Corvallis Parks & Recreation

Chintimini Park Reservation Request Form

Information About You (and Your Organization, if applicable)		
Responsible Party (the person or organization ***legally responsible for this event***):		
Billing Address:		
Name of person making this reservation:		
Address:	**Date of birth:** *(must be age 18+ to reserve (or 21+ if alcohol will be available at this event)*	
Daytime phone #:	**Cell phone #**	**Email:**

Event Information		
Event title:		**Anticipated # of attendees?**
Name of person who will be in charge of the event on event day:		
Daytime phone #:	**Cell phone #**	**Email:**
What time will you arrive to set up?	**Arrival time for your guests?**	**Departure time for your guests?**

What kind of services or equipment will OUTSIDE vendors be providing for this event?	☐ Entertainment	☐ Fencing for event [2]	☐ Inflatable toys (bouncy houses) [2]
	☐ Event security [1]	☐ Florist	☐ Lighting
	☐ Event structures[2] (tent, booth, etc.)	☐ Food and/or beverage service	☐ Photography/photo booth
			☐ Other:

Rental Space(s) Requested

Request #	Room/Space Requested *(list one space per line, please)*	Date(s) of Use	Day(s) of the Week	Start Time of Use of each space [3] *(indicate am/pm)*	# of People Using Space
1	☐ Northeast Lawn ☐ Southwest Lawn				
2	☐ Northeast Lawn ☐ Southwest Lawn				
3	*Add-on space* ☐ North Parking Lot ☐ Northwest Lawn				
4	*Add-on space* ☐ North Parking Lot ☐ Northwest Lawn				

☐ ***Check here if requesting a*** **wedding or festival package.** ***Which package are you requesting:*** _____

☐ ***Check here if requesting*** **access to the restrooms of the Chintimini Senior & Community Center** *(additional fee required)*

☐ ***Check here if*** **space is also being reserved in Chintimini Senior & Community Center** *(must complete a separate Chintimini Senior & Community Center Reservation Request Form)*

Footnotes:
[1] The use of a licensed and bonded private security service may be required for your event.
[2] A detailed layout diagram will be required for your event.
[3] Set up and cleaning time must be included in the paid rental time. The amount of time allotted for cleaning is set by the City, based on the amount of time typically needed for cleaning after your type of event.

Optional Permit(s) Requested

☐ **Alcohol** *(must be requested at least 5 business days in advance)*. ***General liability insurance will be required for your reservation.***
- Alcohol will be available for ☐ Consumption only ☐ Purchase
- Alcohol will be served from_____am/pm to_____am/pm Alcohol will be provided by: ☐ You ☐ Caterer

☐ **Amplified Sound.** *(must be requested at least 5 business days in advance)*.

☐ **Barbecue** *(must be requested at least 5 business days in advance)*.
- Number of grills in use _____ ☐ Type of grill (circle one): Charcoal Propane
- Grilling time: Grilling will START at: _____am/pm Grilling will END at: _____am/pm

☐ **Candle.** Permit must be obtained from the Corvallis Fire Department. The approved candle permit and the illustration of the candle set up must then be provided to the Center at least one business day before your event.

☐ **Special Use Permit (SUP).** For events with expected attendance of 300 or more guests and/or unusual layout or needs.

Services, Equipment & Utilities Requested from the Chintimini Senior & Community Center

☐ **Event Services** (attach Event Services Request Form)

☐ **Additional City staff to help with your event**
Describe the kind of tasks **additional** City's staff would assist with during your reservation:

☐ **City-supplied rental equipment (**attach Equipment Rental Request Form)

☐ **Access to electricity** (additional fee may be required)

☐ **Access to potable water** (additional fee may be required)

☐ **Trash & recycling disposal in City waste containers**

Services & Equipment Provided by Your or Vendors Contracted by You		
☐	**Food and/or Beverage Service** *(check all that apply):* ☐ You ☐ Caterer. Vendor name:	
☐	**Event Entertainment** Arrival time: _____ Departure time: _____ ☐ DJ. Vendor name: ☐ Live Performer. Vendor name:	
☐	**Event Security.** Vendor name:	Phone #:
☐	**Event Structures** *(site layout diagram required*: Vendor name:	☐ Booth. How many? _____ Size(s):_____ ☐ Canopy. How many? _____ Size(s):_____ ☐ Tent. How many? _____ Size(s):_____ ☐ Other (specify):
☐	**Fencing** (site layout diagram required). Vendor name:	
☐	**Florist.** Vendor name:	
☐	**Inflatables, i.e., bounce houses** (site layout diagram required). Vendor name:	
☐	**Lighting.** Vendor name:	
☐	**Photo Booth.** Vendor name:	
☐	**Photographer.** Vendor name:	
☐	**Trash & recycling disposal.** Vendor name:	
☐	**Other:**	

City Staff Use Only Below Line

Rental Start Time:	**Rental End Time Assigned:** (refer to mandatory cleaning time guidelines to determine this)

☐	**Additional *City Staff*.** ☐ Requested Number of **additional** City staff needed._____ Fee/hour/staff person: $_____ ☐ Required ☐ Current BA commitments reviewed & adequate staffing is available to meet request.
☐	***Alcohol Permit*** Date application received: Amount of liability insurance required ☐ $1 million/occ.; $2 million aggregate ☐ $2 million/occ; $2 million aggregate ☐ Request: ☐ Approved ☐ Denied ☐ Proof of insurance received. Insurance is through: o Renter o Caterer
☐	***Amplified Sound.*** Request: ☐ Approved ☐ Denied
☐	***Barbecue Permit.*** Request: ☐ Approved ☐ Denied ☐ Ash can needed for grill.
☐	***Candle Permit.*** Received: ☐ Copy of approved Fire Dept. permit ☐ Illustration of candle setup..
☐	***Equipment Rental.*** Equipment is available and has been reserved in ActiveNet.
☐	***Event Security required.*** Number of security officers required: ☐ Security contract received & complies with requirements
☐	***Event Services.*** Request: ☐ Approved ☐ Denied Event plan development meeting date:
	Rental Package. Package: ☐ Wedding: _____ ☐ Festival:_____ Request: ☐ Approved ☐ Denied
☐	***Special Use Permit*** Date submitted to Avery: Site plan: ☐ Approved o Renter notified & agreed to meet approval terms. ☐ Denied Parks Div. approval terms (if any):
☐	***Utilities.*** ☐ Electricity _____ Fee waived (fee required for all fairs and festivals with electricity access) ☐ Trash _____ Fee waived ☐ Waived because renter providing dumpster ☐ Waived because this is a single-day event for < 50 people ☐ Water ☐ Potable (water tree and fee required) ☐ Non-potable (no fee charged)
Notes (details of special requests or circumstances, other Parks & Recreation spaces rented concurrently, etc.)	