



**CITY OF HAPPY VALLEY
PARKS & RECREATION**

HAPPY VALLEY PARK EVENT APPLICATION

16000 SE MISTY DR., HAPPY VALLEY, OREGON 97086

Telephone (503) 783-3800 ~ Fax (503) 658-5174

Web Site: www.happyvalleyor.gov

Application for Special Events in Conjunction with Park Reservations for use of Special Equipment or Activities for Entertainment or Recreational Purposes on City Park Property.

Type of Event _____

Contact Person: _____ Phone: _____

Address _____

Date(s) of Event: _____ Start Time _____ to End Time _____

Number of People expected to Attend: _____ Area of Park Reserved: "A" "B" "C" "GAZEBO"

Please provide a description of anticipated activities for approval:

Please check ALL of the following activities that apply to your event and your use of the Happy Valley Park.

- | | |
|---|---|
| <input type="checkbox"/> Dunk Tank | <input type="checkbox"/> Climbing Wall |
| <input type="checkbox"/> Bounce House, slide or inflatable | <input type="checkbox"/> Tents or Awnings |
| <input type="checkbox"/> Rides (pony, motorized rides, etc) | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> Petting Zoo | |

Placement of your equipment and activities must be coordinated with City Staff prior to set up and are subject to conditions of approval.

Supervision may be required for high-risk activities

Have you secured liability Insurance? YES NO

The user agrees to furnish the City of Happy Valley evidence of commercial general liability insurance in the amount of not less than \$2,000,000 combined single limit per occurrence / \$2,000,000 general annual aggregate for bodily injury and property damage for the protection of, and naming the City, its officers, councilors and employees as additionally insured against liability for damages because of bodily injury, death or damage to property, including loss of use thereof in any way related to this facility usage. **The City of Happy Valley shall be named as additional insured using the appropriate additional insured endorsement which shall protect the City from any and all liability related to the event. Such liability policy shall be maintained for the duration of the event. PROOF OF INSURANCE IS TO BE DELIVERED TO CITY HALL NO LATER THAN SEVEN DAYS BEFORE THE EVENT.**

To obtain insurance for your event:

- Inquire with your home or renters insurance carrier
- Inquire with the business where you are renting your equipment
- Any other "event" insurance carrier

The Applicant agrees to assume all liability for losses, expenses, damages, demands, or claims in connection with, or arising out of, any injury or damage sustained, or alleged to have been sustained, by any person, corporation, firm, or company; or any damage, or alleged damage, to property in connection with the occupancy, maintenance, or use of all, or any part of, the facility by the City of Happy Valley Parks and Recreation's agents, officers, employees or volunteers.

Applicants shall indemnify and hold harmless the City of Happy Valley Parks and Recreation, including agents, employees and volunteers from any and all such losses, expenses, damages, demands, and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees, in connection therewith, or resulting therefrom. Applicants acknowledge that the City of Happy Valley Parks and Recreation does not assume any liability for any injury, loss, or damage of personal property.

The City of Happy Valley Parks and Recreation reserves the right to cancel or change park use agreements when deemed necessary. Failure to comply with the above policies and procedures will be grounds for cancellation of your event and may be a basis for denying future applications.

I have read and agree to the policies and procedures of this park event application:

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

**FOR OFFICE USE ONLY
CONDITIONS OF APPROVAL**

Additional Park Event Requirements: Yes No

Business License Requirements: Yes No

Equipment Location or Set up Requirements: Yes No

Condition of Approval & event specifics: Yes No

It will be necessary to have at least one person of authority at the event area and in charge of the event at all times. The person(s) must have the authority to cancel or greatly modify the event plans. Additional fees or information may be required upon review of the event specifics.

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APPROVED BY: _____ DATE: _____