



Port of Toledo Park Application

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 ____ Pavilion only	_____
Time: ____ 1pm - 5pm ____ Pavilion & Kitchen/Storeroom	Estimate Attendance: _____
Time: ____ 6am - 10pm ____ Exclusive use of park/Special Event	Do you plan to have alcohol beverage? _____

COMMENTS

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 CONDITIONS

Applicant agrees to hold harmless and indemnify the Port of Toledo, Oregon, from any and all liability for injury to persons, including COVID 19, and damage to property occurring as a result of this activity and agrees to be liable to said Port of Toledo for any and all damages to any park, facility, building, equipment and furniture owned or controlled by the Port of Toledo, which results from the activity or permittee or is caused by any participant in said activity. Events may require insurance. Permittee agrees while using Port property to adhere to all State and local COVID-19 restrictions and guidelines for social distancing and gatherings.

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% processing fee)

_____ Check # _____

_____ Cash

Total Refundable deposit: \$ _____

Paid by _____ Credit Card (\$3.5% fee)

_____ Check # _____

_____ Cash

Please pay refund separately from other fees.

Received by: _____ Date: _____

Facility Keys

Key Number

Pick Up Dated:

Returned Dated:

Received By:

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