CITY OF MYRTLE CREEK

207 N. W. Pleasant Street

P. O. Box 940, Myrtle Creek, OR 97457

PARK USE APPLICATION

Name_____Phone No. _____

Address _____

City_____State_____Zip _____

Organization_____Est. Attendance _____

Date of Rental_____Time of Rental _____

Please mark one:

Other Area of Park_____Evergreen Park Gazebo_____

Band Shell/Picnic Shelter_____Softball Field #_____

Type of activity_____

1.) Non-Youth Baseball or Softball Tournaments	$25.00/day per field
2.) Groups reserving grass park areas (Millsite & Evergreen)	$50.00/day
3.) Band Shell/Picnic Shelter (Millsite Park)	$125.00/day
4.) Evergreen Park Gazebo	$125.00/day
5.) Creekside Park	$125.00/day

6.) *Organized Sports Field Usage ***Complete Field Reservation Application***

For the band shell you will need to pick up a key from City Hall, 207 NW Pleasant St., during the week of your rental (no sooner). City Hall hours are 8:00 a.m. to 5:00 p.m. Mon. - Friday.

*****Special conditions required for events with bounce houses and/or merchandise for sale, please contact City Hall for specifics.*****

COMMERCIAL USES WILL BE DETERMINED BY THE PARK COMMISSION

CLEANING DEPOSIT REQUIRED AT TIME OF RESERVATION TO GUARANTEE RENTAL DATE

CLEAN-UP DEPOSITS **$100.00**

I agree to the above rental conditions (signature) _____

FEES PAID_____DEPOSIT_____ALCOHOL DEP_____RETURNED_____

Last edit: 01/01/2024

AGREEMENT OF INDEMNIFICATION AND INSURANCE

_____ agrees to defend, save and hold harmless the City of Myrtle Creek, its officers, agents, volunteers, and employees from all claims, suits, or actions of whatsoever nature.

_____ agrees to maintain liability insurance coverage of not less than $1,000,000 per occurrence for commercial general liability and automobile liability, to cover any liability arising out of or associated with this event, and agrees to name the City of Myrtle Creek, its officers, agents, volunteers, and employees as an additional insured on such policy with a copy of the endorsement attached to the certificate of insurance.

_____ further agrees to provide the City of Myrtle Creek with a certificate of liability insurance including additional insured endorsement not less than two weeks prior to the scheduled event and shall amend the notification for cancellation of coverage to 30 days.

If _____fails to provide the certificate of insurance and endorsements within the time required herein, this Special Event Permit will automatically be revoked.

_____

Signature of Authorized Agent/Date

_____Printed Name of Authorized Agent

Conditions to rental of Millsite Park Band Shell and Picnic Shelter

The address for the Millsite Park Band Shell is 231 Volunteer Way.

Tables and chairs are not provided by the City. Rental equipment companies in both Myrtle Creek and Roseburg have tables and chairs to rent. Arrangements for delivery of tables and chairs must be made for the morning of the rental date. If the delivery is made for the day before, we will charge you an additional day's rental.

The security deposit of $100.00 is required at the time of the reservation to hold your date. If you need to cancel your reservation, please notify staff at City Hall as soon as possible. Please pay by cash or check. We do not accept major credit cards for park rentals. If paying by check, please make your check payable to the City of Myrtle Creek.

For weddings being held at the band shell:
If you have scheduled a rehearsal for the day before your wedding, you must pay an additional day's rental. If the band shell is not rented for the day before, you may use it however, WE CANNOT GUARANTEE IT WILL BE AVAILABLE.

Conditions for alcohol consumption in Millsite or Evergreen Park

Please read the application/permit for alcohol in the parks. The conditions on the back side of the page may not apply to all individuals. Please cross off the rules that do not apply to your rental.

A deposit of $100.00 made out to the City of Myrtle Creek must be paid upon approval of the application. This is refunded to you if there are no incidents involving the use of alcohol as a result of your rental.
A representative from your group or rental must appear **in person** to the City Council meeting held every first and third Tuesday of the month at 5:30 PM. The meeting takes place in the City Council Chambers located up the stairs and to the right of the double doors that lead into City Hall. You will receive prior notice of the meeting date.

These guidelines are submitted for groups drinking alcoholic beverages and are not applied to a champagne toast by the bride and groom of a wedding party.

I have read and understand the rental conditions and alcohol use regarding the property owned and operated by the City of Myrtle Creek.

(Signature)_____(Date)_____

CITY OF MYRTLE CREEK

APPLICATION/PERMIT
FOR SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES IN CITY PARKS

PLEASE TYPE OR PRINT

Name of Responsible Party (if a business please give business name and owners name): _____

_____

Street & Mailing Address: _____

City/State: _____ Phone: _____

DOB of applicant: _____ Applicant's Driver's License ST: _____#:_____

Date(s) and time requested: _____

What other activities will be in the park at this time? _____

_____

Estimated Attendance: _____ Items to be served (i.e. beer, wine): _____

Other Information: _____

_____

_____

_____

I the undersigned agree to all terms of this permit as described on the reverse side of this form and other conditions set by the City. I also hold the City of Myrtle Creek harmless of any injuries or damage resulting from our activities.

Signed: _____ Date: _____

Special Conditions of Approval: _____

_____

_____

_____

Recommendation Approve/Deny by MCPD on _____. Signed:_____

Approved by City Council on _____, 20___. Signed: _____
City Recorder or City Administrator

CONDITIONS OF ALCOHOL PERMIT

1. A map or detailed description of the location of where alcohol will be served must accompany this application.

2. The location where alcohol is served must be roped or fenced and have no more than 2 points of ingress/egress.

3. All alcohol must be consumed within the designated area as approved by City Council. No alcohol will be permitted in other areas of the park. “No Alcohol Beyond This Point” signs must be posted at the limits where alcohol is allowed.

4. No minors will be allowed in the area serving alcohol. “No Minors Allowed” signs must be posted at all entrances.

5. The applicant must provide insurance adequate to cover any issues related to the serving of alcohol.

6. The applicant must obtain any state or federal licenses required to serve alcohol to the public. Copies of all required permits or licenses shall be provided to the City.

7. A $100 deposit must be given to the City prior to final approval. The deposit will be returned as long as no violation of this permit occurs. In addition, all or part of the deposit may be forfeited if the applicants fail to clean-up the location.

8. Clean-up will be the responsibility of the applicant. Deposit as described above will be held until the City has inspected and determined that the location was satisfactorily cleaned.

9. Security shall be provided by the applicant during all times that alcohol is being sold to the public.

10. If any portion of this permit is violated or any disruptions occur within the area where alcohol is being served the City may terminate this permit immediately.

11. If any disruptions occur in or around the park, as result of alcohol being serviced in the park, the City may terminate this permit immediately.

12. If alcohol will be served at night, lights will be provided in and around the immediate area.