

CITY OF DEPOE BAY
P.O. Box 8, Depoe Bay, OR 97341
541-765-2361

“This institution is an equal opportunity provider”

Application for use of:

Depoe Bay City Park Gazebo _____
Depoe Bay City Park Event* _____
Barbecue _____

* Requests to schedule an event in a Depoe Bay City Park will be reviewed and authorized by the City Council at a regular council meeting. Regular council meetings are held the 1st and 3rd Tuesdays of each month. Please complete this form and attach any information that may be helpful to the City Council in making a determination on your request.

1. Organization requesting use _____

2. Person requesting use _____

3. When will the Facility and/or property be used?

A. Date(s) _____

B. Hours (include set up and take down) From _____ To _____

4. Will liquor be served? Yes _____ No _____

If yes, will there be a charge or request for donation? Yes _____ No _____

If yes, proof of having a liquor serving permit and that all servers have permits issued by O.L.C.C. must be filed with the Depoe Bay City Recorder prior to occupying the facility.

5. What is the specific nature of the usage? _____

6. Estimate number attending: _____

If youth activity, name of adult supervising: _____

7. Requirements:

A. City sponsored events will have priority for a facility until 48 hours prior to any other scheduled event.

B. Facilities will be scheduled on a first-come, first-served basis.

C. City Parks shall remain open to the general public during any and all events.

D. Applicants must be 21 years of age or older. A security officer or other responsible person at least 21 years of age, registered at City Hall must be in charge at all times.

E. All organizations are responsible for their setup and clean up.

F. All deposits and charges shall be paid at the time of application.

G. The City will not be responsible for lost items.

H. Refunds of deposits and other charges will be made if the written cancellation notice is received by the Depoe Bay City Hall at least 48 hours prior to the scheduled event.

I. In addition to facility rental charges there is a cleaning deposit that is refundable if the facility is left clean, in good order with no breakage.

J. Rental begins at 12:01 am and ends at midnight unless otherwise specified in Section 3.

K. A facility may be rented for not more 16 calendar days per year (not more than two days per week or more than 8 weeks in any calendar year).

8. Failure to comply with these requirements may jeopardize applicant's current or future use of facility and property.

(over)

MAKE CHECKS PAYABLE TO: CITY OF DEPOE BAY

Please remit TWO checks: 1 for deposit(s), 2nd for rental fee(s)

- 9. CITY PARK GAZEBO-----\$50.00 per day plus \$100.00 deposit
- 10. BARBEQUE----- \$25.00 per day plus \$50.00 deposit
- 11. INDEMNIFICATION AND HOLD HARMLESS

The applicant shall indemnify, defend and hold the City of Depoe Bay, (hereafter known as "City"), its employees and agents harmless from any claim, loss or liability arising out of or related to the applicant's use of the premises and property, or from any condition of the used premises or property, including any such claim, loss of liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant directly caused and (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in enforcing the terms of this application or defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises or property.

Applicant's Name: _____

Signature: _____

Address: _____

Telephone Numbers: _____

The following is to be completed by City staff:

Approved _____ Disapproved _____
Fee \$ _____ Rec. # _____ Deposit \$ _____ Rec. # _____ Date _____
Comments: _____
Signature: _____ Date: _____