



Foothills Park

99 Foothills Rd. 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 | Reservations 503-675-3901





GENERAL RENTAL INFORMATION

Foothills Park

PLEASE NOTE

As with all our parks, **reservations include only the area you have specifically requested.** The activities of your event must be contained to the area reserved. The remainder of the park is still available to the general public to enjoy. Any equipment, including but not limited to tables and chairs must remain in the area reserved. There is no designated parking for event reservations; please plan accordingly.

RENTAL INFORMATION

- Handicap accessible.
- Available daily, April 1 thru the last weekend of October. (reservation dates available may be altered based on Governor's guidelines)
- Available rental hours are between 9am-2:30pm or 3:30-9pm. 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-site meeting with the Premier Parks Coordinator prior to event.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 4 electrical outlets throughout Pavilion (110v)
- 2 drinking fountains
- Accessible restrooms
- 100 capacity limit (Pavilion)
- 50 capacity limit (Viewing Dolphin)
- **2021 capacity pending OHA Guidelines**
- Wood burning fireplace (must be contained, please let the fire burn out)
- 8 overhead lights in the Pavilion
- 2 Garbage receptacles (under Pavilion)
- 50 stackable chairs (approximate)
- 4 round tables, 30 inch diameter
- 8 rectangle tables, 30" x 48"
- 1 hand washing sink
- AED onsite

*Note: Firewood is not provided.
 Applicant s required to set-up and take down tables & chairs*

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.** To hold a reservation date, the Cleaning Fee and Refundable Deposit (\$650) must be paid at the time application is submitted. 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 has occurred, we reserve the right to retain the Refundable Deposit until inspections and damage estimates are made. The **Reservation Fee must be paid no less than 30 days prior to the requested date.**

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"> • Open or closed to public • Generates NO sales • NO Admission/Entry fees • NO Concessions • NO Sponsor signage allowed 	<ul style="list-style-type: none"> • Open to public • Generates sales • Admission/Entry fees • Concessions • Sponsor signage allowed 	<ul style="list-style-type: none"> • Closed to public • Generates sales • Admission/Entry fees • Concessions • Sponsor signage allowed
Pavilion* Small Grass Area	Residents: \$100/hr, Non-residents: \$150/hr Included with Pavilion rental	\$150 per hour*	\$350 per hour*
Amphitheater*	Residents: \$100/hr, Non-residents: \$150/hr	\$150 per hour*	\$300 per hour*
Viewing Dolphin*	Residents: \$50/hr, Non-residents: \$75/hr	\$70 per hour*	\$210 per hour*

Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees, minus a \$30 cancelation 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.



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Foothills Park

INSURANCE POLICY

If the Applicant is using any of the reservable areas at Foothills Park 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. 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.
 5. The consumption of the alcohol is restricted to the area of the park that has been reserved.
 6. The Parks & Recreation Department must receive copies of the required documents (1 & 3) **30** days prior to event.
 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.**
- **NO food** can be cooked in the fireplace.
- 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.
- Only one (1) food truck is allowed per rental and only in the designated area. Additional fees, insurance, and requirements apply. See Food Truck User Statement in online application.

USE OF TENTS

Tents requested for the grass area 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 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 basis with application submitted and initial fees paid.



GENERAL RENTAL INFORMATION

continued...

Foothills Park

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. All City-owned tables and chairs must be stacked and placed in proper storage area. 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 refundable deposit will be refunded within 5 business days after the reservation date. Any additional costs for clean up or damage above and beyond the refundable deposit amount shall be paid by the applicant.

APPROVAL OF APPLICATION

Parks & Recreation staff determines 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.** 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

- Mandatory meeting with the Premier Parks Coordinator prior to event & application approval.
- Reservation time can be increased to 10pm for clean-up.
- Only one event scheduled per day within 9am - 9pm time frame; as opposed to two per day for normal reservations.
- 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.
- No sparklers/fireworks of any kind.
- No bounce houses. Other inflatables only permitted with Parks & Recreation Deputy Director's approval.

TABLES AND CHAIRS

- There are 50 stackable chairs upon request, as well as 4 round and 8 rectangle tables. **The City is not responsible for set-up of tables and chairs.** Those that are under the arbor are in addition to the tables and chairs available for request and must remain there for use by others visiting the park. Removal or relocation of these tables and chairs is not permitted.
- Applicant is responsible for obtaining extra seating and tables if more are needed.
- The City is not responsible for any shortage of seating due to vandalism or maintenance.
- If seating and tables are brought onto the grassy area next to the Pavilion only lawn or sand-chair style seating is allowed. (this is a result of other chairs puncturing the ground and damaging the irrigation system)

USE OF AMPHITHEATER

Reservations for use of the amphitheater are permitted with the following requirements:

- Reservation of the Amphitheater must be in conjunction with either the Pavilion or the Viewing Dolphin reservation.
- The Amphitheater is limited to wedding ceremonies only. Parties or events of any other kind needs approval from the Parks & Recreation Deputy Director.
- Set-up is limited to stage area only (floral arrangements, musicians and/or musical equipment only) No chairs, tables, decorations, tents, etc. permitted in remainder of Amphitheater. Limited seating permitted for elderly & handicapped only. Chairs must be approved by Parks & Recreation Department.
- Amplified sound is permitted. Sound must be directed away from the water and contained within the boundary of the Amphitheater. Only 2 reservations per month will be approved for amplified sound on a first come basis with application submitted and initial fees paid.
- Amphitheater parameters are up to 20' x 30' around stage, not the full grassy area.
- Remainder of the park remains open to the public to enjoy.

USE OF ELECTRICITY

Should you require electricity for your event please check box on application.

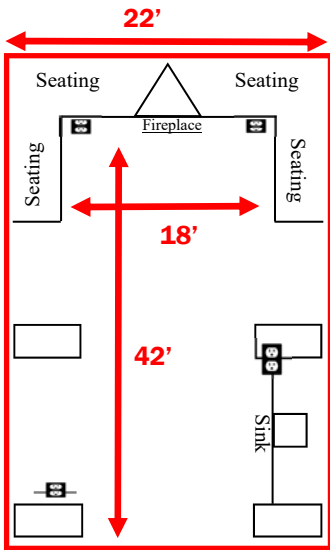


EVENT LAYOUT

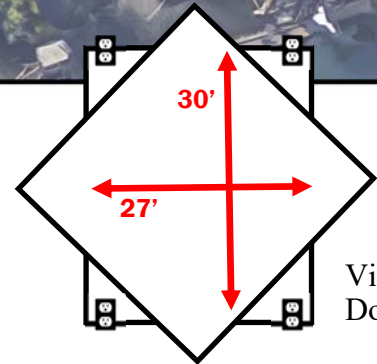
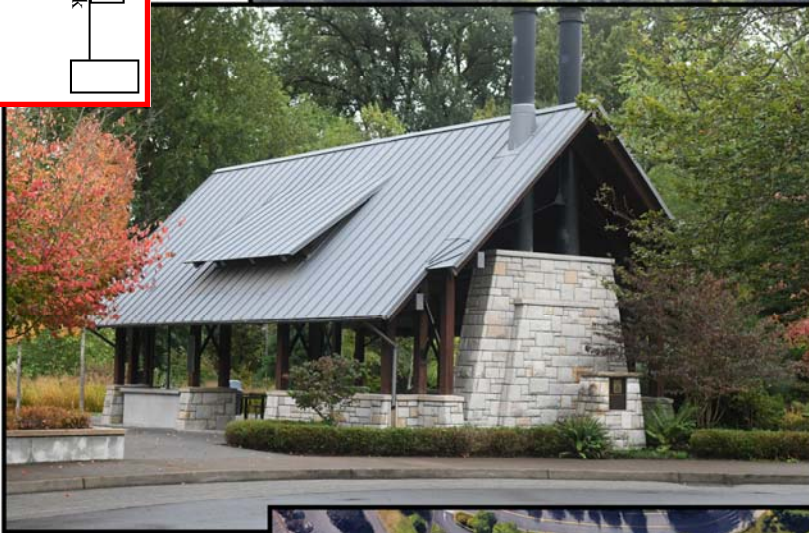
Foothills Park

Foothills Park Overview

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



Covered Pavilion



Viewing Dolphin



Pavilion

- Tables 8-- 4'x2.5'
- 4-- 2.5' round
- Chairs 50