

Agenda

Shady Cove Parks and Recreation Commission Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Tuesday, August 6, 2019
6:00 p.m.

I. Call to Order

A. Roll Call

B. Announcement by Presiding Officer

1. This meeting is being digitally recorded.
2. The next regularly scheduled meeting of the Parks and Recreation Commission will be September 3, 2019, at 6:00 p.m. in the Council Chamber.
3. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have a city-wide impact and not be personal issues.

II. Consent Calendar

A. Regular Meeting Minutes of July 2, 2019 (pg. 3-4)

III. Written Communication

None.

IV. Staff Reports

A. City Administrator

V. New Business

A. Upper Rogue Regional Park Status

B. Discussion Item – Flag Program

C. Discussion Item – Aunt Caroline’s Fountain

D. Discussion Item – Park Event Handbook update (pg. 5-22)

E. Discussion Item – Riverhouse Application (pg. 23-26)

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

VI. Public Comment on Non-Agenda Items

VII. Parks and Recreation Commissioner Comment on Non-Agenda Items

VIII. Adjournment

City of Shady Cove
Parks and Recreation Commission Meeting Minutes
Tuesday, July 2, 2019

CALL TO ORDER

Chairman Kathy Nuckles called the Parks and Recreation Commission Regular Session to order at 6:00 p.m. in the City Council Chamber

Commission Present: Chair Nuckles, Commissioner Ancell, Commissioner Herbst; Commissioner Malepsy absent

Commissioner Goebel joined the meeting at 6:05 p.m.

Staff Present: Thomas J. Corrigan, City Administrator, Shari Tarvin, Councilor

CONSENT CALENDAR

A. Regular Meeting Minutes of June 4, 2019

Motion to Accept the Meeting Minutes of June 4, 2019

Motion: Commissioner Herbst

Second: Commissioner Ancell

All Ayes. Motion carried 3-0

WRITTEN COMMUNICATION

None.

STAFF REPORTS

City Administrator

- City met with the Rogue River Watershed Council regarding the bank work the first week of August.
- The Upper Rogue Regional Park is being reviewed the City and County attorneys.

NEW BUSINESS

A. Discussion Item – Aunt Caroline’s Park Fountain ideas

Discussion ensued.

B. Discussion Item – Flag Program Coordinator and team

Tabled the issue.

C. Discussion Item – River House Application

Tabled the issue.

D. Discussion Item – Park Event Handbook update

Tabled the issue.

E. Discussion Item – City of Festivals ideas

Discussion ensued.

F. Discussion Items – Aunt Caroline’s Park Creek embankment update

PUBLIC COMMENTS

None.

COMMISSIONER COMMENTS

None.

ADJOURNMENT

There being no further business before the Commission, the Chair adjourned the regular meeting at 7:11 p.m.

Approved:

Attest:

Kathy Nuckles
Chair

Thomas J. Corrigan
City Administrator

Commission Vote:

Chair Nuckles _____
Commissioner Goebel _____
Commissioner Herbst _____
Commissioner Malepsy _____
Commissioner Ancell _____

**CITY OF SHADY COVE
PARKS AND RECREATION
SPECIAL EVENT HANDBOOK**

The City of CITY OF SHADY COVE is excited to be a part of your planned event! We host numerous events each year, and we understand the amount of time and planning that go into events, large and small. This handbook is meant to make the process a little easier. It is our goal to assist event organizers in planning safe and successful events that will have a minimal impact on the surrounding neighborhoods.

Please use this handbook to assist in filling out the necessary forms that pertain to your particular event. All of the forms applicable to your event need to be filled out accurately and completely, and should be submitted to CITY OF SHADY COVE Parks & Recreation no later than thirty (30) days before the event. If an application is submitted after the preferred thirty (30) day mark, any appeals to a decision are waived by the applicant. Keep in mind the thirty (30) day mark is necessary due to the possibility of certain City permitting requirements, so it is best to have the application in early. Applications will not be accepted when the proposed event is fewer than fifteen (15) days away.

In general, permits are required for any organized activity involving the use of, or having impact upon public property; public facilities such as parks, sidewalks, and streets; or the temporary use of private property in a manner that varies from its current land use.

City and or a designated representative shall have the right to terminate this agreement due to inclement weather, acts of God, air quality concerns, emergencies, and or other factors that the City deems hazardous. There will be an attempt to reschedule the location or venue for a future date, but there cannot be a guarantee of feasibility due to unforeseen circumstances such as but not limited to pre-existing agreements with other parties, such as venue reservations, limited timelines, and or other extenuating factors. The applicant also understands that termination by the applicant for any reason or termination by the City due to a breach of contract by the applicant does not guarantee a refund of any kind due to expenses incurred by the City for planning, venue preparation, staffing needs, and other factors.

REQUIRED SECTIONS:

Special Event Permit Application

Special Event Planning Information
Affidavit of Application

Save Harmless Agreement
Official Use Only

EVENT SPECIFIC PERMITS AND APPLICATIONS:

Fee Waiver Application

Street Closure Application

Alcohol Permit Application

Amplified Equipment Application

If you plan on using any of the City Parks or Venues for your event, you need to make a reservation in order to ensure the space you need is and will be available. On the Special Event Permit Application, please be sure to fill out the section under “Facilities/Other Space Desired”, and reference the included Fee Schedule form for pricing. If you need assistance or have any questions, please contact:

Parks & Recreation
Special Events & Marketing

City of CITY OF SHADY COVE**THINGS TO KEEP IN MIND:**

This application is designed to gather information about the event. Applicant is required to provide the following information:

- Type of event
- Date(s) of event
- Event hours per day
- Location of event
- Event history/background
- Point of contact information

Upon submitting your application, all information will be considered public information and may be used by the City for promotional purposes (i.e. calendar of events and social media). The City will use all information regarding your event to approve or deny your application. If your organization is a not for profit, please include a copy of your IRS 501(3)C letter. It is important that all information is timely, accurate, and complete in order to facilitate the application process.

TYPES OF INFORMATION YOU WILL NEED TO PROVIDE AND BE AWARE OF:

- **Site Plan/Route Map:** This enables the City to visualize the event and its layout. Please remember to mark the locations of all items that are not normally found at the site. If you need any street closures, you will need to submit a **STREET CLOSURE APPLICATION**.
- **Security:** This pertains to crowd control. Although you are not required to hire security, you must provide a way to control the anticipated crowd at your event. If you are expecting more than 50 people at your event, you will need to fill out this section.
- **Alcohol:** If alcoholic beverages will be available for purchase or for sample at your event, you are required to obtain the necessary licenses and permits, and you may need to obtain insurance. You will need a license issued from the Oregon Liquor Control Commission (OLCC). Special Events may also require a Temporary Sales License (TSL) via the OLCC. For more information regarding the proper licenses and permits required by the OLCC, please call (541) 776-6191.
 - **Municipal Code states, "The possession and use of alcohol is prohibited in all public parks. Permits can be issued for special events at the discretion of the City Administrator or his or her designee; provided the applicant possesses a license for special events issued by the Oregon Liquor Control Commission."**

If you will have alcohol at your event, please submit an **ALCOHOL PERMIT APPLICATION** in conjunction with the other required applications for your event.

The Riverhouse area is the only authorized park for alcohol permitting unless event is presented to and approved by City Council.

- **Bounce House:** Bounce Houses are not allowed in any park.
- **Fee Waiver:** If you are requesting fees to be waived, you must complete the FEE WAIVER APPLICATION in full as well as any additional pertaining sections. Application must be submitted at time of Special Event application.
- **Medical:** If you are expecting less than 50 people at your event, you will not need to fill out the medical section. It is important that you plan ahead and have medical services available at your event in the event it is needed.
- **Parking and Shuttle:** It is important to have a plan regarding parking and shuttling your attendees if necessary. Depending on the event location and your expected attendance, it may be necessary to have parking control at your event. Larger events may have a need for designated parking areas.
 - **Per Municipal Code** no vehicles may be driven or parked in any areas other than those provided, maintained, or designated for such purposes. This includes, but is not limited to the park's grass, walkways, and basketball courts.
 - **Fines will be incurred if you are found breaking the law.**
- **Accessibility:** Each event is required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All areas of your event need to be accessible to individuals with disabilities, or an alternate area must be provided with the same activities.
- **Garbage and Recycling:** It is necessary that you have a plan to properly dispose of waste material at your event. It is not required that you recycle, but it is recommended. You should have enough garbage cans at your event and change the liners regularly to prevent overflow.
- **Sanitation:** You will need to have an adequate amount of toilets and wash stations for the anticipated number of people attending your event. If there is no access to permanent restrooms, or there is a need for additional services, you will need to arrange to have portable toilets and wash stations delivered to your event.
- **Amplified Equipment:** An approved amplified equipment application is required for the use of any amplified equipment. Please answer the questions pertaining to this section. If you intend on having amplified equipment, you will need to submit an AMPLIFIED EQUIPMENT APPLICATION.
- **Street Closure:** If there is a need for closure of any public streets, a STREET CLOSURE APPLICATION must be completed at time of application.

- **Food Concession or Food Preparation:** Any person selling or providing food and or beverages inside your event may be required to apply for a health permit. For more information, please contact the Jackson County Department of Health and Human Services, Environmental Health Division Located at 1000 E. Main St. Medford. Or Call (541) 774-8206.
- **Business Licenses & Insurance:** Any entity conducting business within city limits is required to possess a permit to do business within the city, and may be required to have liability insurance depending on services provided.
- **Damage Deposit:** *All special events held at a City Park or Facility will require a security and damage deposit as listed in the Fee Schedule.* This deposit is refundable as long as there is no damage or abuse to the facility or property, or violation of City Code.

Please fill out the following application as thoroughly as you can in order to prevent a delay in approval. Submission of the application is not a guaranteed approval. You will be issued a permit upon approval. Thank you.

SPECIAL EVENT PERMIT APPLICATION

Applicant Name

Organization

E-Mail

Address Phone #

City State/Zip Birthdate

Event Title

Event Location

Describe Event

Event Date(s) Alt. Date(s)

of Attendees Total Per Day

Event Times Setup Start End Cleanup

Event Category

- Athletic | Recreation
- Festival | Celebration
- Parade | Procession | March
- Concert | Performance | Dance
- Market | Carnival | Circus
- Special Attraction | Exhibit
- *Wedding | Religious Activity
- Protest | Rally | Public Speaking
- Community Event
- Other

* Weddings are only hosted at the Riverhouse

Facilities | Space Desired (if event is to be hosted in a park)

The Riverhouse

Upper Rogue Regional Park:

Other Park Space

Describe:

Aunt Caroline's Park:

Covered Picnic Area

Gazebo

Other Park Space

Describe:

Deposit Received: _____

Official Use Only

Received By _____ Title _____

Date _____ Date Applicant Contacted Upon Approval/Denial _____

SPECIAL EVENT PLANNING INFORMATION

Have you held this event before? Yes No

Are you seeking a waiver of fees? Yes No

(If yes, must complete Fee Waiver Application)

Is the Event part of a larger marketing campaign? Yes No

Is the Host Organization a Commercial Entity Yes No

Is the Host Organization a tax exempt non-profit entity? Yes No

I have attached proof of tax exempt status Yes No

Are there fees for attendance? Yes No

How much are the fees?

Will vendors pay a fee? Yes No

How much are the fees?

Is the event open to the public? Yes No

Is there free product or service to the community? Yes No

Please describe community benefit

Will there be alcohol served at your event? Yes No

(If yes, must complete an Alcohol Permit Application)

Will you be using amplified equipment? Yes No

(If yes, must complete an Amplified Equipment Application)

Will you be needing street closures? Yes No

(If yes, must complete Street Closure Application)

Will you be needing access to water or power? Yes No

SPECIAL EVENT PLANNING INFORMATION

Will there be first aid on site?

Yes No

Will there be a Provider, Nurse or EMT on Site?

Yes No

If yes, who will provide the service?

Will your event host parking or a shuttle?

Yes No

Please describe services or plan

Will you need designated "NO PARKING" Areas?

Yes No

Please describe parking plan

Will there be designated disabled parking?

Yes No

Per Municipal Code , no vehicles may be driven or parked in any areas other than those provided, maintained, or designated for such purposes. This includes, but is not limited to the park's grass, walkways, and basketball courts.

Will you be using existing restrooms?

Yes No

Will you be providing additional restrooms?

Yes No

Please describe services or plan

Will at least 10% of restrooms have disabled access?

Yes No

Will individuals with disabilities have access to event?

Yes No

Please describe services or plan

Will you be providing trash / recycling service?

Yes No

SPECIAL EVENT PLANNING INFORMATION

Will you be providing security?

Yes No

Please describe services or plan

Does your event include food or food preparation?

Yes No

Please describe how you will prepare food

Will your event host a food vendor or caterer?

Yes No

Please describe services or plan

Will your event host items for sale?

Yes No

Please describe services or plan

I understand that all vendors must provide a copy of proof of insurance, applicable business licenses and Food Vendors must provide copy of health certificates.

Yes No

DISCLOSURES & AGREEMENTS

All Special Events that occur on City property need to have general liability insurance with a minimum coverage of \$1 million. If your special event includes alcohol, you will also need liquor liability insurance. Please attach a copy of your organization's insurance policy if you currently have insurance.

Persons and or organizations using any CITY OF SHADY COVE facility are advised that the City assumes no responsibility for injuries and or accidents that occur while on City property. The applicant's initials and signature are acknowledgement of this fact and an agreement that the City will not be held liable for any medical expenses or personal property damages incurred during the use of City facilities.

Signature:

Date:

I am authorized to sign this Special Event Application.

I certify that the information contained in the foregoing application and all documents in conjunction with this application are true and correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under CITY OF SHADY COVE Municipal Code.

FEE WAIVER APPLICATION

Applicant Name

Organization

E-Mail

Address Phone #

City State/Zip Birthdate

Event Title

Event Date(s) Alt. Date(s)

of Attendees Total Per Day

Event Times Setup Start End

Is the event open to the public? Yes No

Is there free product or service to the community? Yes No

Please describe product or service

Is the event free to attend? Yes No

Please describe community benefit

I certify that the information contained in the foregoing application and all documents in conjunction with this application are true and correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under CITY OF SHADY COVE MunicipalCode.

Signature:

Date:

STREET CLOSURE APPLICATION

Applicant Name

Organization

E-Mail

Address Phone #

City State/Zip Birthdate

Event Title

Neighborhood

List Streets to be Closed

Event Date(s) Alt. Date(s)

of Attendees Total Per Day

Event Times Setup Start End

Draw Plan

Applicant is responsible for placing and removing barricades and detour signs. Must have 75% approval of residents who live on affected streets, and attach written consent. Any business entity, school, church, hospital, etc. affected must provide written consent. Must include drawing of streets affected Street closures are not guaranteed and must be approved by City Council.

I certify that the information contained in the foregoing application and all documents in conjunction with this application are true and correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under CITY OF SHADY COVE MunicipalCode.

Signature: Date:

ALCOHOL PERMIT APPLICATION

Applicant Name

OLCC Permit Holder Name Permit #

E-Mail

Address Phone #

City State/Zip Birthdate

Event Location Aunt Caroline's Park Upper Rogue Regional Park

Describe Event

Event Date(s) Alt. Date(s)

of Attendees Total Per Day

Alcohol serving times Start End

Type of Alcohol to be served (check all that apply)

- Free | Hosted Alcohol
 Beer
 Distilled Spirits
 Alcohol Sales
 Wine
 Other

Will you be providing security? Yes No

Please describe services or plan

Security must be provided for 200 or more people.

Will you have a closed beer garden? Yes No

Will you be identifying those 21 or older? Yes No

Please describe your plan to ensure safe sale and distribution of alcohol at your event.

Please attach TSL (If Applicable)

Signature: Date:

AMPLIFIED EQUIPMENT APPLICATION

Applicant Name

E-Mail

Address Phone #

City State/Zip Birthdate

Describe Event

Event Date(s) Event Time(s)

Will there be live music? Yes No

Will there be a live performance or speech? Yes No

Please describe type of equipment to be used

Where will the equipment be set up?

Performer | Band Name

E-Mail | Website

Address Phone #

City State/Zip Cell #

All amplified equipment sound levels must not exceed 80 decibels during entire event.
Outdoor amplification is not permitted after 10pm or before 7am.

I certify that the information contained in the foregoing application and all documents in conjunction with this application are true and correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under CITY OF SHADY COVE Municipal Code.

Signature: Date:

SAVE HARMLESS AGREEMENT

AGREEMENT BETWEEN

Applicant Name

Organization

and

CITY OF CITY OF SHADY COVE. OREGON

I, FOR MYSELF AND ON BEHALF OF MY HEIRS, REPRESENTATIVES, SUCCESSORS, AND ASSIGNS HEREBY RELEASE, ACQUIT, AND FOREVER DISCHARGE THE CITY OF SHADY COVE , and all departments, agencies, subdivisions, officers, agents, employees, or representatives, and all other related legal persons or entities not named herein, from any and all known or unknown claims, expenses, injuries, losses, rights of contribution or indemnity, as well as any other statutory rights, attorney’s fees and damages, without limitation, which now exist or may ever develop, which are in any way connected with, based upon, or arise out of my participation in any and all events or activities listed and signed for above. This release includes but is not limited to claims for wages, monies, damages, attorneys’ fees, emotional distress, stress, workers’ compensation, injury and occupational disease, disability, discrimination, physical injuries, bodily injury and, medical expenses.

Initial Here

I understand that the event or activity which I am applying to hold and or attend is voluntary. I also understand that if I refuse to or otherwise fail to sign this liability waiver I will not be allowed to participate in any or all of the events listed above.

Initial here

I understand that I am at no time authorized to drive any motor vehicle at any time on any park without written approval from the City. I understand that I am liable for any damage to landscaping, sidewalks, irrigation, utilities, and sidewalks if I am found in violation.

Initial Here

I understand that the City and or myself shall have the right to terminate this agreement due to inclement weather, acts of God, air quality concerns, emergencies, and or other factors that the City deems hazardous. There will be an attempt to reschedule the location or venue for a future date, but there cannot be a guarantee of feasibility due to unforeseen circumstances such as but not limited to; preexisting agreements with other parties, such as venue reservations, limited timelines, and or other extenuating factors. I also understand that termination by me for any reason or termination by the City due to a breach of contract by me does not guarantee a refund of any kind due to expenses incurred by the City for planning, venue preparation, staffing needs, and other factors

Initial Here

I have read, understand, and agree with the above.

Signature:

Date:

For Your Records: Please make a copy of all completed event application documents for the event you are applying for.

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”). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned building for picnic purposes and for use of the picnic-related amenities in the designated pavilion area. Other uses of this park, or any use of the property outside the designated pavilion area, are not subject to a charge and, therefore the City of CITY OF SHADY COVE is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

DRAW SITE PLAN HERE

CITY OF SHADY COVE PARKS AND RECREATION
FEE SCHEDULE

Special Events: A special event is any event with 75 or more attendees or any event that requires special permitting. Special event permit applications must be submitted a minimum of 30 days prior to date of the event. Permits are subject to department approval and are not guaranteed. If the permit is denied, a refund for the permit fee will be issued. (*See Special Event Handbook for specific planning details and applications*). All special events held at a city facility and/or park will require a security and damage deposit. This deposit is refundable with no damage or abuse to facility, property or violation of municipal code.

- **Special Event Fees for The Riverhouse:**

Rental Time	June 1 – September 30	October 1 – May 31	Refundable Security/ Cleaning/ Damage Deposit *
All Day (Friday – Sunday)	\$800	\$400	\$400
All Day (Monday – Thursday)	\$350	\$200	\$400
6 Hours (Friday – Sunday)	Not Available	\$200	\$400
6 Hours (Monday – Thursday)	\$200	\$100	\$400
Rehearsal Time (Monday – Thursday Only)	\$75 per hour	\$75 per hour	Included in the main event

* Only one \$400 deposit is required per event

The Riverhouse Hours:

All Day = 10am – 11pm (Friday – Sunday)
9am – 10pm (Monday – Thursday)

• **Special Event Fees for Park Events:**

- **Damage Deposit:** All special events held at a city park will require a \$200 security and damage deposit. This deposit is refundable with no damage or abuse to facility, property or violation of municipal code.
- **Park Special event fees** are based on group size.

Group Size	Gazebo/Covered Picnic Area – First 4 Hours		Gazebo/Covered Picnic Area – Each Additional 2 Hours		Refundable Damage Deposit
	Resident	Non Resident	Resident	Non Resident	
75 – 100	\$75	\$95	\$25	\$35	\$200
101 – 150	\$125	\$145	\$25	\$35	\$200
151 – 200	\$150	\$170	\$25	\$35	\$200
201 – 300	\$175	\$195	\$25	\$35	\$200
301 +	\$200	\$230	\$25	\$35	\$200

***Special Event Rates for each additional gazebo or covered picnic area:
Residents - \$25 per 4 hours; Non Residents \$35 per 4 hours***

- **Special Event – Other Fees:** Permits and or city approvals are required for use of alcohol and amplified sound equipment as part of a special event:

Alcohol Permit	\$20
Amplified Equipment	\$20

Small Events: A small event is any event with less than 75 attendees and does not require special permitting. For these events, gazebos and covered picnic areas can be rented.

Group Size	Gazebo/Covered Picnic area – First 2 Hours		Each Additional 2 Hours	
	Resident	Non Resident	Resident	Non Resident
Less than 75 People	\$50	\$60	\$25	\$35

***Small Event Rates for each additional gazebo or covered picnic area:
Residents - \$25 per 4 hours; Non Residents \$35 per 4 hours.***



RETURN AGREEMENT TO:

City of Shady Cove
22451 Hwy 62
Shady Cove, OR 97539
Telephone: (541) 878-2225
Fax: (541) 878-2226
www.shadycove.org



RIVERHOUSE RESERVATION AGREEMENT

Date of Event: _____ Reservation Number: _____

Arrival Time: _____ Departure Time: _____
(Earliest arrival Monday-Thursday 9:00 AM & Friday-Sunday 10:00 AM or by alternate arrangement) *(Latest departure Monday-Thursday 10:00 PM & Friday-Sunday 11:00 PM)*

Organization/Group: _____
or
Bride & Groom: _____ Anticipated # of Guests: _____

Responsible Individual/Person in Charge: _____

Mailing Address: _____ Telephone: _____

City/State/Zip: _____ Alternate Telephone: _____

E-mail Address: _____

Type of Activity

Facility Showing Date: _____ Time: _____ Payment Rcv'd Date: _____
Amount: _____

Wedding only Reception only Both Key Number: _____

Will there be a rehearsal? No Yes
(User shall contact Parks Office to confirm rehearsal date and time)

Rehearsal Date _____ Time: _____ *(Monday – Thursday hourly)*

Business/Organization Meeting Other
Please describe: _____

Will event be catered? No Yes

Name and telephone of caterer *(if applicable)*: _____

Shady Cove business license number: _____

Will alcoholic beverages be served: No Yes If yes, by whom: _____

Will there be amplified music? No Yes Type: _____
(amplified, live music, stereo, etc.)*

Will you be using kitchen facilities? No Yes

Will you be using outdoor barbeque? No Yes

Is this a fund-raising activity? No Yes If so, what _____
(Fund raising is handled on an individual basis. Liability Insurance and special permits are required)

Will anything be sold? No Yes If so, what _____

Reservation Fees	Friday – Sunday & Holidays	Monday – Thursday
June 1 – September 30 (all day)	\$800	\$350
October 1 – May 31 (all day)	\$400	\$200
Wedding Rehearsals	\$ 75/hour	Monday – Thursday only
Security/Cleaning Deposit	\$400	\$400
Showing Deposit	N/A	\$ 25

Reservations, showings, fees, and deposits

Tentative reservations will be held seven days. Prior to the end of these seven days, User shall: (1) pay a non-refundable deposit equal to half the rental fee to City of Shady Cove, and (2) sign this Reservation Agreement and return it to the City of Shady Cove. User shall pay all remaining fees and security/cleaning deposit at least 30 days prior to the reservation date.

Upon signature below and presentation of a valid driver license or government-issued id, a prospective user may view the facility by paying a showing deposit and returning the key before 5:00 p.m. on the following day. The showing deposit will be returned if the prospective user chooses to not proceed with a reservation and the prospective user returns the key to City Hall.

Refund and cancellation policy

If the reservation is canceled more than 30 days prior to reservation date, all money in excess of non-refundable deposit will be returned. All monies, except cleaning deposit, will be retained if the reservation is canceled within 30 days of reservation date. Deposit refund, less \$50 administrative fee, may be granted if the facility is reserved by another group.

Amplified Music is subject to the City of Shady Cove City Ordinances which limits all music to a maximum audible distance of 1,000 feet. Please review Chapter 90 of the City of Shady Cove Ordinances and call the City with any questions. User shall ensure that all speakers face the Riverhouse Building and not the river.

Liability

The person reserving the facility, on his/her behalf and on behalf of the user group and user entity, does hereby agree as follows:

1. User shall be solely responsible for the condition of the facility and shall leave the building and grounds in neat and clean condition, in accordance with security/cleaning deposit checklist and without any damage. **User understands entire security/cleaning deposit will be retained if the area is not left clean or if any damage occurs, or if all keys are not returned.** User shall ensure items are picked up from the entire property, including all landscaped areas, walkways, and buildings.
2. User and invitees shall arrive and depart on time. An hourly rate will be charged for additional time facility is used, and this may be deducted from the security/cleaning deposit.
3. User shall indemnify, defend, and hold harmless the City of Shady Cove, its elected officials, officers, employees, agents, and volunteers, from and against from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of User, its officers, agents, partners, employees, and all others invited onto the site or using the site under or through the authority of user ("invitees");

4. Without limiting the generality of the foregoing, the indemnification provisions set forth above apply to any injury to person or property resulting from or arising out of the selling, providing, consumption, or making available of any alcoholic beverage.
5. User acknowledges that a failure to promptly reimburse the City of Shady Cove for all damages or liability shall, in addition, result in termination of all future right to use the facilities and legal action.

Applicable Law

User and invitees shall comply with all local, state, and federal laws during the use of the facility.

Third-Party Beneficiaries

City and User are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

Location of Facility

The Riverhouse on the Upper Rogue ("facility") is located at 7710 Rogue River Drive, Shady Cove, OR. The "facility," as used in this Agreement, includes all buildings and surrounding property and grounds at this address.

Hours of Operation

The hours of operation are 10:00 AM - 11:00 PM Friday through Sunday and 9:00 AM - 10:00 PM Monday through Thursday. Included within the rental period are any set-up, unloading of food/beverage, decorating, arranging equipment and furniture, and clean up. You may pre-arrange additional hours with the Parks office for an additional fee. Wedding rehearsal times may also be pre-arranged for an additional hourly fee on Monday through Thursdays only.

Parking

User and invitees may not park at any location other than the dedicated parking area directly in front of the Riverhouse on the Upper Rogue or in the parking area across the street. User will be provided with vehicle passes for invitees, and these passes shall be displayed in the windshield of all vehicles in the parking areas. Invitees without parking passes will be required to pay \$4 per vehicle for parking.

User and Invitees' Property

Although the City of Shady Cove is not responsible for lost or stolen property, property left at the facility may be turned in to the City Hall. Inquiries may be made by calling (541) 774-8183 Monday - Friday between 8:00 AM and 5:00 PM.

Other Terms and Conditions

User and invitees:

- may supply silverware, dishes, utensils, containers, foil, plastic wrap, extension cords, can openers, and miscellaneous items;
- may not bring Styrofoam containers;
- no flame lit candles due to fire danger;
- may not smoke inside any building (receptacles for cigarettes and cigars are provided outside the building);
- may not place carpet or plastic runners on the grass because they will leave burn marks;
- may not possess an alcoholic beverage unless it is for personal use of user and invitees;
- may not possess beer kegs, trailer taps, or hard liquor;
- may not permit any person under the age of 21 to possess an alcoholic beverage;
- may not distribute flower petals or birdseed at any location other than the parking lot;
- may not distribute rice at the property because it may kill birds and other wildlife;
- may not damage property, including shrub beds;
- may not leave children unsupervised because of the proximity of the river;
- may not allow any animals other than service animals at the facility; and
- may not exceed the capacity of the house (50 guests), or the house and grounds (250 guests).

Reservation of Rights

The city of Shady Cove reserves the right to exclude user and invitees from its property at any time if the user or any invitee violate any term of this Agreement.

Entire Agreement

This reservation agreement constitutes the entire agreement between User and City of Shady Cove on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein. No waiver, consent, modification, or change of terms of this agreement shall bind any party unless in writing and signed by User and City.

The undersigned has read and agrees to be bound by all terms and conditions contained in this Reservation Agreement.

_____ **Date**

_____ **User Signature**
(Person responsible and in charge)

_____ **User Name**

_____ **User Entity (Name of Organization / Group)**