



THIS APPLICATION/PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

**This application by itself does not serve as an approved permit.**

**All conditions must be complied with by the deadline shown or the permit may be denied or withdrawn.**

**Application Submittal:** The Application Fee, the Deposit and the Use Fees are due at the time of Application submittal. The event date will not be calendared or held until this occurs. If your event is estimating attendance over 100 people, or permitting intoxicating beverages, or permitting amplified sound, the application must be submitted 60 days prior to the event date. All other applications must be submitted at least 30 days prior to the event date. Ordinance No. 2018-791 as amended establishes Keizer Parks Regulations. Provide on a separate sheet any activities proposed that require a permit under the regulations. Activities not specifically listed and permitted in writing are not allowed. **A late fee of \$150.00 shall be imposed if all applicable documentation noted below and on the application/permit are submitted less than 20 days prior to the event.**

**Insurance:** Provide single limit liability insurance with minimum limits of \$1,000,000 naming City of Keizer as additional insured. The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. "City of Keizer" includes its officers, agents, contractors, and employees. The evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.

**Venue Capacity:** 600 guests is the maximum capacity allowed by this event permit, unless Applicant requests for an increase in the maximum capacity and approval is granted in writing by City. Requests for an increase to the maximum guest capacity must be submitted to the City of Keizer 20 days prior to the event.

**General Information:** Permittee must restore areas used by said organization/party to its original condition by the end of the event. General Park users will be allowed to use other park facilities during the event. The City reserves the right to review and approve or deny any other requests that may be potentially hazardous, unsafe or cause damage.

**Cancellations:** In the event of a client cancellation less than thirty (30) days before the event, 50% of the Use Fees will be forfeited. Should the event be cancelled by the City due to any reason, Permittee agrees and understands that other than refund of all use fees, the City of Keizer shall not be liable for any damages or charges whatsoever. Acceptance of the full refund will fully release and satisfy any and all claims, damages or charges, direct or indirect, against the City of Keizer. Should the event be cancelled for any other reason beyond the control of the City, e.g. weather conditions, Permittee agrees and understands that the application fee and use fees will be forfeited.

RULES AND REGULATIONS:

- Parks open ½ hours prior to sunrise and close ½ hour after sunset. No one may enter or remain in the parks overnight unless camped in a specifically designated camping area or otherwise permitted.
- Smoking, vaping, tobacco products and any type of legal or illegal drugs are not permitted in any park or park facility.
- All garbage must be disposed of properly in receptacles provided.
- Vehicles are only allowed in designated parking areas only.
- Outdoor fires in any place other than in a barbecue for cooking purposes is not allowed.
- Dogs are allowed in park areas and must be on a leash at all times unless in an area designated as an off-leash area. *(All other pets are prohibited unless authorizing in writing.)*
- Noise levels that violate the City’s noise ordinance will not be allowed.
- The follow are prohibited in all Park Areas:

Littering	Garbage dumping and water pollution
Vandalism	Possession of firearms or weapons of any kind <i>(Unless permitted by state law)</i>
Fireworks of any kind	Hitting golf balls
All types of inflatable bouncers, mechanical rides and trampolines	Birdseed, confetti, glitter, rice, anything that sprouts, hay/straw, silly string, party poppers, and sky lanterns
Feeding wild animals, birds, fish or reptiles	Operating any boats, cars, rockets or other devices that are powered by a rocket motor or an internal combustion engine

**It is the Permittee's responsibility to contact our Parks Department (503-856-3569)  
at least one week prior to your event date to review the following, if applicable to your event:**

- ❖ **PARKING:** Staff will review the provided parking plan to ensure parking instructions given by the City are followed. Access to the Event Parking Access Gate may be arranged by the City at that time. A parking plan and a map will be provided with the approved permit.
- ❖ **ELECTRICAL USE:** If electrical use fee was paid, staff will review access to limited power. It will be made available only at the Keizer Rotary Amphitheatre stage and the western end of the concrete apron entrance.
- ❖ **ADDITIONAL REQUIREMENTS:** Some events may be required to provide fire extinguishers, additional signage or other event specific equipment. If required, arrangements will be reviewed with the Permittee.

NOTICE:

Permittee agrees to defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event.

Permittee agrees to comply with all the conditions set forth herein and to provide at Permittee's own expense the insurance set forth in the addendum attached.

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

EXPIRATION:

The application expires one year from submitted date.

PERMIT REVOCATION INFORMATION:

The City Manager or his designee may revoke the application if circumstances reasonably show that the event can no longer be conducted consistent with public safety or the Responsible Person does not meet the conditions set forth within the required time period. Any violations of the terms of this park reservation or park regulations, as determined by a police officer or a city parks official, immediately revokes this reservation.

**I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.**

Responsible Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF\*\*\*\*\*

Date Application Submitted: \_\_\_\_\_ Non-refundable Application Fee: \_\_\_\_\_

Total Fees Due as Submitted: \_\_\_\_\_ Refundable Deposit: \_\_\_\_\_

Total Paid: \_\_\_\_\_ Use Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Electrical Fee: \_\_\_\_\_

Approved as Submitted

Approved as Amended

Denied

By: \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Copy to:  Parks Manager  Police Dept.  Fire Dept.  Reserving Group  City File