



CITY PARK RENTAL AGREEMENT
Located at: 330 1st Street
 PO Box 220 Scotts Mills, OR 97375
 (503) 873-5435 clerk@scottsmills.org

Applicant Name: _____
 Mailing Address: _____
 Phone: _____
 Email Address: _____
 Date of Event: _____ Time In: _____ Time Out: _____
 Type of Event: _____ Number Attending: _____

Will alcohol be consumed at the event? Yes No

**If yes, additional fee of 25% of the reservation fee, and additional liquor liability will be required.*

	Non-City Resident Fee	City Resident Fee
Base Fee + Refundable Deposit	\$500+\$100	\$400+\$100

Paid, Receipt number: _____ Insurance Received: _____

Renter is responsible for the following:

- Insurance coverage through the City’s insurance provider using the attached form, or obtain from another provider, certification of General Liability Insurance covering Bodily Injury, Property Damage and Liquor Liability (if alcohol will be consumed).
- Park users are prohibited from the use of alcoholic beverages on City’s property; however, City Council may allow the use of alcoholic beverages to renters subject to:
 - A) The review and approval of a proposed City Park Rental Agreement at a City Council meeting prior to the planned event. It is the renter’s responsibility to submit a proposed City Park Rental Agreement in a timely manner.
 - B) General Liability insurance coverage including Liquor Liability in the amount of \$1,000,000 and naming the City of Scotts Mills as an additional insured for the duration of the rental.
 - C) All alcohol (wine, beer, cocktails) must be arranged either through a Council approved winery or brewery, or, an approved OLCC business-licensed caterer, or, an approved licensed beverage service provider. Failure to provide proof of such insurance and proof that the required OLCC licenses have been obtained, will cause the City to prohibit alcohol on City property.
- Reading and adhering to the Park Rules and Regulations.
- Damages to property.
- Additional rental of a toilet facility if needed.
- An **initialed (section by section) copy of the “Guidelines & Policies”** for our files.
- **Restoring the park to its original condition following the event.**

Please note there is \$100 security deposit required to hold the date, this deposit goes towards the total fees. If scheduled event is cancelled, security deposit will be forfeited.

AGREEMENT: The renter shall defend, save, keep, indemnify, and hold harmless the City of Scotts Mills, its employees, agents, elected officials and insurers, from any and all damages, costs or expenses, including attorney's fees, by any person or entity that may at any time arise, be claimed, or be set up because of damages to property, bodily or personal injury caused in any manner by renter's use of the premises in connection with this agreement, to the extent such damages, costs, or expenses are caused by any act or omission of the renter, or its agents, servants, employees, or contractors. The City of Scotts Mills is not responsible for lost or stolen property. All City Ordinances apply to this application.

Renter's Signature: _____ Date: _____

Approved By: _____ Date: _____