



Rental # _____

RENTAL SUPPLEMENT

333 Broadalbin Street SW Albany, OR 97321 ~ Phone: 541-917-7777 ~ Fax: 917-7776 ~ 8am-5pm weekdays

~ Please complete all questions below. ~

Organization:		Applicant's Name:	
Home Phone:	Work Phone:	Cell Phone:	
Address:			
City:	State:	Zip:	
Location:			
Date of Event: _____			
<i>From set up</i> _____	<i>Duration of Event</i> _____	<i>To clean-up</i> _____	
Estimated Attendance:			
Event Description (include site map, page 6):			
What kind of security or crowd management will be provided?			

Additional Questions:

1. Is your event open to the public (if no, go to question 2)? Yes No
 Will admission be charged or donation requested? Yes No
 If Yes, how much \$ _____

2. Is the event in partnership with the City Of Albany? Yes No
 If yes, which City Department(s)? _____ Staff Person: _____
 Staff Contact Phone #: _____

3. Will any portion of the park be closed or limited for general public use? Yes No
 If Yes, please describe: _____

4. Will there be amplified sound? Yes- permit required No

Events open to the general public that meet all requirements may be issued a permit from the Parks and Recreation Department. Events without a sound permit may not amplify sound beyond 20 feet. If approved, sound may only be amplified between the hours of 8:00 am – 9:00 pm.

AMC 7.08.052 – Sound amplification is prohibited without a permit.

The above requirements must be met a minimum of 14 business days prior to the event date to be approved.

5. Are you having alcohol on-site? Yes- permit required No

Only beer and wine, no hard liquor, may be consumed in the parks. Albany Skate Park, Bryant, Bowman, Burkhart, Dave Clark Path, Swanson, Eleanor and Monteith Parks require the completion of an “Alcohol Use Request” form. “No Host Bars” or the consumption of alcohol in conjunction with the sale of or charge for anything at an event requires an OLCC Permit (obtained from the OLCC).

AMC 7.28.102-7.28.108 – Alcohol is prohibited in some Albany Parks, except by permit only.

The above requirements must be met a minimum of 14 business days prior to the event date to be approved.

6. Are you closing public roads? Yes – permit required No

AMC 13.33.010 Permit required. - No person or persons shall obstruct or make use of a public street, sidewalk, or other right-of-way for the purpose of a public or private gathering, parade or procession, display advertising, offering of services, food or other merchandise, promotional event or making use of a public right-of-way which would limit the unobstructed use of such by the general public, without first obtaining a temporary right-of-way permit.

The above requirements must be met a minimum of 14 business days prior to the event date to be approved.

7. Are you having food catered or selling food at your event? Yes No

If your caterer/vendor will prepare /serve food on site, the following information is required for each caterer/vendor:

Registered legal name of caterer/vendor: _____

Contact Name: _____

Mailing address: _____

Telephone: _____ Fax: _____

Will the caterer/vendor need vehicle access? Yes- permit required No

Will caterer/vendor set-up a tent/canopy? Yes No

Power source (generator, park power, etc) _____

Notes:

- Caterer/vendor location set-up is subject to approval by Parks and Recreation Department staff.
- Renter is responsible for making sure catered events or vendors selling food meet all requirements from the Linn County Public Health. Contact information:
<http://www.oregon.gov/ODA/FSD/>, Linn County Public Health, 300 SW 4th Avenue, Room 115, Albany, OR 97321, Phone:(541) 967-3821

8. Are you planning to have:

Big toy/inflatable Trackless train Climbing wall Dunk tank

Other _____

If yes, how many of each will be used? _____

Who is providing the equipment services? _____

Will you or the provider need vehicle access? _____

Power source (if app)? _____

Requirements include:

- Permit Damage Deposit Description and dimensions of equipment
 Photos of equipment(s) Certificate of Insurance, if rented

Notes:

- The reserving party must submit a certificate of insurance and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible.
- NO INFLATABLE SHALL BE LEFT OVERNIGHT ON THE TURF.
- Adult supervision is required at all time during the operation of the big toy/inflatable.
- Entrance and exits of equipment must be clearly marked and supervised.
- Albany Parks and Recreation Department may require up to 3 references that have used the equipment in the past 12 months.
- Some equipment use is available at select parks only.
- The location of the dunk tank must be approved by the Parks and Recreation Director or their designee, Emergency Staff and/or Public Works representatives as needed.

The above requirements must be met a minimum of 14 business days prior to the event date to be approved.

9. Do you require additional electricity or the use of generators? Yes No

Many parks have 110V/20 amp electricity. This may not be adequate for your event. If you require additional power and wish to bring in a generator, please remember that this requires the approval of the Facilities and Maintenance Manager and may require a noise permit. The location of generators must be approved by the Parks and Recreation Department.

10. Erecting a Tent or Canopy? Yes No

No structure (i.e. tent, canopy) may be erected within a City Park without the prior knowledge and prior consent of the Parks and Recreation Department. Structures and equipment must be removed on the same day.

11. Do vehicle(s) need access into the park beyond the parking lot?

- Yes- permit required No

Vehicle access permits are required for all vehicles traveling off of parking lot area. The permit allows for loading and unloading only. No vehicles are allowed to **park** for an extended period of time off of parking areas in any City park. Load/unload permits are to be placed in a visible location on dashboard for the duration of the event.

If yes, please provide the following information about each vehicle:

Type of Vehicle	Purpose	Owner	Date/Time
(IE. Van, pickup, flatbed, etc) Gross weight if known	(i.e. deliver equipments, supplies (please specify)	i.e.name of caterer, equipment provider, etc)	Date of entry and time of entry and exit

Use separate sheet of paper for additional vehicles.

Notes:

- Vehicle access is available at select parks only.
- Entrance point, routes inside the park, and exit point to be determined by Parks and Recreation Department staff and will be subject to change based on weather forecast or unforeseen circumstances.
- Cars participating in car shows are allowed with the proper permit.

7.28.040 Traffic – Vehicle access beyond designated parking areas is prohibited without at permit.

12. Dumpsters

- Pack in – Pack out. Please remove all of your trash from the park shelter and the grounds. Large groups are required to purchase dumpster privileges.
- Litter shall be picked up by the applicant during Special Events to keep the park and or the amphitheater clean.
- All garbage and litter must be removed from the site by the applicant within 12 hours of the close of the event.
- The City shall determine the number of required garbage dumpsters for the event.
- Rental of garbage dumpsters can be provided by the City at the applicant's expense.
- The City reserves the right to have the park cleaned at the expense of the applicant if all garbage and litter is not removed within the time allowed.

13. Port-A-Pots

- Events will be required to provide portable restrooms if, in the opinion of Park staff, this rental exceeds normal service limits.
- The applicant shall provide portable toilets according to the State of Oregon requirement of one port-a-pot for each 125 expected in attendance, over park capacity.
- Maintenance of all port-a-pots must be provided by the applicant throughout the event

14. Do you have event insurance? Yes No

- When deemed necessary by the Parks and Recreation Director or their designee, a certificate of insurance with the City of Albany added as an additional insured for primary and no-contributory limits may be required. The mere statement of additional insured status in the certificate is not acceptable; a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.
- Minimum coverage and limits of liability are \$2,000,000 per occurrence Commercial General Liability Insurance, including Host Liquor Liability if alcoholic beverages are served.
- All limits and coverage may be adjusted to meet exposure as determined by the City Risk Manager.



CHECK – OUT PROCEDURES

Dear Permit Holder:

On the day of your event, the following check out procedures will be in effect. These procedures are designed to provide you with a positive experience in our parks and shelters, as well as to best utilize our staff in their given responsibilities.

NOTE: If you have questions, a problem, or need assistance during the course of your event, please contact a park employee immediately at 541-979-0483, so as to remedy the situation as soon as possible.

The renter is responsible for communicating all park regulations and guidelines to their group and group leaders.

HOW TO RECEIVE YOUR SECURITY DEPOSIT REFUND

1. THE AREA YOU RESERVED MUST BE LEFT IN AT LEAST AS GOOD OF CONDITION AS YOU FOUND IT. If you have concerns with the condition of the area when you arrive, please contact Park Maintenance staff at 541-979-0483 prior to beginning your rental.
 2. ALL PARK FACILITIES AND GROUNDS SHOULD BE LEFT UNDAMAGED.
 3. ALL GROUPS MUST COMPLY WITH THE PARK RULES AND REGULATIONS.
 4. Any special needs or activities permits need to be completed and approved by Albany Parks and Recreation at least two weeks prior to your reservation.
 5. The renter will be billed for damages or losses in excess of the deposit.
 6. The Security Deposit is refundable and credited to your Visa/MasterCard or by check, after the reserved area has been inspected by Albany Parks and Recreation personnel, and you have complied with all City Of Albany, Parks and Recreation reservation policies. Please allow 2 – 4 weeks for refunds of deposits paid by check.
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RENTAL CHECKLIST

Rental Name: _____ Contact Phone Number: _____
 Rental Number: _____ Rental Date: _____ Rental Period: _____ to _____
 Deposit paid by: Check Visa/MasterCard Shelter: _____

Shelter area must be left as found:	Staff	Notes
All litter and garbage, including micro-litter, (i.e. cigarette butts, bottle caps, etc) must be removed from ground, tables, and bagged or put into garbage cans.		
Picnic tables may be relocated only by permission of park staff. All relocated tables must be returned to their original location by permit holder		
Remove debris and wipe down all countertops, tables, sinks and stoves (where applicable).		
Remove all decorations including tape and <u>staples</u> and other items brought into rental area.		
Coals must be disposed of in fireproof containers and removed from park grounds.		
Playground area picked up.		
Keys returned to front desk at City Hall or to after-hours Utility Billing box outside of City Hall.		
Pet waste disposed of.		
Signature of Park Maintenance Staff		

The City of Albany encourages recycling. Please place all recyclables in the bins provided.

For office use only	Amount Owed	Date Paid	
Deposit	\$		Refund To:
Rental	\$		Address:
Cleaning:	\$		
Total Owed	\$		Date Refunded:
			Refund amount:
<input type="checkbox"/> Staff: _____			PO #: