

Port of Toledo
Park Use Policy & Rate For all Park properties
All Parks are Day Use Only.

Overnight use is generally not allowed, and will require written permission and an additional fee of \$100/night

Reservations: Park shelters may be reserved up to 9 months in advance. *Park reservations give renters exclusive use of the shelters ONLY.* The remainder of the park is open to the public. Alcohol may only be served with a valid permit.

- Full Park Exclusive Use reservation and events charging admission require application 90 days in advance. Proof of insurance required.
- Reservations for park shelters are taken on a first come, first served basis.
- Reservations can be made in person at the Port Office, 496 NE Hwy 20, Unit 1, Toledo, OR 97391, or forms may be downloaded from the website and mailed.
- All fees are required at the time of reservation.
- Reservations are limited to 2 per organization per month.

Cleaning/Garbage: The area you reserve should be left in at least as good of condition as you found it. Garbage from use should be removed after event or deposit will be retained.

Refunds and Deposits: In the event the Port must cancel a reservation, a full refund of the reservation fee and deposit will be offered. Key and Cleaning deposits will be refunded the next business day after return of key and staff has verified acceptable cleanliness.

Waterfront Park shelter Rental Times & Fees: Rental fees are charged to offset the cost of maintaining public facilities. Park shelter is rented in 4-hour time blocks. Your block choices are **8am-12pm, 12pm-5pm, and/or 6pm to 10pm (during summer).** Rates per 4-hours block are:

	<u>Resident</u>	<u>Non-resident</u>
Pavilion		
• Mondays - Thursdays	\$35	\$60
• Fridays -Sunday	\$40	\$90
*Refundable cleaning/garbage/keys Deposit is \$100		
Pavilion with kitchen/storeroom		
• Mondays - Thursdays	\$45	\$80
• Fridays -Sunday	\$50	\$110
*Refundable cleaning/garbage/keys Deposit is \$100		
Special Event and/or Exclusive use of park		
• Mondays - Thursdays	\$300	\$450
• Fridays -Sunday	\$350	\$500
*Refundable cleaning/garbage/keys Deposit is \$200		
*Proof of insurance with the Port of Toledo named as addition insured required.		
*Additional charges may be applied		

Special Events: Any event with 75 or more attendees falls under a special event classification.

Special Events: Event floor plan, garbage cleanup plan, and outdoor toilet plan are required when reservation form is submitted.

