

## **Picnic Shelter Rental Frequently Asked Questions**

### **How may I reserve a picnic shelter?**

Reservations for picnic shelters are made on a first-reserved/fees paid basis through the Parks & Recreation office. Call us for date availability at 503-675-2549. Use the [Online Picnic Shelter Reservation Application](#) or download an application, complete the application, and fax it to 503-697-6579, mail it to PO Box 369, Lake Oswego, OR 97034, or come in person to the Parks & Recreation Department at 4101 Kruse Way during regular business hours (Monday-Friday, 8 a.m. - 5 p.m.)

### **Is alcohol allowed?**

Permission to serve beer/wine ONLY is only granted if service is done by a caterer or licensed pourer in conjunction with a picnic shelter rental, if a City Alcohol Permit is approved, and if Host Liquor Liability Insurance of \$2,000,000 is obtained.

If alcohol will be sold in conjunction with a picnic shelter rental, or included as part of an admission price, an approved City Alcohol Permit, Host Liquor Liability Insurance, and an OLCC Temporary Sales License must be obtained before permission is granted. Alcohol is limited to beer and wine only, and serving must be restricted to designated, monitored areas, and is subject to any and all OLCC rules & regulations.

Groups or individuals ARE NOT allowed to bring coolers, kegs, or individual servings of beer, wine, or hard liquor to parks.

However, possession and consumption of beer and wine is allowed during designated City sponsored events in designated areas. Consumption and possession is limited to wine and beer brought to the site by event patrons for personal consumption and is limited in time to one hour preceding the event and during the event.

### **Can I provide a portable device, such as a bounce house in conjunction with my picnic shelter reservation?**

You must first notify the Parks & Recreation Department of the type and size of the device. If approval is granted, you must submit a letter to the Parks & Recreation Department releasing the City of liability. You are also required to post a sign at the device site stating the following: 1. The device is for private party use only; 2. The device is not the City's, and the City is not responsible or liable for injuries.

### **Can I bring my own barbecue to a shelter?**

Yes. Barbecues can be used in conjunction with your picnic shelter reservation. Coals and grease must be safely removed from the park and may not be dumped in trash receptacles at the park. A protective, absorbant surface under barbecues is required (cardboard is OK).

### **May I reserve a picnic shelter by phone?**

We can check to see if your date choice is available over the phone, but a reservation is only confirmed after approval of a submitted application and payment of fees.

### **When do I have to pay?**

For picnic shelter reservations, payments are taken in full at the time the reservation is made. Guidelines for payments of refundable deposits and other non-refundable fees for rentals of Foothills Parks Pavilion, Millennium Plaza Park Pergola and Roehr Park Amphitheater and Dolphin are outlined in the rental packets for each facility.

### **What if it rains?**

We cannot give reservation fee refunds due to inclement weather. We will, however, refund your deposit.

### **What if I must cancel?**

There are no refunds of the reservation fee for a cancellation unless we receive no less than 30 days advance notice. One half of the reservation fee may be transferred to an available, different day. If you know in advance that you will not be able to use your reserved time, please call Parks & Recreation so we can allow another group to use that block. Your refundable deposit will be automatically returned by mail or credited to your credit card.

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Cancellations received 30 business days or more prior to the reservation date will receive a full refund. If the cancellation occurs less than 30 business days from the reservation date, your refundable deposit will be returned, and your reservation fee will be forfeited to the City. Any change to the original reservation date or location will be subject to a rescheduling fee equaling 1/2 the reservation fee.

### How do I know if my reservation has been made?

You will receive a reservation receipt (which is your permit) when you have paid your deposit/fees and your reservation is confirmed. Bring that receipt with you to the picnic shelter or facility on the day of your confirmed reservation for verification. A sign will be posted at the picnic shelter or facility announcing the name, date and time. Your group must follow the conditions of use listed in the Statement of User Responsibility.

### Do I have to reserve a picnic shelter?

No, unless you are planning to serve alcohol. Use of picnic shelters is encouraged any time the park is open and not reserved by another group. A reservation assures your exclusive use of the picnic shelter. You need the Alcohol Permit to serve alcohol. Many parks have picnic tables outside of the shelters that are available on a drop-in basis only.

### What does it cost to reserve a picnic shelter (not applicable to Foothills, Millennium Plaza, and Roehr Parks)?

Number of Users	Reservation Fee	Refundable Deposit
1-50	\$60	\$25
51-75	\$60	\$75

\*Deposits will be automatically refunded provided the picnic area is left clean, neat, and with no damage.

Reserving groups accept responsibility/liability for any damage or accidents that occur during the reserved use. If damage occurs, costs over the deposit amount must be paid within seven days of notification by the City.

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