



# Waterfront Park/Pavilion Reservation

Port of Toledo

Complete and submit this form with payment to Port of Toledo to request the use of a park facility  
2 weeks advance application required

## CONTACT INFORMATION

Organization:			
Application's Name:		Phone:	
Email:			
Address:			
City:		State:	Zip:

List of person responsible during this activity:

<u>Name-Last</u>	<u>Address</u>	<u>Phone</u>

## RENTAL DETAILS

Pavilion reservations are in 4 hours blocks

Facilities are available year-round from 8am to 10pm or Dusk whichever comes first

Date of Event: _____	Type of Event: _____
Time: _____ 8am - 12pm	<input type="checkbox"/> Pavilion only
Time: _____ 1am - 5pm	<input type="checkbox"/> Pavilion & Kitchen/Storage
Time: _____ 6am - 10pm	<input type="checkbox"/> Exclusive use
Estimate Attendance: _____	Do you plan to have alcohol beverage? _____

## COMMENTS

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## ALCOHOL SERVICE AND CONSUMPTION

Alcohol use may be permitted at private events. The Consume Alcoholic Beverages in a Public Place Permit Application can be obtained online from <https://www.cityoftoledo.org/community/page/outdoor-special-events> or at City Hall and submitted to the City Recorder. Alcohol offered for sale must be appropriately permitted through OLCC. Additional fees apply. Contact City of Toledo Recorder for more information at (541) 635-2064.

## TERMS AND CONDISTIONS

Applicant agrees to hold harmless and indemnify the Port of Toledo, Oregon, from any and all liability for injury to persons and damage to property occurring as a result of this activity, and agrees to be liable to the Port of Toledo for any and all damages to any park, facility, building, equipment, and furniture owned or controlled by the Port of Toledo that result from the activity or are caused by the permittee or any participant in the activity. Events may require insurance.

Applicant hereby assumes all responsibility to leave area in a neat and clean condition.

Application Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Rental Approved:            \_\_\_ Yes \_\_\_ No

Insurance Required:        \_\_\_ Yes \_\_\_ No

SIGNATURE: \_\_\_\_\_

Port Manager or Designee

**Fees & Charges Payable by Check, Credit Card (3.5 % fee) or Cash**

Total Fees & Charges: \$ \_\_\_\_\_

Paid by \_\_\_ Credit Card (3.5% fee)

\_\_\_ Check # \_\_\_\_\_

\_\_\_ Cash

Total Refundable deposit: \$ \_\_\_\_\_

Paid by \_\_\_ Credit Card (3.5% fee)

\_\_\_ Check # \_\_\_\_\_

\_\_\_ Cash

**Please pay refund separately from other fees.**

Date refund refunded \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Facility Keys**

Key Number

Pick Up Date

Returned Date

Received By

Thank you sent \_\_\_\_\_

Fees can be paid in person at Port of Toledo

**Office:** 496 NE Hwu 20, unit 1, Toledo, OR, 97391 | **Mailing:** PO BOX 428, Toledo, OR, 97391

**Tel:** 541-336-5207

**Email:** info@portoftoledo.org