



# Roehr Park Amphitheater & Viewing Dolphin

350 Oswego Pointe Drive Lake Oswego, Or 97034

Rental Packet

**2021**

# Lake Oswego Parks & Recreation



City of Lake Oswego Parks & Recreation Department  
17525 Stafford Rd. Lake Oswego, Or 97034  
[www.lakeoswego.city/parksrec](http://www.lakeoswego.city/parksrec) | Reservations 503-675-3901





# GENERAL RENTAL INFORMATION

## Roehr Park Amphitheater & Viewing Dolphin

### PLEASE NOTE

As with all our parks, reservations include only the area you have specifically requested. The events of your reservation must be contained to the area reserved. The remainder of the park is still available to the public to enjoy. There is no designated parking for event reservations. Please plan accordingly.

### RENTAL INFORMATION

- Handicap accessible.
- Available daily, **May 1** thru the last weekend of October. Note: the past few years the Amphitheater has flooded between May and mid-June. **If you make a reservation during this time, there is a possibility the venue could close due to flooding.**
- Available rental hours are between 9a-2:30p or 3:30p-9p. If the event is a wedding ceremony, only one event will be scheduled per day within 9am-9pm time frame. Hours can be extended to 10pm to allow for clean-up.
- Applications will begin being accepted the first business day in February at 8am and **no less than 14 days prior** to use.
- Mandatory on-sight meeting with Premier Parks Coordinator prior to event.

### THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 3 Electrical Outlets @ 110v & 1 @ 220v
- 2 Drinking Fountains, by restrooms
- Accessible restrooms
- 200 capacity limit at the Amphitheater
- 50 capacity limit at the Dolphin
- **2021 capacity pending OHA Guidelines**
- Recycling & Garbage receptacles
- Large Parking Lot
- Wheelchair accessible

### FEES AND REFUND POLICY

The Reservation Fee is determined by the “Facility Rental Rate” chart located below. All groups pay a **Non-Refundable Cleaning Fee of \$150 and a Refundable Deposit of \$500**. The Refundable Deposit is to offset potential damage costs. If there is no damage, the deposit will be automatically refunded within 5 business days after your reservation. If we suspect damage or a rule violation have occurred, we reserve the right to retain the Refundable Deposit until inspections and damage estimates are made. To hold a reservation date, the Cleaning Fee and Refundable Deposit (\$650) must be paid at the time of request. **The Reservation Fee must be paid no less than 30 days prior to the reservation date** listed in the application.

Facility Rental Rates

	RATE I	RATE II*	RATE III*
Type of Event: * 2 hour minimum *Non-residents are charged 1.5 times the resident fee	<ul style="list-style-type: none"> <li>• Open or closed to public</li> <li>• Generates NO sales</li> <li>• NO Admission/Entry fees</li> <li>• NO Concessions</li> <li>• NO Sponsor signage allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Open to public</li> <li>• Generates sales</li> <li>• Admission/Entry fees</li> <li>• Concessions</li> <li>• Sponsor signage allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Closed to public</li> <li>• Generates sales</li> <li>• Admission/Entry fees</li> <li>• Concessions</li> <li>• Sponsor signage allowed</li> </ul>
Amphitheater & Viewing Dolphin* (cannot be rented separately)	Residents: \$150/hr, Non-residents: \$225/hr	\$220 per hour*	\$510 per hour*

Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees, minus a \$30 Cancellation Fee. If the applicant fails to provide at least 30 days cancellation notice, 50% of the Reservation Fee will be deducted before the refund is issued. We will not accommodate any minor changes to the reservation with less than 7 days notice, major changes no less than 30 days notice.



# GENERAL RENTAL INFORMATION

## Roehr Park Amphitheater & Viewing Dolphin

### INSURANCE POLICY

If the Applicant is using the Roehr Park Amphitheater and/or the Viewing Dolphin for any of the activities listed below, and/or the activity includes more than 100 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$2,000,000 per occurrence with an endorsement naming the City of Lake Oswego as an additional named insured before the application is approved.

1. Sale of alcohol, food, beverages or souvenirs.
2. Event open to the general public.
3. Conducting business (*trade shows*).
4. Involving animals.
5. Non-sanctioned sporting event or tournament.

### ALCOHOL

- Only Beer and Wine can be served. (No “bring your own” alcohol)
- Permission to serve and/or sell alcohol is only granted if:
  1. Service is done by an OLCC licensed caterer and/or an OLCC permitted server.
  2. Service must be done in a designated, monitored area.
  3. A Certificate of Liability in the amount of \$2,000,000 must be obtained and must include Host Liquor Liability.
  4. The Parks & Recreation Department must receive copies of the required documents (1,3) 30 days prior to event.
  5. If alcohol will be sold or included as part of an admission price, permission will be granted if:
    - a. OLCC Temporary Sales License is obtained. It must be displayed or made available upon request during the scheduled event.
  6. The consumption of the alcohol is restricted to the area of the park that has been reserved.
  7. OLCC caterer license and/or OLCC server’s permit must be available upon request during the scheduled event.
- If found to be in violation of any of the above mentioned requirements the City reserves the right to terminate alcohol service.

### FOOD

- The City of Lake Oswego is not responsible for health issues related to any foods consumed at the event.
- Caterers are required to show proof of current Food Handlers Permit. **Caterers must follow 2021 OHA Guidelines.**
- Individuals or groups planning to provide food at a public event, where it is prepared or served for consumption, are required to have a Temporary Restaurant License and proof of current Food Handlers Permit for at least one food handler.
- Food Trucks are **not** allowed.

### DECORATIONS

- Use of scotch tape or masking tape is permitted on walls.
- **ABSOLUTELY NO** bird seed, confetti or rice, it’s harmful to our environment.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.

### SEATING AND USE OF TENTS

- Seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn or amphitheater, only lawn or sand-chair style seating is allowed. (This is a result of other chairs puncturing the ground and damaging the irrigation system.)
- Tents requested for the lawn must be tethered down by weights, not by stakes. If weighted with water, Parks and Recreation is not responsible for providing water.

### MUSIC

Use of amplified sound requires adherence to City of Lake Oswego Park Rules, which requires that music or sound must be contained within the boundaries of the park and directed away from the water. **No music or amplified sound after 9pm.** We reserve the right to check decibel level at boundaries of the park. Only 2 reservations per month will be approved for amplified sound on a first come bases with application submitted and initial fees paid.





# GENERAL RENTAL INFORMATION

continued...

## Roehr Park Amphitheater & Viewing Dolphin

### CLEAN UP PROCESS

The applicant is responsible for removal of all decorations and any items of property brought to the facility. Trash shall be deposited in appropriate receptacles. If there is more trash than the receptacles will allow, the applicant is responsible for removal of extra trash from the grounds. Prior to leaving the facility, the applicant is responsible for cleaning and placing in order all areas used. If the site is left in good condition and no damage has occurred, the Deposit will be refunded within 5 business days after the reservation date. Any additional costs for clean up or damage above and beyond the Deposit amount shall be paid by the applicant.

### APPROVAL OF APPLICATION

Parks & Recreation staff will determine if the reservation request is appropriate for the facility. **Reservations are not confirmed until all required documents, full payment of all fees and deposit have been received.** The City may cancel or deny the application of any person or group when it is determined by the City that the proposed use of the facility will not be in the best interest of the City. A copy of the approved permit will be provided to the applicant and notice of the event will be forwarded to the Police and Parks Departments.

### WEDDINGS / LARGE SPECIAL EVENTS

- Reservation time increase to 10pm for clean-up only.
- Only one event scheduled per day within 9am - 9pm time frame, as opposed to two per day for normal reservations.
- Mandatory on-site meeting with Premier Parks Coordinator prior to event & application approval.
- Dunk tanks, bounce houses, or other inflatables are not allowed.
- No sparklers/fireworks of any kind.

### TABLES AND CHAIRS

- Applicant is responsible for seating and tables if needed.
- The City is not responsible for the set-up of tables and chairs.

### USE OF AMPHITHEATER

Reservations for use of the amphitheater and dolphin are permitted with the following regulations:

- Seating, chair styles and use of tents must comply with park regulations.
- Use of amplified sound requires adherence to City of Lake Oswego Park Rules, which requires that music or sound must be contained within the boundaries of the park and positioned away from the water.

### USE OF ELECTRICITY

Should your event require electricity please check box on the application.



# EVENT LAYOUT

## Roehr Park

### Roehr Park Overview

Permit is only for the area(s) you reserve (in **RED**). The remaining portion of the Roehr Park is open and available to all.

