



# PARK RESERVATION REQUEST

Please call 503.324.5112 to confirm date & time availability

**DATE OF EVENT:** \_\_\_\_\_

EVENT DETAILS:	FACILITY REQUESTED	TIME OF EVENT (check all that apply)
	<input type="checkbox"/> Greenville Park - Gazebo	<input type="checkbox"/> 8:00 am to 12:00 pm
	<input type="checkbox"/> Greenville Park – Quadrant 1	<input type="checkbox"/> 12:30 pm to 4:30 pm
	<input type="checkbox"/> Greenville Park – Quadrant 2	<input type="checkbox"/> 5:00 pm to 9:00 pm
	<input type="checkbox"/> Log Cabin Park	Other: _____ to _____
	<b>Anticipated # of attendees</b>	
Yes / No	Will you be serving or catering food?	
Yes / No	Will there be amplified sound that may exceed the Noise Ordinance?	
Yes / No	Do you plan to sell/serve alcohol?	
Yes / No	Are you planning an event that requires a street closure, exceeds parking capacity or requires crowd control or security?	

*\*If you answered Yes to any of the above questions, or anticipate 50+ attendees, you may be required to submit an Event Application. Please contact the City of Banks Event Coordinator at 503.324.5112.*

*\*Open flames, grills, BBQ's, bounce houses, inflatables and slip n' slides are not allowed on City of Banks properties.*

**NAME /EVENT TO PRINT ON SIGN:** \_\_\_\_\_

**EVENT THEME (if any):** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Utility Charges:	4 Hours	No Utilities	4 Hours
Water & Power (optional)	\$30.00		Free
Garbage Deposit	\$100.00 (see below)		

Please return this form, along with any fees, to 13680 NW Main Street, Banks, OR 97106. Cancellations must be made no later than 14 days prior to the event. No refunds will be issued if cancelled within the 14 day time period.

**HOLD HARMLESS/INDEMNITY:** Applicant agrees to hold harmless, indemnify and defend City of Banks ("City") from all liability for injury or damage to persons or property arising out of Applicant's use of the subject property, unless the injury or damage is caused by the sole negligence of "City." Please note that the park closes at dusk. **NOTE: This permit is subject to cancellation by any Police Officer who determines that City Ordinance No. 130.40/An Ordinance Prohibiting Use of Tobacco Products on City Property and/or City Ordinance No. 130.04/An Ordinance Prohibiting Noise are being violated. No nails, staples etc. are to be used on the shelter structure. Charcoal briquette and gas/propane barbecues are NOT allowed. All garbage must be removed. Applicant will be fined if garbage is not removed, the amount of which will vary depending on staff time and disposal fees.** NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). The City of Banks is not liable for injuries, death, or property damage arising out of uses of the property for which no specific charge has been made.

**Garbage Removal:** Applicant agrees to remove all garbage from premises at end of event. City garbage receptacles may not be used for event trash. Applicant is required to place a \$100.00 deposit down at time of rental. If all garbage is removed, and area is left in clean condition, deposit will be refunded. Any costs associated with clean-up/garbage removal by city staff will be deducted from deposit.

**APPLICANT SIGNATURE:** \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR USE BY CITY:	Amt. Received	Check #	CC Receipt #	Date Received	Work Order #