



# CITY OF DALLAS PARK RESERVATION FORM

Please return form to: Parks Department, 187 SE Court St., Dallas, OR 97338  
Phone: 503.831.3502 Fax: 503.623.2339 www.dallasor.gov/parks

**Reservation Season: May 1 through September 30**  
**Non-refundable reservation fee due at time reservation is made**  
 FEE: \$15 an hour

### Contact Information

Organization Name \_\_\_\_\_  
 Applicant \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Event Title (to be included on reservation sign) \_\_\_\_\_  
 Event Date \_\_\_\_\_ Number of Participants \_\_\_\_\_  
 Time: From \_\_\_\_\_ To \_\_\_\_\_ Total Number of Hours Requested \_\_\_\_\_  
 Be sure time requested includes time for setup & cleanup  
 Description of Event \_\_\_\_\_

### Requested Location

- Brandvold Section w/ Kitchen (Accommodates 150+ people. 12 picnic tables – no shelter over tables)
- Gazebo (Accommodates 50-100 people. 6 picnic tables)
- Seibert/Fredrickson Memorial Shelter (Accommodates 100-150 people. 12 picnic tables)

### Items Requiring Special Permits or City Manager Approval

- Amplified Sound** (requires permit approved by the City Manager)
- \*Inflatables such as bouncy castles, etc.**
- \*Dunk Tanks, Tents, Tent Shows, Carnivals, or Commercial Activities**  
 \*Inflatables and/or dunk tanks, tents, etc. require a permit approved by the City Manager and accompanied by a deposit of \$250 and Proof of Comprehensive General Liability Insurance in the amount of \$1,000,000 provided at least two weeks prior to your event

I have read, understand, and agree to the guidelines and regulations stated in the "Dallas City Park Rules for Use" and policies regarding any special equipment that I will be using at the park. By my signature, I agree to hold harmless and indemnify the City of Dallas, its officers, agents, and employees for all claims arising from the use of park facilities resulting in bodily injury, property damage, or personal injury, including but not limited to settlements, judgments, costs, and attorneys' fees.

Attention: The fee charged for the rental of the picnic area exclusively relates to use of the picnic tables in the picnic area itself. The fee does not relate to any other uses or any other areas of the City of Dallas's property. In fact, other uses of the City of Dallas's property and facilities, as well as activities occurring outside the picnic area are not subject to a user fee. In accordance with Oregon's recreational immunity law (ORS 105.682), the City of Dallas is not liable for injuries, death, or property damage arising out of such uses of its property for which no specific fee has been charged.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Staff Use Only**

Reservation Date: \_\_\_\_\_ Location: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Reservation Fee Received     Posted on Calendar     Copy/Sign to Park Foreman     Confirmation to Applicant

Special Permits:  Required     Approved     Deposit \$\_\_\_\_\_ received / returned

Fees:

Fee:	\$15
# of Hours:	_____
<b>Total Rental Fee:</b>	<b>\$</b> _____

