

Return Application to:
Milwaukie Center
5440 SE Kellogg Creek Drive
Milwaukie, OR 97222
Facility Use Coordinator
503-794-8013



**SARA HITE MEMORIAL ROSE GARDEN
NORTH CLACKAMAS PARKS & RECREATION DISTRICT**

Name: _____ Phone: _____

Address: _____ Number of Guests _____

City/Zip Code: _____ **Cities In District:** Milwaukie and Happy Valley

Cell Phone: _____ E-Mail: _____

Date of Event: _____ Type of Event: _____

Person Supervising: _____ Phone: _____

Rental Hours (include set up & cleanup) _____ Event Hours: _____

Decorations Planned: _____

Serving food? _____ Serving alcohol? _____ 4 hour service time _____

No. of Minors attending (1 adult per 10 minors Required) _____ No. of Adults _____

North Clackamas Parks & Recreation District (NCPRD) is not responsible for any injury or illness, or the loss of any property resulting from the use of the facility. All groups and individuals using the Rose Garden agree to protect, indemnify and hold harmless NCPRD, its governing and advisory boards and all employees against any and all claims resulting from the use of the Rose Garden. NCPRD may require the applicant to present a certificate of insurance, proof of posted bond, provide on-site security officers (to be pre-approved by the Milwaukie Center) and/or meet other special conditions.

This charge is a fee specifically for the use of the Sara Hite Memorial Rose Garden and not a charge for permission to use any other areas of the park for recreational purposes as described in ORS 105.672 to 105.696. The immunities provided by ORS 105.682 remain applicable to use of all park land other than the use of the area for which this fee is paid.

I have read the Use Permit Rules. I understand that I am responsible for the conduct of all participants at the above described activity for the complete duration of that activity. I understand Sara Hite Memorial Rose Garden is a public park and must accommodate public use at all times. I hereby agree also to be fully and completely responsible for the safekeeping of the facilities and equipment used for this activity and for the payment of all charges in accordance with the established Rules for this activity.

SIGNATURE OF APPLICANT: _____ DATE: _____

**Note: Completed paperwork and deposit are required to reserve your date and time.
CHECK, CASH OR CREDIT CARD ACCEPTED PAYABLE TO NCPRD OR MILWAUKIE CENTER.**

Application Approved/Director: _____ Date: _____

EQUIPMENT/COMMENTS: _____

SARA HITE MEMORIAL ROSE GARDEN

Use Permit Rules

- The Sara Hite Memorial Rose Garden is open to the public from 7:00 am to 10:00 pm.
- The Rose Garden is located in a public park and must accommodate public use at all times. Permit holders may not prevent others from visiting the garden while their activity is underway. North Clackamas Park is a public venue and various activities may be in progress during your event.
- Events must comply with City of Milwaukie noise regulations. Requests for variances from those regulations must be made by the permit holder to the City of Milwaukie. Approved variances must be submitted to the Facility Use Coordinator at least three weeks before the event.
- Fund-raising activities must be specified at the time of application and must have prior NCPRD approval. No use permit will be issued to an individual or group who will charge admissions or fees for the purpose of private monetary gain.
- On occasions when simultaneous events may be scheduled in North Clackamas Park or the Milwaukie Center, event participants may be required to limit the number of cars in on-site parking lots, and/or to utilize overflow parking options at Clackamas Christian Center or the Eastern Orthodox Church of the Annunciation, through permission granted by those entities.
- Rice, bird seed, balloons, silly string, confetti and glitter may not be used anywhere in the garden or surrounding property. One unity candle, silk petals or bubbles are allowed during and after the ceremony and must be cleaned up immediately thereafter. Pets are not allowed at any time in the Rose Garden.
- Permit holders shall be required to pay amounts as determined by NCPRD for extraordinary services, cleaning, and equipment that may be required, or damages that occur. All groups or individuals shall be liable for any damage or loss to equipment/property or for creating a condition that is hazardous to others.
- Any changes to the completed application (i.e., additional hours, equipment or use of outdoor stoves or barbeques) must be approved by the Facility Use Coordinator at least three weeks before the event.
- Outside rental equipment may be brought into the garden by permit holders. Such equipment is the responsibility of the permit holder while at the garden; NCPRD is not liable for damage or loss to any equipment. Rental equipment must be delivered and picked up within the time allotted on the permit. Equipment delivered early or left on site after the time specified in the permit will cause additional charges to be assessed.
- All decorating, set-up and clean up time must take place during the paid permit period (includes all vendors).
- The security deposit is refundable if the renter cleans the rental area adequately and no NCPRD property is broken or missing. If alcohol is used at an event which is rented as a non-alcohol event, the entire security deposit will be forfeited.
- If a renter cancels a scheduled event at least four weeks prior to the reserved date, a full refund of monies minus a 20% or \$50 process fee (whichever is less) will be issued.
- Rental fees are subject to ¼ deposit at the time of application. The balance of rental fees are due no later than three weeks before the event. Failure to pay all fees on time will automatically cancel the event.

I have read the Permit Rules and agree to abide by them. I understand that I am responsible for the conduct of all participants at my activity/event and failure to comply with the above regulations may result in the reduction or forfeiture of my security deposit.

Signature

Date



SARA HITE MEMORIAL ROSE GARDEN

Use Permit Rules

The Sara Hite Memorial Rose Garden is open to the public from 7:00 am to 10:00 pm. Use of the garden for community events is encouraged. Such activities may take place during our open hours, and require a use permit. Public access to the garden must be maintained at all times.

The North Clackamas Parks and Recreation District does not discriminate on the basis of race, color, religion, gender, national origin, age or physical or mental disability.

SIZE OF EVENTS

Permitted events are limited to a total attendance of 250 people.

EVENT LOCATION

The location of tents, tables and chairs must be approved in advance by the Facility Use Coordinator.

SOUND REGULATIONS

Events must comply with City of Milwaukie noise regulations. Requests for variances from those regulations must be made by the permit holder to the City of Milwaukie. Approved variances must be submitted to the Facility Use Coordinator at least three weeks before the event.

PARKING

On occasions when simultaneous events may be scheduled in North Clackamas Park or the Milwaukie Center, event participants may be required to limit the number of cars in on-site parking lots, and/or to utilize overflow parking options at Clackamas Christian Center or the Eastern Orthodox Church of the Annunciation, through permission granted by those entities.

FUND-RAISING

Permit holders may engage in fund-raising activities for purpose of supporting services to the community. Fund-raising activities must be specified at the time of application and must have prior NCPRD approval. No use permit will be issued to an individual or group who will charge admissions or fees for the purpose of private monetary gain.

SPECIAL RESTRICTIONS

Rice, bird seed, balloons, silly string, confetti and glitter may not be used anywhere in the garden. A unity candle, silk petals or bubbles are allowed during and after the ceremony and must be cleaned up immediately thereafter. Pets are not allowed at any time in the rose garden.

MINOR GROUPS

Events composed largely of minors must be supervised by at least one adult for each ten minors. The application must be made by one of the adults who will be supervising the function.

PUBLIC ACCESS

The Sara Hite Memorial Rose Garden is a public park and must accommodate public use at all times. Permit holders may not prevent others from visiting the garden while their activity is underway. North Clackamas Park is a public venue and various activities may be in progress during your event.

FEES

Permits for use of the garden are issued in one-hour blocks of time. The usage fee is per hour with a two hour minimum:

\$125 per hour for residents of North Clackamas Parks and Recreation District

\$140 per hour for non-residents

\$2.50 per chair rental (optional)

The person requesting the use permit must be the primary contact person for the event, and the one responsible for payment, licenses and other event arrangements. Proof of his/her residency will be required.

Decorating, set-up and clean-up must take place during the paid permit period.

SECURITY DEPOSIT

The \$300 security deposit is refundable if the renter cleans the rental area adequately. Any damage, extraordinary cleaning or replacement of equipment will be deducted from the deposit. Payment of this fee is required three weeks prior to the scheduled event. Failure to pay deposit on time will automatically cancel the event.

LIABILITY

Permit holders shall be required to pay amounts as determined by NCPRD, for extraordinary services, cleaning, and equipment that may be required due to damage or loss that occur. All groups or individuals shall be liable for any damage to equipment/property or for creating a condition that is hazardous to others.

NCPRD may require the applicant to present a certificate of insurance indicating that NCPRD is additionally insured with the following minimum coverage: \$500,000 liability, \$100,000 personal injury and \$25,000 property damage.

NCPRD may, at its discretion, require an applicant to post a bond or deposit to defray any damage or expense to NCPRD resulting from the applicant's use. NCPRD may also require the permit holder to provide state certified security officers for the event; or meet other special conditions.

PHOTOGRAPHIC USE OF THE GARDEN

No charge will be made for casual photographs taken at the garden. If the photographs require props, lights, backdrops or other equipment; or if public movement through the garden will be restricted, regular rental rates will be charged.

PROCEDURE FOR SCHEDULING

Written application for use permit must be completed at least three weeks (twenty-one days) in advance of the date of intended use. A deposit of $\frac{1}{4}$ of the total rental fee is due at time of application. The deposit and application confirms the date of use.

Only the space and equipment specified and approved on the application are to be used. Any changes to the completed application (i.e., additional hours or equipment) must be approved by the Facility Use Coordinator at least three weeks before the event.

Permits will be granted up to one year before the event. Fees, ticket prices, suggested donations or other charges for programs or services provided during use of the garden must be indicated on the application and have prior approval.

HOLIDAYS

Organized usage of the garden on holidays is dependent upon staff availability.

DEPOSIT

One-fourth of the total rental fee is required at the time of application. The balance of the reservation fee and any equipment rental fees are due no later than three weeks prior to the event. NCPRD reserves the right to update fees and charges periodically. Reservations already made with deposit will not be affected by rate changes.

CANCELLATION POLICY

NCPRD reserves the right to cancel any reservation for any reason with at least 7 calendar days notice to the applicant.

All functions conducted in the Garden must be in accordance with NCPRD regulations and applicable City, County, State and Federal laws, ordinances and regulations. The event coordinator may require violators to leave the garden and/or may terminate the function prior to the agreed termination time.

REFUNDS

If a renter cancels a scheduled event at least four weeks prior to the reserved date, a full refund of monies minus a 20% or \$50 process fee (whichever is less) will be issued. Cancellation of a rental made less than four weeks from the reserved date will receive a 50% refund of monies minus 20% of refund amount or \$50 processing fee (whichever is less). The renter can opt for a full credit of monies to be issued towards any Parks District class, activity or facility rental.

ALCOHOLIC BEVERAGES

The consumption and serving of alcoholic beverages is permitted under the following conditions:

1. A \$175 non-refundable permit fee is required. Food must be served with all alcoholic beverages.
2. A refundable \$300 Alcohol Use Deposit is required three weeks prior to the scheduled event.
3. OLCC licensed servers are mandatory. A copy of the OLCC license is required three weeks prior to the event.
4. It is the permit holder's responsibility to provide NCPRD a copy of any necessary license/permit to serve alcoholic beverages.
5. Enforcement of the terms of any necessary license or requirements of State law is the responsibility of the permit holder.
6. NCPRD reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law and City and NCPRD policy.
7. NCPRD may require the applicant to present a certificate of insurance, to post a bond, provide state certified security officers or meet other standards established by NCPRD.

RENTAL EQUIPMENT

Equipment available for use in the garden includes 165 white wooden chairs and six 6' banquet tables.

Rates are: Chairs \$2.50 each (does not include setup/takedown labor)*

Outside rental equipment may be brought into the garden by permit holders. Such equipment is the responsibility of the permit holder while at the garden; NCPRD is not liable for damage or loss to any equipment. Rental equipment must be delivered and picked up within the time allotted on the permit. Equipment delivered early or left on site after the time specified in the permit will cause additional charges to be assessed. Late charges will be figured in 15-minute increments, at regular rental rates.

*Condition of the chair should be inspected by the renter prior to reservation payment.

MILWAUKIE CENTER RECEPTION FACILITIES

Additional event facilities and services are available at the adjacent Milwaukie Center, also operated by NCPRD. Milwaukie Center offers several indoor features which complement the Rose Garden's outdoor setting: large reception rooms, a dance floor and rooms suitable for use as a bride's or groom's dressing area. Our indoor facility can also accommodate sit-down dinners or receptions for up to 250 guests.

For Milwaukie Center availability and rental rates, contact the Facility Use Coordinator at 503-794-8013.