

## Rental Guidelines & Policies 2016

Venue Available  
Scotts Mills City Park located at 330 First Street, Scotts Mills OR

Base Fee for the Park depends on the number of guests, see rental fee schedule.

Additional refundable deposit fee will apply,  
And if serving alcohol, an additional liquor fee will apply.

Covered Pavilion  
Playstructure  
A Handcrafted Covered Bridge  
Operating Water Wheel  
Power (110, 60 Amps total)

We offer the Venue at a basic rental fee, which will allow you to find rental agencies, and other services, that you may need, and, to take advantage of the assistance of friends and relatives. Referrals are available on request.  
Additional expenses may depend on the number of guests.

The Scotts Mills Grange Hall located at 299 4<sup>th</sup> St., Scotts Mills OR has chairs, tables, linens, Handcrafted Doug Fir Arbor available for rent.

Please contact:

Jennifer Barber at 503-874-4434 or [jbarber211@gmail.com](mailto:jbarber211@gmail.com) for a quote.

Please initial each and every section  on pages two through six. Return to City Hall, and, keep a copy for your review prior to your event.

### Property Access, Event Times & Set-up Policy

The Venue is yours for the day, generally between 9:00 AM with dances ending at 9:00 PM. It is our policy to book only one Event a day.

### Deposit & Payment Policy

A \$100 deposit will reserve your day. Full payment of the balance of the base fee is due no later than thirty (30) days prior to your event.  
Additional expenses and fees are due according to prior agreement.

### Cancellation Policy

Your deposit will be refunded, less a \$100 cancellation fee if you cancel within 30 days of the deposit date. There will be no refund after the 30 days unless the facility is re-booked for the same date, less a \$100 cancellation fee.

Names/Date: \_\_\_\_\_

Other Additional Expenses & Fees    ✍ \_\_\_\_\_

In order to be fair, other fees are dependent on the number of guests, and may include Security & Parking, and portable restrooms, etc.

Cleaning & Damage Deposit    ✍ \_\_\_\_\_

A refundable Cleaning & Damage Deposit is required and is due thirty (30) days prior to the event. This deposit will range from \$75-\$200 depending on the number of guests. This deposit will be returned in full no earlier than thirty (30) days after the conclusion of your event on the condition that the facility is left in its original condition. Deposits will be adjusted on a case-by-case basis in the event that damage is incurred or other charges apply. All decorations and other items must be removed that evening unless with prior approval. The City will assume no responsibility for either the return of rental items or the replacement of any items damaged or missing. Caterers are expected to remove all food, food service items and to leave all areas as they found them.

Rental Items    ✍ \_\_\_\_\_

All rental items are the responsibility of the Client. Delivery of rental items is entirely by agreement with the Rental Companies and depends on the time of the scheduled event. All rental items must be moved from landscaped areas that may need watering or mowing at the conclusion of the event. Pick-up at a later time is by prior arrangement only. The City will assume no responsibility for either the return of rental items or the replacement of any items damaged or missing.

Insurance    ✍ \_\_\_\_\_

You will be required to obtain, at your expense, and keep in effect during the term of this agreement, a General Liability Insurance policy covering Bodily Injury and Property Damage with minimum limits of \$1,000,000. The required insurance shall include contractual liability coverage for indemnity provided under this agreement. **The policy shall name the City of Scotts Mills as additional insured for \$1,000,000.** At no less than thirty (30) days prior to the event, the City Clerk must receive a certificate of liability. The City has the right to cancel event if certificate of liability is not received thirty (30) days prior to the event. Said insurance shall not be cancelled without written notice to The City of Scotts Mills at P.O. Box 220, Scotts Mills OR 97375, and 10 days prior to the event.

**If serving ALCOHOL**, an additional Liquor Liability certificate is required. At no less than thirty (30) days prior to the event, the City Clerk must receive a certificate of liability. The City has the right to cancel event if certificate of liability is not received thirty (30) days prior to the event. Said insurance shall not be cancelled without written notice to The City of Scotts Mills at P.O. Box 220, Scotts Mills OR 97375, and 10 days prior to the event.

You can purchase insurance through The Event Helper ([www.theeventhelper.com](http://www.theeventhelper.com)), or you can purchase a policy through another private insurance carrier.

#### Signage    ✍ \_\_\_\_\_

A City of Scotts Mills Park sign at the Park entrance identifies the Park at 330 First Street. If you wish to place directional signs, be sure and use large lettering and bold colors. If balloons are used, remember that heat and rain will make them sink to the ground. All signage and other items, placed by you, must be removed that evening unless with prior approval.

#### Parking    ✍ \_\_\_\_\_

You will be required to have parking personnel, at one (1) per every 100 guests. With prior approval, it's possible for Parking, Security and Child Care Attendants to be one and the same.

#### Security & Safety    ✍ \_\_\_\_\_

Safety at the Venue is important. You will be required to have security personnel, at one (1) per each 100 guests. The City is not responsible for lost, damaged or stolen items. We reserve the right to terminate your event in the case of gross lack of adherence to Rental Guidelines & Policies or Rules & Regulations of Scotts Mills City Park. With prior approval, it's possible for Parking, Security and Child Care Attendants to be one and the same.

#### Child Care    ✍ \_\_\_\_\_

If children are in attendance, you will be required to provide security at one (1) attendant per ten (10) children. We suggest making plans for special activities for the young guests. With prior approval, it's possible for Parking, Security and Child Care Attendants to be one and the same.

#### Decorations, Lighting & Open Flames    ✍ \_\_\_\_\_

The City must approve decorations, lighting and/or displays brought onto the grounds. Nails, staples, or any other substances that may cause damage to the landscape, fixtures and furnishings are not allowed. Confetti, glitter, sparklers, potpourri, birdseed and rice are not allowed. Flower petals (real or silk) and bubbles are allowed. With prior approval,

Names/Date: \_\_\_\_\_

candles and tiki torches are allowed, depending on location and fire danger. Additional electric lighting will depend on the number of amps needed. We suggest arranging with the DJ or band for dance floor lighting.

#### Smoking ✍ \_\_\_\_\_

No smoking is permitted inside any of the buildings or the parking area at any time, no exceptions. Outside smoking is permitted *only* in designated areas. No exceptions. Designated areas will be determined by landscape conditions and number of guests but is generally by the \_\_\_\_\_.

#### Wine, Beer and Bar Service ✍ \_\_\_\_\_

**All ALCOHOL** (wine, beer, cocktails) must be arranged either through an approved winery or brewery, or, an OLCC business-licensed caterer, or, a licensed beverage service provider (this is not a Server's Permit). The event date should be reserved as soon as possible.

#### Bartenders, Servers and Monitoring ✍ \_\_\_\_\_

Licensed bartenders/servers must be provided by the OLCC licensed provider. You will be required to have one (1) bartender/server for each 100 guests – in-between numbers of servers will be determined on a case by case basis. **For liability and safety reasons, licensed servers monitor ALCOHOL consumption at all events.** We ask that your guests assist in taking measures to ensure no intoxicated persons are permitted to operate a motor vehicle. The City and the bar service provider reserve the right to refuse service to visibly intoxicated guests. Should any minors be found in possession of ALCOHOL, we reserve the right to cease ALCOHOL service for the remainder of the event. Any additional ALCOHOLIC beverages that are brought on the premises other than those which had been agreed upon will be confiscated and we reserve the right to cease ALCOHOL service for the remainder of the event. ALCOHOL service will cease an hour prior to event conclusion. Non-ALCOHOLIC beverages are to be available at all times, and after the main food service, minimal food snacks are to be available.

#### Music, Sound Levels & Audio Visual Equipment ✍ \_\_\_\_\_

Acoustic and/or DJ music is preferred, although it may be possible to get a waiver for a live band depending on the style of music. There are limitations on noise level and end times for music and arrangements will be made on a case by case basis with the Event Coordinator. Unless otherwise approved, music will change to a quieter level no later than 8:00 PM and will cease at 9:00 PM. Prior approval for AV equipment/lights is required.

### Caterers   ✍\_\_\_\_\_

All food and beverage catering must be through a professional, licensed caterer and must have prior approval from The City. They will be asked to visit the site to ensure a smooth event. Caterers are requested to make advance arrangements for staging areas and any other special needs. We may also request a list of equipment that is to be used. Caterers are expected to remove all food, food service items and to leave all areas clean, including all staging areas and garbage receptacles. There is a "Food Catering Waiver" available on a case by case basis for those that may wish to provide their own catering.

### Trash and Other End of Evening Clean-Up   ✍\_\_\_\_\_

You are required to take out whatever you bring in with the exception of garbage which City takes care of. All areas need to have all items removed. With prior approval, it may be possible to arrange for some items to be picked up the following day. The City will assume no responsibility for lost or missing items.

### Other Vendors & Service Providers   ✍\_\_\_\_\_

We require a list with names and contact information of vendors, related businesses and others that will be providing services for your event. We wish to make sure that they are familiar with our location and our requirements and that we know their needs in order to make your event as trouble free as possible. We require a site visit by caterers, DJ's/bands, photographers and any others deemed necessary by the City.

### The City   ✍\_\_\_\_\_

The City will assist you in the site coordination of your event at the Venue, making referrals and suggestions.