, public or private parking lot or parking structure, motor vehicles, public grounds or other public places unless the place has been licensed for that purpose by the Oregon Liquor Control Commission and the owner of the OLCC licensed premises has obtained a permit from the City of Canby to operate a sidewalk café or other qualifying event.

(Am. Ord. 1316, passed 8-19-2009; Am. Ord. 1366, passed 11-21-2012)

12.24.040 Possession or consumption of alcoholic beverages prohibited in parks.

- A. No person shall possess or consume alcoholic beverages in the municipal parks.
- B. Violation of this section is a Class C misdemeanor.

PARK RULES & INSTRUCTIONS

Rules:

1. Refer to Canby Municipal Code 9.24.060 and 12.24.040, included on page 7 for reference, regarding the use of alcohol on public property.
2. 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.



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Instructions:

1. Complete all the necessary fields on the Wait Park Reservation & Street Closure application. Please be sure to sign documents.
2. Please include the reservation fee with your application. (See Reservation Fee section on Page 3).
3. Please include a copy of your Liability Insurance (See Insurance Requirement section on Page 4).
4. 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: Emily Sasse, SasseE@canbyoregon.gov, or in person at 222 NE 2nd Avenue, 2nd Floor, or by mail to: PO Box 930, Canby, Oregon 97013.