



North Clackamas Parks and Recreation District

5440 SE Kellogg Creek Drive Milwaukie, OR 97222

503-794-8013 www.ncprd.com

PARK RESERVATIONS for MAY 1st - SEPTEMBER 30th

Full payment is due with all applications. Return completed applications to rentals@ncprd.com

Contact Information				Rental Information			
NAME:				Name/Organization:			
EVENT:				Event Description			
Address:							
City:		State:		Zip:		Date:	
Primary Phone				Start time:			
Secondary Phone				End time:			
Email:				Location/space requested			
Date of Birth				Estimated participants			

North Clackamas Park - 5440 SE Kellogg Creek Drive, Milwaukie, OR 97222

COVERED GROUP PICNIC AREA "A": Sheltered picnic area with 6 - 2 plug electrical outlets, (each outlet on a 20 amp breaker) and access to water. This area will accommodate up to 100 people (Maximum) with 16 picnic tables.

Rental Times: _____ **8:30 a.m. - 2:30 p.m.** OR _____ **4:00 p.m. – 9:00 p.m.**

COVERED GROUP PICNIC AREA "A"	Resident	Non-Resident		
Full Shelter	\$350.00	\$500.00	Fee	
Refundable Security Deposit	\$75.00	\$75.00	Fee	
Alcohol Permit	\$250.00	\$250.00	Fee	
Alcohol Deposit	\$300.00	\$300.00	Fee	
Portable Toilet (2 weeks advance notice required)	\$225.00	\$350.00	Fee	
Refuse Fee (required for groups of 100)	\$100.00	\$100.00	Fee	

HORSE ARENA:	Resident	Non-Resident		
Full Day 7 a.m.—9 p.m.	\$100.00	\$125.00	Fee	
Refundable Security Deposit	\$50.00	\$50.00	Fee	
TOTAL DUE				

This charge is a fee specifically for the use of _____ and not a charge for permission to use any **other areas of the park for recreational purposes as described in ORS 105.672 to 105.696. The immunities provided by ORS 105.682 remain applicable to use of all park and other than the use of the area for which this fee is paid.**

Cancellation Policy: Cancellations made at least four weeks prior to the reserved date will receive a refund, minus a \$50 processing fee. Cancellations made less than four weeks from the reserved date will receive a 50% refund minus a \$50 processing fee.

X _____ Date _____
Signature

Please read, sign and date the Park/Permit Rules on the back of this form.



NCP Park/Permit Rules

1. All set up and clean up time must take place during the paid permit/reservation period.
2. Please leave your area clean when you leave. Park users are responsible for the clean-up of their own area. Trash cans are available for your use. Please use recycling receptacles.
3. Fires in barbeques only. You are welcome to bring self-contained barbeques into the park. You are responsible for the safe disposal of the coals and grease OFF-SITE.
4. Alcohol is allowed by permit only. NCPRD may require the applicant to present a certificate of insurance, to post a bond, provide security officers (approved by NCPRD) or meet other special conditions.
5. Dogs must be on leash at all times, unless in designated off-leash area.
6. North Clackamas Park is a public venue therefore reserving parking spaces without proper procedure is restricted. Vehicles must remain in designated parking areas.
7. City of Milwaukie code requires no noise or excessive sound that disturbs others be allowed.
8. Special Use Permits and insurance are required for the use of any inflatable structures, dunk tanks, animal rides or alcohol.
9. The security deposit is refundable if the renter cleans the rental area adequately and no NCPRD property is broken or missing. If alcohol is used at an event which is rented as a non-alcohol event, the entire security deposit will be forfeited.
10. Piñatas are not allowed.
11. Renter must provide their own sports equipment, horseshoes or barbecue.
12. For ball field availability or reservations call 503-794-3877 or email: ncprdsports@clackamas.us
13. Fireworks and firearms are prohibited.
14. The speed limit in the park is 10 miles per hour unless otherwise designated.
15. I have read the *PARK/PERMIT Rules* and I understand that the rental hours are inclusive of activity and duly acknowledge that inappropriate or offensive behavior to staff will result in inability to rent again.
I hereby agree to be responsible for the safekeeping of the facilities and equipment used for this activity and for payment of all charges in accordance with standards established by NCPRD.

Signature

Date

NCP Horse Arena/Permit Rules

- Helmets are required for those 16 and younger.
- Pick up and haul manure off-site.
- No free lunging.
- No loose horses inside or outside of the arena.
- Do not tie horses to the arena rails.
- Do not sit on arena fence or gate.
- Truck and trailer parking in designated areas only.

I have read the Permit Rules and agree to abide by them. I understand that I am responsible for the conduct of all participants at my activity/event and failure to comply with the above regulations may result in the reduction or forfeiture of my security deposit.

Signature

Date