

2019 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: | |
| Are you a 501©(3) Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide your tax-exempt number: | |
| Address: | City, State, ZIP: |
| Phone: | |
| Primary Contact: | |
| Contact Phone: | Email: |
| EVENT INFORMATION | |
| Requested Date: | |
| Nature of Event: | |
| Start Time of Event (excluding setup): | |
| Estimated Attendance (96 max.): | |
| Are You Requesting Approval For (check all that apply): | |
| <input type="checkbox"/> Alcohol <input type="checkbox"/> Special Equipment (please specify): | |
| | |
| FEES (see page 2) | |
| Barn Rental Fee | \$ |
| Alcohol Permit Fee | \$ |
| Cleaning/Damage Deposit (refundable) | \$ |
| TOTAL FEES (must be paid in full to process application) | \$ |
| PAYMENT | |
| Method of Payment: <input type="checkbox"/> Card* <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <i>(Payable to the City of Wilsonville)</i> | |
| <i>*if submitted electronically, applicant will be called to collect payment information when application is received</i> | |
| | |
| 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 two chairs each, interior lighting, electrical outlets, a counter with a small sink, and a commercial refrigerator. Both front and rear sliding doors can be opened. Outside the front of the barn is a concrete patio with terraced basalt stone seating, included in your rental. The back door looks out onto a tree canopy. The barn does not have heat or restrooms, but restrooms can be found a short walk (~200ft) 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* | 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* | 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 alcohol will be consumed during the rental.

FEES APPLY TO 2019 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. You may check availability 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. Requests received within 30 days of the event must include complete insurance documents and be paid for by cash or credit card. No checks will be accepted for late reservations.

Rental hours are 10am to 10pm for weekday events. All setup and takedown must be completed within those hours. 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 setup and takedown only.

Completed applications (pages 1-5) may be submitted via email, fax, postal mail, or in-person to the Parks and Recreation Admin Building (see pg. 1 for contact info). Full payment is due at the time of submitting the rental application.

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, covering the date(s) of your rental.

An amendment fee of \$25 will be required if a date change is requested. Amendment requests must be submitted in writing 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, rental checklist, and map of dimensions will be mailed to you. Please have your permit and rental checklist with you during your rental.

SPECIAL RESTRICTIONS

Host/Responsible Party is responsible for setup and takedown. If it is necessary for staff to put tables or chairs back on the storage carts or if tables or chairs are left dirty, the host/responsible party will be assessed a minimum \$100 fee to be subtracted from the 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. Weekday rentals may check out keys as early as 10am the morning of your event. Weekend rentals may check out keys between 12-5pm the Friday before your event. If the locks are damaged, the user group will forfeit \$100 of their damage deposit. If any 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 barn or on the grounds. Do not leave any belongings in the public restrooms.

Decorations may be hung in the barn using thumbtacks (no nails, screws, or staples). Decorations and thumbtacks but must be completely removed following the rental. Equipment, supplies or other products may not be stored in the barn or on the grounds prior to, or after, the rental period.

Event signage is only allowed within the barn rental area. Signs and balloons posted elsewhere in the park will be removed and retained by staff.

Open flames of any kind are not allowed. There is no heat in the barn and space heaters are not allowed inside. Propane heaters may be placed on the concrete patio, at least 10 feet away from the barn.

The following are not allowed in Memorial Park/Murase Plaza: inflatables/bounce houses, dunk tanks, water balloons, water slides, egg toss, and any activities that could damage the grass. Stakes are strictly prohibited.

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. Alcohol use must be kept inside the barn or on the concrete patio. Alcohol may not be taken to the restrooms or elsewhere in the park.

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. Music must end by 10pm. Sound equipment is not provided.

PARKING

Parking is limited. Parking spaces are shared with the public and cannot be reserved. Additional parking can be found at the Wilsonville Public Library and in Memorial Park.

TENTS

Canopy tents are allowed on the concrete patio, but they must meet the requirements of the Fire Marshall. Stakes are not allowed for securing tents. Alternatives: sandbags, water barrels, or other weights that are not inserted into the ground.

ANIMALS

All pets must be on a leash in Murase Plaza and Memorial Park. A designated off-leash area is available in Memorial Park, east of the ball fields. 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. Please do not overfill receptacles. Any additional trash must be secured in bags and taken to the dumpster in the parking area. Refrigerator should be emptied and cleaned and restrooms left tidy. To avoid additional charges (\$40 per hour), please leave the facility as clean as you found it.

INSURANCE

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 the endorsement.* If alcohol is offered to guests for free, the certificate must include host liquor liability. If alcohol is sold, the certificate must include coverage for retail liquor liability and the responsible party must fulfill OLCC requirements.

Options for insuring your event:

- Online insurance companies offering one-day event coverage (e.g., TheEventHelper.com, Wedsafe.com, PrivateEventInsurance.com, etc.)
- Some homeowners insurance companies offer the ability to additionally insure a third party

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 applicant, date of intended use, address and telephone number. This information may be faxed, emailed or brought in person to the Parks and Recreation Admin Building. A partial or full refund will be issued in accordance with the following schedule:

More than 60 days prior to event date:

- 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 event date:

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

Less than 30 business days prior to event date:

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

CANCELLATIONS/REFUNDS (cont.)

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: _____

STEIN-BOOZIER BARN RENTAL CHECKLIST AND PARK RULES

Rental Checklist

Pick up keys from Parks and Recreation Administrative Office (29600 SW Park Place). Weekday rentals may pick up keys as early as 10am the morning of your event. Weekend rentals may pick up keys between 12-5pm the Friday before your event.

Have permit and checklist with you on the day of your event. If any issues arise during your event, there is an after-hours emergency number listed in red at the bottom of this page.

Rental Hours are listed below. **Failure to stay within rental hours will result in loss of full cleaning/damage deposit.**

Weekend Rentals: event setup may take place from 12pm-10pm the day prior to your event. On the day of your event, your rental runs from 10am-10pm. Takedown must be completed by 12pm the day following your event.

Weekday Rentals: you have access to the barn between the hours of 10am and 10pm the day of your rental. All belongings must be removed and cleanup complete by 10pm the night of your event.

Applicant is responsible for setup and takedown of tables and chairs. Please return carts to the southwest corner of the barn. If it is necessary for staff to put tables and/or chairs back on storage cart or in the appropriate corner of the barn, or if tables and/or chairs are left dirty, applicant will be assessed a minimum \$100 fee to be subtracted from deposit. If the facility is not left clean following the rental, applicant will be charged a cleaning fee at a rate of \$40 per hour.

Alcohol use must be kept inside the barn or on the concrete patio. Alcohol may not be taken to the restrooms or elsewhere in the park. You must have approval of Parks and Recreation staff and meet insurance requirements.

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

Alcohol use must be kept within the barn rental area. Alcohol may not be taken to the restrooms or elsewhere in the park. You must have approval of Parks and Recreation Staff and meet insurance requirements.

The following are not allowed: stakes, egg toss, inflatables/bounce houses, dunk tanks, water balloons, water slides, open flames (except for propane barbeque grills), and any activities that could damage the grass.

Decorations may be secured using thumbtacks (no nails, screws, or staples) but must be completely removed following the rental (including the thumbtacks).

Event signage is only allowed within the barn rental area. Signs, including balloons, posted elsewhere in the park will be removed and retained by staff.

Flames of any kind are prohibited (no candles or sparklers). BBQ grills are allowed as long as they are propane-powered and placed on the gravel outside and away from the barn. Space heaters of any kind are not allowed inside the barn; however, propane heaters are allowed outside on the concrete patio, but must be positioned at least 10 feet away from the barn.

Restrooms are shared with the public. Do not leave any belongings such as mirrors, toiletries, etc.

Do not drive or park on the grass. Lock the access gate prior to the start of your event. Only a caterer is allowed to park down by the barn during the event. You will be asked to move any unauthorized vehicles.

Wipe down counters, check kitchen cabinets for belongings, clean and wipe out the refrigerator and pick up all trash/debris. Trash must be deposited in trash receptacles in barn area and tied shut. Any additional trash must be bagged, tied shut, and taken to the dumpster in the parking area. Bring your own trash bags.

Keys may be returned to the Parks and Recreation Administrative Office immediately following conclusion of the rental period. The after-hours drop box is located to the right of the front door.

Refunds are processed within 30 days of event. Deposits paid for with a credit card will be refunded to that credit card. If the credit card on file is no longer valid, the deposit will be refunded via check. Deposits paid for with cash or check will be refunded via check.

Business hours (Mon-Fri, 8am-5pm): 503-783-7529 or 503-570-1530

Emergency/After-Hours Number During Rental: 1-866-252-3614

STEIN-BOOZIER BARN RENTAL CHECKLIST AND PARK RULES (cont.)

Locks

Gate Lock

- There are two locks on the gate – the silver key goes to the small padlock.

Barn Door Lock

- To Unlock: insert the large key, turn to the right and pull outward
- To Lock: insert the large key, turn to the left while pushing inward. Make sure that the plug that the key inserts into stays in when pulling out the key.

Sliding Door Locks

- Use the small silver key to unlock the padlocks on the big sliding doors.

Make sure all locks are locked in place before leaving.

Lights

The light switch is to the right as you come through the door. This turns on the lights in the kitchen area. The rest of the lights are turned on using the switches by the sink. Each set of string lights has its own dimmer switch – a very small black slider to the right of each switch. The light switch for the patio lights is inside the barn, to the left of the front sliding doors (next to the electrical outlet).

Please turn all lights off when leaving.

Water

Water is available at the sink inside the barn, as well as via spring-loaded pump on the west-side of the barn (to the right of the front door). Both water sources are potable. The sink inside the barn has both hot and cold water.

Park Rules

1. Alcohol is not permitted in City parks unless approved as part of rental agreement (City Code 3.020).
2. Smoking or the use of tobacco products is prohibited in all City parks (City Ordinance 712).
3. Motor vehicles shall be operated only on roads and in parking area designated for motor vehicle use. Vehicles shall be parked only in designated areas – no parking in the grass (City Code 3.000).
4. No open flames, fires or camp stoves shall be allowed (City Code 3.000).
5. Use of PA system/amplified sound requires approval as part of rental agreement (City Code 3.000).
6. No overnight camping will be permitted unless authorized (City Code 3.000).
7. No person shall possess any loaded firearm; discharge any firearm, pellet gun, bow and arrow, slingshot, or other weapon capable of injuring any person, bird or animal (City Code 3.000).
8. In order to provide the convenience of advance reservation of park facilities, park application must be made to reserve any park facility for the exclusive use of any particular group (City Code 3.010).

**Complete list of City codes and ordinances can be found on the City's website: www.ci.wilsonville.or.us*

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), across from the Library.
 - *Additional parking can be found at the Library across the street and in the 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 City 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), across from the Library.
 - *Additional parking can be found at the Library across the street and in the 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 City 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