

# GENERAL PARK RESERVATION AGREEMENT CITY OF WINSTON

201 NW Douglas Blvd. Winston, Oregon 97496

For the consideration of rents herein specified, the City of Winston does hereby lease unto \_\_\_\_\_ the use of:

## Community Park

Located at the corner of SE Grape & SE Thompson

- \_\_\_\_\_ Reserve Park Area
- \_\_\_\_\_ Tennis/Basketball Court
- \_\_\_\_\_ Electricity

Proposed Attendance # \_\_\_\_\_

## Riverbend Park

Located at 243 SE Thompson

- \_\_\_\_\_ West Parking Area (A)
- \_\_\_\_\_ East Parking Area (B)
- \_\_\_\_\_ Pavilion (C) w/ Electricity \_\_\_\_\_
- \_\_\_\_\_ Stage/Theatre (D)
- \_\_\_\_\_ Green Area South of Theatre (E)
- \_\_\_\_\_ Lower Park/West Area (F)
- \_\_\_\_\_ Sound System (renter must provide 1015 Cam Lock connection)
- \_\_\_\_\_ Restroom Key (renter must lock at end of event or be liable for any damage)
- \_\_\_\_\_ All Facilities
- \_\_\_\_\_ Event Dry Camping / Tents- RV
- \_\_\_\_\_ Lower Park/Middle Area (G)
- \_\_\_\_\_ Lower Park/East Area (H)
- \_\_\_\_\_ Osborne Ballfield (I)
- \_\_\_\_\_ Small Ballfield (J)
- \_\_\_\_\_ Basketball Court (K)
- \_\_\_\_\_ Park Lights

Proposed Attendance # \_\_\_\_\_

Proposed Tents – RV # \_\_\_\_\_

## Civic Wayside Park

Located behind City Hall

- \_\_\_\_\_ Gazebo
- \_\_\_\_\_ Grass Area
- \_\_\_\_\_ Gravel Area
- \_\_\_\_\_ All Facilities
- \_\_\_\_\_ Electricity

Proposed Attendance # \_\_\_\_\_

for the \_\_\_\_\_ day(s) of \_\_\_\_\_, 20\_\_\_\_, commencing at \_\_\_\_\_ AM/PM and ending at \_\_\_\_\_ AM/PM. The undersigned shall not use or permit the same to be used for any other purpose than the following activities:

\_\_\_\_\_. The undersigned shall pay as \_\_\_\_\_ for said premises the sum of \$\_\_\_\_\_, payable at the time of reservation, along with delivery of the signed rental agreement. The undersigned shall pay as security deposit the sum of \$\_\_\_\_\_, payable prior to the event. If the proposed attendance is over 500, the undersigned shall provide \_\_\_\_\_ portable toilets and proof of reserved portable toilets prior to the beginning of the event.

**CANCELLATION POLICY: Notification of cancellation prior to 60 days of event will entitle the undersigned to a 100% refund of rental fee; 30 days prior – 75%; 7 days prior – 25%; less than 7 days – 0%.**

The City of Winston, at the commencement of the terms herein provided, shall deliver the premises herein leased in a neat and clean condition; and the undersigned shall not permit any alteration or undue wear or deterioration upon the same. At the conclusion of the term provided in the agreement, the undersigned shall return said premises to the City of Winston in a neat and clean condition, reasonable wear thereof excepted. Failure to do so will result in cleaning by the City of Winston at the rate of \$30 per staff hour for which the undersigned shall be liable. The costs will first be taken from the deposit and if that is not sufficient, necessary action will be taken against the undersigned to recover the additional costs. Damages will be handled in the same manner. The security deposit will be returned to the undersigned if there are no damages to the facilities and the area has been cleaned.

The City of Winston shall not be responsible for any loss or damage whatsoever of any kind to the undersigned, or its invitees, upon the premises herein leased, and the undersigned shall save and hold harmless the City of Winston from any loss or liability whatsoever arising out of the use of such premises. Should suit, action or other proceedings be brought to enforce any of the terms and provisions hereof, the City of Winston may recover, in addition to costs and disbursements provided by statute, such additional sum as the Court shall deem as a reasonable attorney's fee.

The undersigned hereby agrees that in consideration of the City of Winston allowing use of its facilities, he/she, or the designated responsible party, will be physically present at the facility during all use by this group and that he/she will reimburse and indemnify the City of Winston for any costs incurred in the repair or cleaning of the facilities necessitated by this group's use of the facilities and failure to clean same. In the event it is determined that the facilities are in use during the absence of the undersigned, permission to use same can be immediately revoked and all occupants will be required to leave.

Should the undersigned be in default of any of the terms and conditions herein contained, the City of Winston may, at its option, elect to terminate this agreement without notice.

I understand I have to provide a certificate of insurance liability insurance naming the City of Winston as additional insured for the event described herein.

I, the undersigned, have read the above conditions concerning the use of the before mentioned park area and by signing below I agree to abide by the conditions set forth herein.

I, the undersigned, understand that I am responsible for locking the restrooms at the end of the event or I will be liable for any damage done to the restrooms because I failed to lock them. \_\_\_\_\_ (Renters Initials)

The following person(s) is (are) to be the responsible point of contact for the above-mentioned event.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Lessee Signature: \_\_\_\_\_

Office Use Only	
Public Works _____	Reservation
Fees: _____ Check # _____	Security
Police Dept. _____	Total
Deposit: _____ Check # _____	
Ins. Endorsement _____	
Received _____ Receipt # _____	