

CITY OF CAVE JUNCTION JUBILEE PARK RESERVATION REQUEST FORM

ORGANIZATION: _____

TODAY'S DATE: _____

REPRESENTATIVE: _____

PHONE NO: _____

RESERVATION DATE(S): FROM: _____ (MM/DD/YR)

TIME: _____ (AM/PM)

TO: _____ (MM/DD/YR)

TIME: _____ (AM/PM)

AREA REQUESTED	COUNCIL APPROVAL REQUIRED	CERTIFICATION OF LIABILITY INSURANCE REQUIRED REC'D		CHARGES	PAYMENT/ RECEIPT	KEY DEP. \$15 PER KEY	DAMAGE/ CLEANING DEPOSIT \$60.00
*CONTRACT USE (Entire Park, Seasonal Use, consecutive use)	YES	YES		TBD UPON CONTRACT			
PAVILION	NO	NO	N/A	NO FEE			
PAVILION & KITCHEN	NO	NO	N/A	\$50/ 4 HOURS & \$4 EA. ADDITIONAL HOUR			
*AMPHITHEATER	YES	NO	N/A	\$40/ 4 HOURS & \$4 EA. ADDITIONAL HOUR			
*ENTIRE PARK	YES	YES		\$175 PER DAY			
CUSTOMER PROVIDED EQUIPMENT (BOUNCE HOUSE, RIDES, SLIP-N-SLIDE, ETC.)	NO	YES		N/A	N/A	N/A	

Use of Amplified Sound, Rental of Entire Park, and Sales of Alcohol Require Council Approval.

****A written request for Council Approval must be submitted a minimum of 10 days prior to the scheduled council meeting.***

AGREEMENT: The undersigned (and all associated with the undersigned) agrees to assume all liability and responsibility resulting from use of the park and its facilities and will be responsible for any and all damages resulting from this use, including maintaining control and preventing unauthorized use of the dumpster(s). Any damages are to be reported to City Hall immediately at (541) 592-2156 or after hours at (541) 592-3131.

The undersigned agrees to return all keys provided for this facility no later than the next working day following the final reservation date reflected above or upon demand by any City Official.

The undersigned understands that the key and cleaning deposit will be refunded after the keys have been received by City Hall and after a City Official has completed a full inspection of the Amphitheater and/or the Entire Park.

The undersigned acknowledges their receipt of the Oregon Fire Code (provided by the IV Fire District) and understands that complete compliance with State and District Fire Codes is required by all participants during use of the park and its facilities.

Signature of Responsible Party

Date