

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 \$100.00 per 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.

1. Full Park exclusive reservation and events charging admission require application 90 days in advance.

Proof of insurance required.

2. Reservations for park shelters are taken on a first come, first served basis.
3. 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.
4. All fees are required at the time of reservation.
5. 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 the return of key and staff has verified acceptable cleanliness.

**Waterfront Park Shelter Rental Times and Fees:** Rental fees are charged to offset the cost of maintaining public facilities. The park shelter is rented on a block basis or daily basis. Rental fees for Special Occasion/Exclusive use of park are daily rates. Block choices are: **8:00 am-12:00 pm, 12:00 pm-5:00 pm, and/or 6:00 pm-10:00 pm** (During Summer). Rates are as follows:

<b>Pavilion:</b>	<u>Resident</u>	<u>Non-resident</u>
Monday-Thursday	\$35 (4 hour) \$45 (Day)	\$60 (4 hour) \$90 (Day)
Friday-Sunday	\$50 (4 hour) \$60 (Day)	\$75 (4 hour) \$120 (Day)

**Pavilion with Kitchen/storeroom:**

Monday-Thursday	\$45 (4 hour)	\$80 (4 hour)
	\$55 (Day)	\$90 (Day)
Friday-Sunday	\$60 (Day)	\$120 (Day)

Refundable cleaning/garbage/key deposit is \$100.00

**Special Event and/or Exclusive use of park:**

**(Daily Rates)**

Monday-Thursday	\$300	\$450
Friday-Sunday	\$350	\$500

Refundable cleaning/garbage/key deposit is \$200.00

Proof of insurance with the Port of Toledo named as additional insured required.

Additional charges may be applied.

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

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

<b>Cancellation Fee:</b>	\$10	For reservations canceled more than 14 days out.
	50% of rental fee	For reservations canceled less than 14 days out.

Alcohol: Alcohol use on public property must have permit obtained from <https://www.cityoftoledo.org/community/page/outdoor-special-events> or through Toledo City Hall and submitted to the city recorder. Additional fees apply. Contact City of Toledo Recorder for more information at (541) 635-2064.

**Pets:** Well-controlled pets are allowed on Port properties. Owners must clean up after their pets.

**Covid-19:** Parties must agree to all State and Local restrictions and guidelines for social distancing and gatherings. The Port intends the Park to be open for use by the public and reserves the right to deny any reservation application. Rates are subject to annual review and possible increase.