

Stein-Boozier Barn Rental Application

City of Wilsonville
 Parks and Recreation
 29600 SW Park Place
 Wilsonville, OR 97070
 Ph 503-783-PLAY Fx 503-682-2995
 parksandrec@ci.wilsonville.or.us

APPLICANT/ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Host/Responsible Party: _____

Organization Type: For-profit Nonprofit Tax Exempt Number: _____

Address: _____ City, State, ZIP: _____

Phone: _____

Primary Contact: _____

Contact Phone: _____ Email: _____

EVENT INFORMATION

Requested Date: _____

Nature of Event: _____

Estimated Attendance (96 max.): _____

Are You Requesting Approval For (check all that apply):
 Alcohol Amplified Music/Sound Special Equipment (please specify): _____

FEES (see page 2)

Barn Rental Fee	\$
Late Booking Fee (within 30 days) \$25	\$
Alcohol Permit Fee	\$
Cleaning/Damage Deposit (refundable)	\$
TOTAL FEES (must be paid in full to process application)	\$

PAYMENT

Method of Payment: Cash Check # _____ (Payable to the City of Wilsonville) Amount Paid \$ _____

Visa MasterCard American Express # _____ Exp ____/____ CVC _____

Cardholder's Name: _____ Amount to Be Charged: \$ _____

I have read, understand, and agree to the guidelines and regulations stated in the attached Park Use Policy and Procedures. By my signature, I agree to hold harmless and indemnify the City of Wilsonville, its officers, agents and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the host/responsible party, understand that I must provide the City a certificate of liability insurance and accompanying endorsement reflecting a limit of each occurrence of no less than \$1,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event.

Applicant's Signature: _____ **Date** _____

This facility is rustic with wood flooring in the main areas and concrete in the kitchen and pens. Amenities include: ninety-six white folding chairs with fourteen 60"-round, light gray tables, four bistro tables with eight chairs, interior lighting, electrical outlets, a counter with a small sink, and a refrigerator. Both front and rear sliding doors can be opened. Outside the front of the barn is terraced basalt stone seating. The back door looks out onto a tree canopy. The building has no restrooms, but restrooms are located a short distance from the barn.

BARN RENTAL FEES (Friday, Saturday, Sunday, and Holidays)		
<i>*Rental Hours: Include a 1/2 day before and 1/2 day after the event for setup & takedown</i>		
Barn Rental* (10am - 10pm)	Alcohol Permit Fee**	Cleaning & Damage Deposit (refundable)
Shoulder Season (April, May, October)		
\$1,500	\$50	\$750
High Season (June, July, August, September)		
\$2,000	\$50	\$750
Barn Capacity		
Maximum Occupancy: 96		
Square Footage: 1325		

BARN RENTAL FEES (Monday, Tuesday, Wednesday, Thursday)		
<i>*Rental Hours: 12hrs (10am-10pm)</i>		
Barn Rental* (10am - 10pm)	Alcohol Permit Fee**	Cleaning & Damage Deposit (refundable)
Shoulder Season (April, May, October)		
\$450	\$50	\$250
High Season (June, July, August, September)		
\$600	\$50	\$250
Barn Capacity		
Maximum Occupancy: 96		
Square Footage: 1325		

* Non-profit organizations pay 50% of barn rental fees. Proof of 501©(3) non-profit status is required.

** Alcohol permit fee required if beer/wine will be consumed during the rental.

FEES APPLY TO 2017 EVENTS ONLY

Wilsonville Parks and Recreation Park Use Policies and Procedures

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group may submit an application to reserve City park facilities. Reservations are made on a first-come, first-served basis. We can check to see if your choice is available over the phone, but your call to check on a date does not guarantee that date for you. A completed application, including all necessary forms, fees and deposits must be submitted to hold your request. A late booking fee will be assessed for reservations made within 30 days of the event. Payment for late reservations must be made by cash or credit card. No checks will be accepted for late reservations.

Rental hours are 10am to 10pm. Weekend rentals include from noon the day before the rental date until noon the day after the rental date. *Days before and after the rental date to be used for set-up and take-down only.*

All applications are subject to review and approval by Parks and Recreation Staff. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new request.

The host/responsible party shall incur all costs, will be responsible for damages and liability, and must provide the City with a certificate of liability insurance and additional insured endorsement in their name.

An amendment fee of \$25 will be required if a date change is requested. Amendment requests must be made at least 30 business days prior to the date of your rental.

RENTAL CONFIRMATION

You will receive a receipt via email when your application is processed. Upon approval of your event, a permit and rental checklist will be mailed to you, which should accompany you on the day of your event.

SPECIAL RESTRICTIONS

Host/Responsible Party is responsible for setup and takedown. If it is necessary for staff to put tables or chairs back on storage cart or if tables or chairs are left dirty, applicant will be assessed a minimum \$100 fee to be subtracted from deposit.

Gate keys are available for vehicle access for loading/unloading equipment and people only (no parking other than a caterer is allowed at the barn). Vehicles using temporary gate access may not drive or park on the grass. The host/responsible party may pick up keys Monday-Friday between 8am to 5pm at the Parks and Recreation Admin Office a few business days prior to the event. If the locks are damaged, the user group will forfeit \$100 of their damage deposit. If the keys are lost, the user group will forfeit \$50 of their damage deposit.

The City of Wilsonville is not responsible for any equipment, supplies or other products belonging to private groups stored in the park facility or on the grounds.

Open flames of any kind are not allowed. Also not allowed: inflatables, dunk tanks, water balloons, water slides, and egg toss.

INSURANCE

Proof of Comprehensive General Liability insurance, naming the City of Wilsonville as an 'additional insured' is required for all barn reservations and is due no later than 30 days prior to the event. Endorsement documentation is required.

The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance, (2) Additional Insured Endorsement. The coverage must specifically name the City of Wilsonville as an 'additional insured' and must have a limit of each occurrence of no less than \$1,000,000. *Please note: a statement of additional insured status on the COI will not suffice in lieu of an endorsement.* If alcohol is sold, the certificate must include coverage for host liquor liability.

Options for insuring your event:

- The City offers TULIP (Tenant User Liability Insurance Program) (see page 6)
- Insurance companies offering one-day event coverage (e.g., TheEventHelper.com, PrivateEventInsurance.com, Wedsafe.com)
- Rarely, some homeowners insurance companies offer the ability to additionally insure a third party.

ALCOHOL

The only use of alcoholic beverages permitted by the City of Wilsonville is those activities for which a reservation has been accepted and approved and alcohol permit fee has been paid for alcohol use.

SMOKING/TOBACCO USE

Smoking or the use of tobacco products is prohibited on all City park property, park facilities and buildings.

SOUND AMPLIFICATION EQUIPMENT

Sound equipment must be operated so as not to disturb other park users. Events must end by 10pm.

PARKING

Parking is limited. Parking spaces cannot be reserved. Additional parking can be found in Memorial Park in the designated parking area east of the City maintenance barn. (See 'DIRECTIONS', pg. 5)

ANIMALS

All pets must be on a leash in all Wilsonville parks. A designated off leash area is available in Memorial Park. Owners are required to clean up after their pets. Bags and disposal receptacles are provided throughout the parks.

CLEAN UP

All debris, decorations, litter and garbage must be picked up and placed in garbage receptacles. Bags should be tied shut and left in the receptacles. Any additional trash must be secured in bags and left on concrete area by the sink. Refrigerator should be left clean and restrooms left tidy. To avoid additional charges, please leave the facility as clean as you found it.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, signature of host/responsible party, date of intended use, address and telephone number. This information may be faxed, emailed or brought in person to the Parks and Recreation Admin Office. A partial or full refund will be issued in accordance with the following schedule.

More than 60 days prior to date of reservation:

- Barn rental fee, alcohol permit fee (if paid) and deposit will be refunded, minus a \$50 processing fee.

Less than 60 days, but more than 30 business days prior to date of reservation:

- 50% of barn rental fee, plus full deposit and alcohol permit fee (if paid) will be refunded.

Less than 30 business days prior to date of reservation:

- 100% of barn rental fee and late fee will be forfeited, but full deposit and alcohol permit fee (if paid) will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

TO BE COMPLETED BY HOST/RESPONSIBLE PARTY

The City of Wilsonville reserves the right to cancel or change park use agreements when deemed necessary. Failure to comply with Park Use Policies and Procedures will be grounds for cancelling the park use agreement and denying future applications.

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.

SIGNATURE OF HOST/RESPONSIBLE PARTY: _____

GROUP OR ORGANIZATION: _____

PHONE: _____

DATE SIGNED: _____

Directions

DIRECTIONS TO STEIN-BOOZIER BARN

SW Memorial Drive, Wilsonville OR 97070

From I-5 Southbound

- I-5 South to Exit 283 (Wilsonville Rd)
- turn left at light onto Wilsonville Rd
- go to 4th traffic light (Memorial Drive)
- turn right, and proceed to the first road on the left (look for the Murase Plaza sign)
 - *Additional parking can be found in main entrance of Memorial Park (second left on Memorial Dr).
From here, the barn may be accessed by a gravel foot path, east of the maintenance barn.*
- to get to the barn: stay to the right and follow the road to the parking lot
- from the parking lot, access to the barn is via the foot path towards the east

From I-5 Northbound

- I-5 North to Exit 283 (Wilsonville Rd)
- turn right at light onto Wilsonville Rd
- proceed to 3rd traffic light (Memorial Drive)
- turn right, and proceed to the first road on the left (look for the Murase Plaza sign)
 - *Additional parking can be found in main entrance of Memorial Park (second left on Memorial Dr).
From here, the barn may be accessed by a gravel foot path, east of the maintenance barn.*
- to get to the barn: stay to the right and follow the road to the parking lot
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TULIP (Tenant User Liability Program)

A quote may be obtained without obligation to buy by doing the following:

- Visit the TULIP website at www.onebeaconentertainment.com
- Under [TULIP – Event Insurance](#) click on [Purchase or Quote](#)
- Enter facility ID code [0501 - AGR](#)
- Complete the first three steps of the form to obtain a quote
- If you are ready to purchase, just complete the form and pay with a credit card

Should you require further assistance please call the TULIP help desk at [**800-507-8414**](tel:800-507-8414), Monday through Friday from 8:30 A.M. to 5:00 P.M. Pacific Time.

Wilsonville Memorial Park Map

