

Group Event Policies for Parks City of Warrenton

General Statement of Purpose

The following guidelines have been developed to help facilitate group usage of City parks. These policies guide the organization and production of events promoted independently from City Sponsorship. Depending on the nature of a proposed co-sponsored event with the City, these policies may or may not apply. Final approval for any event will not be granted until the sponsoring party and City Management signs a Group Use Reservation Application and Agreement.

Policy

The following guidelines govern the usage of city parks and the adjacent public right of way for events involving 75 people or more.

A. Reservations

Five park locations are available for reservation: Seafarer's Park, Quincy & Bessie Robinson Community Park, Fort Stevens Parade Grounds, and Eben H. Carruthers Park, and Skipanon River Park. These locations will be reserved on a first-come, first served basis. Reservations can be made up to one year in advance of the event. The City reserves the right to cancel or preempt any event or the reservation of a park when it is deemed to be in the best interest of the City. Upon reservation a deposit will be required as provided in these guidelines. Applications will be available at City Hall and on the City website. Completed applications should be submitted to the City Recorder at Warrenton City Hall, P.O. Box 250, 225 S. Main Ave., Warrenton, Oregon 97146 and when it has been confirmed that all terms and schedules have been met, the event will be confirmed.

B. Grounds Setup Plan

The applicant must submit a written Grounds Setup Plan to City Management no less than fourteen calendar days before the event. This plan shall specify:

- A. All temporary structures, fence lines, entrance gates, access lanes, exits, etc.
- B. Power usage to include: generators, propane, City provided power
- C. Location and number of portable toilets
- D. Location of First Aid and Security personnel
- E. Location and type of rides, attractions, or livestock
- F. Location of all food, beverage, and merchant vendors

C. On Site Management

Applicants must provide an adequate number of management staff (18 years of age minimum) on location at all times the event is open to the public. Management staff must be easily identifiable and able to assist City officials in dealing with any problems or situations that may arise. On-site security may be required as determined by City of Warrenton Police Department, which will be the responsibility of the permittee.

D. Age

Applicants must be 18 years or older to reserve a park for a group event. Groups of minors must be supervised at all times by at least one adult for every ten minors.

E. Park Hours

Park usage hours are from one hour before sunrise to one hour after sunset. Extension of these hours requires approval from the City and cannot violate any City ordinance that deals with noise or assembly (Ordinance 915A, 848A and 851A).

F. Tree, Vegetation and Utility Destruction

For the protection of maintenance workers and tree health, the use of nails in trees or power poles is prohibited. The cutting, removal or relocation of any part of trees or vegetation is prohibited. *Before placing stakes in the ground, locates must be retained from all utility companies 48 hours in advance. Damages to the utilities will be the responsibility of the permittee and any assessed damages will be billed to the permittee.*

G. Garbage and Litter Removal

Litter removal and garbage expenses shall be the responsibility of the applicant for the duration of park usage for the event. Event organizers will require each vendor to provide at least one trash can for public use and one trash can for vendor use. Organizers are required to secure enough dumpster capacity at one location to accommodate all the trash generated by the event. Permittee or organizers representative may make provisions for sanitation services through City Hall, 503-861-2233. These provisions should be made 14 days prior to the event to ensure availability of dumpsters.

H. Restrooms

The City of Warrenton provides restroom facilities in the each of the parks available for reservation. The applicant shall ensure toilet capacity of one toilet for each 75 participants at the event, including the permanent toilet facilities available at the parks. If additional toilets are required, the applicant shall provide portable restrooms at the applicant's expense. All portable restrooms are to be removed within 24 hours after the completion of the event. If duration of event is less than 1½ hours, no extra restrooms are required, unless otherwise agreed upon.

I. Food Concessions

Food vendors or concessionaires must comply with all City, County and State codes; specifically a City of Warrenton Business License.

J. Alcohol

Consumption of alcohol within any park facility in the City of Warrenton requires prior approval from the City along with a **\$200.00 permit fee**. For any sale of alcohol, a Temporary Liquor License is required from both the City (\$25) and the Oregon Liquor Control Commission. Additional insurance is required if alcohol is to be dispensed at an event. (See "Insurance and Indemnification" below.)

K. Public Access

At no time will fencing or barricades across a sidewalk or other public right-of-way be permitted without an approved permit from City staff.

L. Vehicular Traffic

No vehicles are permitted within any park boundaries, except in designated parking areas or as authorized by City Staff. Events with an approved Grounds Set Up Plan, must adhere to that plan.

M. Vendors and Exhibitors

Event organizers are responsible to communicate all park and event rules, regulations and permit requirements. The City expects that organizers will make every effort to seek compliance with these rules. However, the City reserves the right to expel from a facility any vendor that the City determines is not in compliance with provisions of the agreement or City rules and regulations.

N. Promotion

Any promotion of the event shall be entirely by the permittee at its own expense. The permittee shall NOT publicize, promote or otherwise advertise the event until the permit is approved.

O. Insurance and Indemnification

The permittee must agree to defend, indemnify and hold harmless the City of Warrenton, its officers, agents and employees from all claims, liabilities, demands, damages and actions, or whatever form or nature, for property damage, personal injury or death, arising out of or in any way relating to the event and the use by the permittee of any public park, public space or adjacent right-of-way. The permittee must agree to maintain liability insurance of not less than **\$1,000,000** per occurrence with a minimum aggregate coverage of not less than **\$2,000,000**, to cover any liability arising out of or associated with the event. If alcohol is dispensed, an additional **\$3,000,000** alcohol liability insurance policy is required with the City named as an additional insured. The permittee must name The City of Warrenton as additional insured and the coverage must include the date(s) of the event. The permittee must also provide the City of Warrenton with a certificate of liability insurance on a date not less than fourteen (14) calendar days prior to the scheduled event.

P. Authority to Suspend or Cancel

In the event that a City management staff person finds that activities being conducted under this Agreement endanger the health and safety of any person, or will cause damage to real or personal property, or that the permittee has not complied with the terms and conditions of this permit, the City, through the action of any City management staff person, may suspend or cancel the event at any time without incurring any liability to the permittee whatsoever.

Q. Anti- Discrimination/Compliance with Laws

The permittee agrees not to discriminate against any individuals on account of color, race, religion, ancestry, or national origin and to comply with all applicable federal, state and local rules, regulations and ordinances.

R. Assignment

The permittee understands and agrees that this Agreement is a license agreement and is not a lease, and that the Agreement is personal, revocable and unassignable permission to perform the act herein set out without reserving or granting to the permittee any interest in real property or other interest.

S. Permittee Status

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this Agreement shall act in an independent capacity and not as officers, employees or agents of the city.

T. No Third Party Beneficiaries

The grant of permission to use a park or conduct an event is not intended nor shall it be construed as granting any rights, privileges, or interests to any third party without written consent of the City.

U. Compliance with All Laws

The permittee shall comply with all federal, state and local codes, rules, regulations, ordinances and laws in the conduct of the event. The City of Warrenton Fire Department shall be responsible for fire and life safety issues. Warrenton Police Department shall be responsible for local ordinance and law enforcement. Clatsop County is responsible for all food handling, alcohol, electrical and other event related permits.

V. Deposit

A refundable deposit of **\$250.00** shall be charged for group event reservations. The deposit may be held for up to 30 days following the event. The deposit is due before the event will be scheduled. Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable. For the purpose of this section, a group event is any event at which more than 75 people are expected to attend or participate.

W. Reservation Fee

A non-refundable reservation fee and park rental fees are outlined in the attached schedule.

X. Confirmation

A reservation confirmation will be mailed to the permittee upon approval of the application. The reservation confirmation will serve as a permit for park use.

Alcoholic Beverages **yes** **no**

If yes, \$200.00 deposit required as well as a \$25.00 Temporary Liquor License, OLCC and Food Service Handling Licenses.

Insurance and Indemnification

Proof of valid Liability Insurance Policy coverage required 14 days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider

Coverage Amount

Insurance Agent

Contact Number

Deposit

Remittance of the deposit at the time of application will hold the site until the application is approved. A refundable deposit of **\$250.00** shall be charged for group event reservations. The deposit may be held for up to 30 days following the event. The deposit is due before the event will be scheduled. Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable. For the purpose of this section, a group event is any event at which more than 75 people are expected to attend or participate.

I, _____ (signature required), certify that the information on this application is correct.

Departmental approvals:

Finance	Public Works	Fire	Police	Planning	Building

Schedule of Fees

The City of Warrenton has three classes of reservations for their parks use; **In-City Personal or Non-Profit, Outside City Personal or Non-Profit and Commercial.**

	<u>Time Allotment</u>	<u>In-City Personal and Non-Profit</u>	<u>Out of City Personal and Non-Profit</u>	<u>Commercial</u>	<u>Facility Address and Description</u>
Reservation Fee		\$ 25.00	\$ 50.00	\$ 100.00	
Deposit		\$ 250.00	\$ 250.00	\$ 250.00	These fees are in addition to rental fees.
Gazebo	4-hours	\$ 30.00	\$ 50.00	\$ 75.00	300 SW Alder Ave
Picnic Shelter	4-hours	\$ 25.00	\$ 40.00	\$ 50.00	1560 NW Warrenton Dr.
Concession Stand	4-hours	\$ 30.00	\$ 50.00	\$ 75.00	300 SW Alder Ave
Field 1	per day	\$ 50.00	\$ 60.00	\$ 60.00	300 SW Alder Ave
Field 1-2	per day	\$ 75.00	\$ 85.00	\$ 90.00	300 SW Alder Ave
Field 2-3-4	per day	\$ 90.00	\$ 100.00	\$ 110.00	300 SW Alder Ave
Fields 1-4	per-day	\$ 100.00	\$ 110.00	\$ 125.00	300 SW Alder Ave
Field 1	2-3 day	\$ 75.00	\$ 90.00	\$ 100.00	300 SW Alder Ave
Field 1-2	2-3 day	\$ 100.00	\$ 115.00	\$ 125.00	300 SW Alder Ave
Field 2-3-4	2-3 day	\$ 175.00	\$ 200.00	\$ 250.00	300 SW Alder Ave
Fields 1-4	2-3 day	\$ 200.00	\$ 250.00	\$ 275.00	300 SW Alder Ave
Fields Warrenton Kids*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave
Concession Stand -WKI*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave
Fields Warrenton High School (WHS)*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave
Playground	4-hours	\$ 30.00	\$ 50.00	\$ 75.00	300 SW Alder Ave
Play Court	4-hours	\$ 25.00	\$ 45.00	\$ 50.00	300 SW Alder Ave
Quincy and Bessie Robinson Park Facility	per day	\$ 400.00	\$ 500.00	\$ 750.00	300 SW Alder Ave, 4 ballfields, restrooms, concession stand, gazebo, playground, play court, parking
Eben Carruthers Park Facility	per day	\$ 150.00	\$ 200.00	\$ 400.00	1560 NW Warrenton Dr., Picnic Shelter, restrooms, viewing platform, and playground equipment. Dog park not included
Fort Stevens Parade Grounds	per day	\$ 100.00	\$ 150.00	\$ 250.00	Russell Pl, Two picnic tables, could add more, very large open space, play equipment, quiet neighborhood
Seafarer's Park	4-hours	\$ 25.00	\$ 40.00	\$ 150.00	First Ave, 2 picnic tables and a great view, limited parking unless marina parking is used
Seafarer's Park	per day	\$ 150.00	\$ 200.00	\$ 300.00	First Ave, 2 picnic tables and a great view, limited parking unless marina parking is used
Other City Properties	per day	\$ 150.00	\$ 200.00	\$ 300.00	This includes other properties owned by the City that organizers may request for special events.
Post Office Park	FREE	FREE	FREE	FREE	Memorial, electricity, flagpoles, limited street parking
Statue Park	FREE	FREE	FREE	FREE	Picnic table, on street parking
Skipanon River Park	FREE	FREE	FREE	FREE	SE 3rd St, Picnic Tables
* City will have agreements with these entities.					