



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 the use of

Community Park

Located at SE Grape & Thompson unto:

Date(s)/Time (including set-up and tear-down) _____

Type of Event (Birthday Party; Wedding/ Reception; Festival) _____

Proposed Attendance _____ **Park Board** _____ **City Council** _____

Insurance certificate, fees and security deposits are due at time of reservation unless prior arrangements have been made. Due to provisions within the city's insurance policy, all lessees are required to produce a certificate of liability insurance naming the City of Winston as "Additional Insured" for the event specified herein. There are no exceptions to this rule. Park hours are from daylight to dusk.

- _____ Pavilion (former location of) \$50
- _____ With utilities (including water where available) \$25
- _____ Tennis Courts \$25
- _____ Basketball Court (4 hour reservation) \$25

Totals:
\$ _____
Reservation fees
\$ _____
Security Deposit(s)

Activities (mark activities here and attach a separate sheet if necessary)

- _____ Amplified Sound
- _____ Bounce House / Water Slide / Other / Mark Location on Map
- _____ Vendors **Y** _____ **N**
(proposed #)

Administration use only	
Total Fees Paid _____	Receipt # _____
Total Deposits Paid _____	Held in vault Y N (if no, specify) _____
Park Board Y N	
<input type="checkbox"/> Insurance	<input type="checkbox"/> Public Works <input type="checkbox"/> Police <input type="checkbox"/> Other _____ Date _____

Requests for Public Works Dept.

_____ Extra Trash Receptacles _____

(quantity)

_____ Bleacher relocation to: _____

(specify location)

Requests for Winston Police Dept. (please list below and attach a separate sheet if necessary)

Please Note: While City of Winston staff will make every effort to accommodate Lessee's requests, staff cannot offer or make any guarantees.

Lessee will need to supply additional power source if needs exceed what is available.

Attendance over 500 will require 2 portable toilets.

*****STAFF USE ONLY*****

Cleaning/garbage removal

Labor _____ hrs.

Repair/replacement of damaged equipment/grounds

Labor _____ hrs.

Materials _____

Replacement of keys \$50.00

City Vehicle \$15/hr.

Parks/Utility Worker \$30/hr.

Comments:

CANCELLATION POLICY: Notification of cancellation prior to 60 days of event will entitle Lessee 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 and be the responsible point of contact for the above mentioned event.

Name(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number _____ Phone Number _____

Lessee Signature

Lessee Signature