



CITY OF HAPPY VALLEY
PARKS & RECREATION

Happy Valley City Park

13770 SE Ridgecrest Road Happy Valley, OR 97086

RESERVATION APPLICATION

Print

Make Reservation Inquiries at Happy Valley City Hall ° 16000 SE Misty Drive ° Happy Valley, Oregon 97086

OFFICE (503) 783-3800 FAX (503) 658-5174 www.happyvalleyor.gov

Name of Applicant / Responsible Party _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone # _____ E-mail Address _____

RESERVATION for: "A" "B" "C" GAZEBO

Maximum Occupancy: "A"(50) | "B"(50) | "C"(20) | GAZEBO (100)

RESERVATION DATE _____

TYPE OF EVENT _____ Special Event Permit Needed Yes No

**Groups over 100 people and certain activities, events or additional equipment such as inflatables, animals may require a "Special Event" Permit. You may be required to provide liability insurance and additional fees may apply.*

NUMBER OF PEOPLE _____ (including children) START TIME _____ END TIME _____ (3HR BLOCKS)

3 HOUR BLOCK OPTIONS: 9:00AM – 12:00PM | 1:00PM – 4:00PM | 5:00PM – 8:00PM

FEE SCHEDULE: Combined total of Administration Fee and Reservation Fee.

1. Administration Fee (non-refundable) \$25.00 _____ \$25.00

2. Reservation Fee (charged hourly) *In-City \$30.00 Out of City \$60.00 add _____

TOTAL RESERVATION FEE _____

4. USE OF BASEBALL FIELDS, VOLLEYBALL COURTS & HORSESHOE PIT

(No Fees / No Equipment Supplied – 2 hour sessions as available)

BB #1 BB #2 BB #3 VB Horseshoe Time Requested: _____ to _____

PARK RESERVATION S POLICIES AND PROCEDURES

- ❖ **DATE CHANGE REQUEST:** Date changes impose a \$20 fee per event. _____ (Applicant to initial)
- ❖ **PROHIBITED:** No alcohol, marijuana, smoking / tobacco, or loud music allowed at Happy Valley Park. **ALL TRASH (INSIDE AND OUTSIDE) THE RESERVED AREA IS TO BE CLEANED UP AND REMOVED. Failure to comply with above prohibitions will result in a fine and possible exclusion from future park use.** _____ (Applicant to initial)
- ❖ ***CERTIFICATE OF LIABILITY:** Insurance may be required for special events or if you are bringing additional equipment, play structures, animals, etc. on the park property. _____ (Applicant to initial)
- ❖ **CANCELLATION POLICY:** Administration fee of \$25 is non-refundable. All requests for cancellation and/or refund must be submitted by original applicant **IN WRITING**. A full refund of user fees will be given if written request is received at least 14 working days prior to scheduled event. If written request is received less than 14 days prior to event, a 50% refund is given. **NO REFUND** is given if request is received less than 72 hours prior to event and **INCLEMENT WEATHER** is **NOT** a refundable reason for cancellation. _____ (Applicant to initial)
- ❖ ***IN CITY FEES:** Apply if your residence or group resides within the City limits of Happy Valley. You can verify your status at www.happyvalleyor.gov click on (City Boundary Map) _____ (Applicant to initial)

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

APPLICANT SIGNATURE _____ DATE _____

For Office Use Only:

Payment Method: _____

Date Received: _____

Date Paid: _____

Amount Paid: _____