SPECIAL EVENT APPLICATION

JOSEPHINE COUNTY PARKS

YOUR CONTACT INFORMATION

Name: _____ Phone: *(H)*_____ *(C)* _____

Organization: _____ Address: _____

Email: _____ City, State, Zip: _____

Website: _____ Social Media Pages: _____

EVENT INFORMATION

Event Title _____

Event Description _____

Anticipated Attendance _____

Park Requested _____

Event Date/Times (for multiday public events, please attach a sheet with start/end times each day):

Setup Start	Day of Week _____	Date _____	Time _____
Event Start	Day of Week _____	Date _____	Time _____
Event End	Day of Week _____	Date _____	Time _____
Dismantle End	Day of Week _____	Date _____	Time _____

Do you need to reserve a Picnic Shelter, Picnic Area or Ball Field? Dates: _____

☐ Griffin Park Shelter ☐ Indian Mary Shelter ☐ Indian Mary Area A

☐ Indian Mary Area B ☐ Lake Selmac Trout ☐ Lake Selmac Bass

☐ Tom Pearce #1 ☐ Tom Pearce #2 ☐ Tom Pearce #3

☐ Whitehorse Shelter ☐ Wolf Creek Shelter

☐ Other _____

Do you need to reserve a bulk amount of camp sites? ☐ No ☐ Yes Park:_____
Dates for camp sites: _____ Campsite #(s)_____

Office Use Only: ☐ Paid _____ Date: _____ ☐ CC Auth on File **OR** Deposit Paid Check ☐ Cash ☐

Name of Payee: _____

Address of Payee: _____

Park Hosts: $100 deposit to be returned? ☐ Yes ☒ No - send notes & photos to document.

Sent to Park: ☐ Date: _____ Sent by: _____

Josephine County Parks
parks@josephinecounty.gov
(P) 541-474-5285 (F) 541-474-5288
125 Ringuette St., Grants Pass OR 97527

EVENT DETAILS:

- ***You must submit a site map including all pieces of your event, including but not limited to canopies, actives, amplified sound location, vendors, fencing, parking, etc.***
- ***You must attach an event poster, vendor/participant application and any other relevant information to your event that you have.***

Will you have amplified sound at your event? ☐ No ☐ Yes: Time Start: _____ Time End: _____

☐ Stereo ☐ DJ ☐ Band: _____ ☐ Other: _____

Will you have alcohol at your event? ☐ No ☐ Yes Company: _____ Phone: _____

Will you have vendors at your event? ☐ No ☐ Yes Company: _____ Phone: _____

Will you have any special equipment at your event (tents, rented items, activities, etc.) ☐ No ☐ Yes

If yes, what type? _____ *(special permission may need to be obtained.)*

Reminder: A day-use fee of $5 per vehicle is required at all Josephine County Parks unless special approval is received in writing for your event.

BEHIND THE SCENES:

Will you bring in trash/recycle dumpsters? ☐ No ☐ Yes Company: _____ Phone: _____

Will you bring in any portable toilets? ☐ No ☐ Yes Company: _____ Phone: _____ QTY: _____

Will you hire security for your event? ☐ No ☐ Yes Company: _____ Phone: _____

Do you have a parking plan? ☐ No ☐ Yes Describe: _____ :

Is there anything else Parks should know? _____

AGREEMENT

The information provided above is true and correct to the best of my knowledge. I understand that all rental activities must be conducted in accordance with Josephine County Ordinance 2010-3, which can be found at co.josephine.or.us/rules. I understand that the County may cancel this Agreement if I fail to follow Park Rules, or if I fail to provide true and accurate information on my Application.

I (We) certify to Josephine County that the event for which this application is filed will not involve the public use of marijuana or marijuana products. I (We) certify that the event promoters and performers will not advocate or encourage any persons present to use marijuana or marijuana products on County property Property/Buildings during the event. I (We) agree that this restriction does not constitute an infringement of any constitutionally or statutory protected right or freedom. I (We) agree that the bond required by Josephine County for this event is reasonable and necessary and I (We) further agree that the bond will be forfeited to Josephine County if this restriction is violated. ***Initial*** _____

Note: Parks will reserve your event dates for the location requested, if available, when this completed application is returned to our office. Your event is not automatically approved by submitting this application and will need to be reviewed by parks staff. Approval of your event will be made by contract. Please ask if you have any questions about this.

Customer Signature: _____ Date: _____

TERMS AND CONDITIONS FOR USE OF JOSEPHINE COUNTY PARK FACILITIES

RESERVATION FEES. All reservation fees must be paid in full at the time of reservation.

DEPOSITS. In addition to the cost of the reservation itself, the County Parks Department requires a $100.00 cleaning and security deposit for each picnic shelter or facility reserved. There are two methods in which you can provide the deposit for your reservation: 1. You may complete and return the attached credit card authorization form. 2. You may attach a check and return it with your reservation packet. The County will return your deposit, less any costs for cleaning or repairs, within 30 days after the date of your rental.

CANCELLATION. If you cancel your reservation, Parks Department will charge you a cancellation fee of $25.00 per shelter/facility cancelled. If you cancel less than ten days prior to the date of your event, we will keep the entire reservation fee. If you change your reservation, we will charge you a fee of $10.00 for each picnic shelter/facility affected. These costs may be deducted from your deposit.

PARKING. A parking fee of $5.00 is required for each vehicle at all county parks. Parking is permitted only on paved areas or areas that are specifically marked for parking. If any of your group drives, operates, or parks any vehicle on the grass or on any area not designated for parking, then your deposit may be forfeited and you may be liable for any additional costs to repair the damage to the grounds.

PARK HOURS. The parks are open from sun-up until sun-down. All picnic and shelter groups must be out of the parks before dark.

CANOPIES & TENTS. You may use free standing poles and weight bases to set up a canopy or tent. Please do not drive stakes into the ground as this can cause damage to the underground irrigation pipes and sprinkler systems. You may use tape to place decorations, signs, banners, etc. You may *not* use staples, nails, tacks or other similar items. Outside structures, including but not limited to water slides, swimming pools, rock walls, or jump houses are prohibited.

AUDIO EQUIPMENT. If you bring amplified music or a public address system, we ask that you direct the speakers or amplifiers away from the river or lake. Sound levels must be at a reasonable volume so that other occupants of the park and nearby residents are not disturbed.

ATTENDANCE. Please notify Parks personnel if there is a significant change in the number of persons in your group. This is necessary in order for Parks personnel to plan and prepare accommodations for your group as well as any other groups that may be in the park.

ALCOHOLIC BEVERAGES. All rules, regulations, ordinances and statutes relating to the use of alcohol will be enforced by Parks personnel and by law enforcement officers. Alcoholic beverages are permitted in all Josephine County parks, however, the possession of kegs containing beer, malt liquor or other alcoholic beverages is prohibited without prior permission from the Parks office.

CONDUCT IN PARK FACILITIES. If you or members of your group engage in disruptive or unruly behavior, disturb other parks visitors, or violate federal or state statutes or county ordinances, your deposit may be forfeited to the county, in addition to any other penalties that may apply.

VENDORS. Selling food, drinks, or other merchandise in county parks is prohibited without prior permission from Parks office.

CLEANING. You and your group are responsible for cleaning the site after your event. All trash must be placed in proper containers, all tables and other equipment returned to its original position, and the site must be left clean and in satisfactory condition. If the site is not left clean and in satisfactory condition, your cleaning deposit will be forfeited. In the event that the cost of cleanup and/or repair to the site exceeds the amount of your deposit, you will be held liable for the excess cost.

LIABILITY. Josephine County assumes no liability for injuries to persons or property resulting from any actions by you or members of your group, nor the actions of any other visitors to the parks. All persons using the park facilities do so at their own risk. If you see or are aware of any safety hazard, please contact Josephine County Parks right away.

COMPLIANCE WITH LAW. Josephine County has enacted Ordinance 2010-3 governing conduct in county parks. You and all the members of your group must comply with the provisions of this ordinance, and with all federal and state laws. Permittee understands and agrees that marijuana is prohibited on the Parks Premises. County Parks personnel may enforce the provisions of these laws and rules, and may order your group to leave the park immediately if you or members of your group do not comply with these requirements. You can find Ordinance 2010-3 and the Parks Rules by requesting a printed copy from the Parks Department or visiting co.josephine.or.us/rules.

AGREEMENT:

I have read and agree to the above Terms and Conditions for use of Josephine County Park Facilities. I understand that all rental activities must be conducted in accordance with the Parks Rules, which can be found at co.josephine.or.us/rules. I understand that the County may cancel this Agreement if I fail to follow Park Rules, or if I fail to provide true and accurate information on my Application.

Customer Signature: _____ Date: _____