



# Foothills Park

199 Foothills Rd. Lake Oswego, Or 97034

Rental Packet

2023

# Lake Oswego Parks & Recreation



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





# GENERAL RENTAL INFORMATION

## Foothills Park

### PLEASE NOTE

- Reservation area **ONLY** includes the area you have specifically requested. Activity must be contained to that space only. The park is still open to the public during your reservation time.
- Any equipment including, but not limited to tables and chairs must remain in reserved area
- 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.
- Available rental hours are between 9am-2:00pm or 3:00-9pm. 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 each (Pavilion & Grass Area)
- 50 capacity limit (Viewing Dolphin & Bosque)
- 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

### FEES AND REFUND POLICY

The Reservation Fee is determined by the "Facility Rental Rate" chart located below. All groups pay a **Refundable Deposit of \$500**. To hold a reservation date the Refundable Deposit 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 1*	RATE 2*	RATE 3*
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>
Pavilion*	Residents: \$110/hr, Non-residents: \$165/hr	Residents: \$160 per hour, NR: \$240/hr	Residents: \$360 per hour, NR: \$540/hr
Grass Area* (next to Pavilion)	Residents: \$60/hr, Non-residents: \$90/hr	Residents: \$110 per hour, NR: \$165/hr	Residents: \$310 per hour, NR: \$465/hr
Amphitheater*	Residents: \$110/hr, Non-residents: \$165/hr	Residents: \$160 per hour, NR: \$240/hr	Residents: \$310 per hour, NR: \$465/hr
Viewing Dolphin*	Residents: \$60/hr, Non-residents: \$90/hr	Residents: \$80 per hour, NR: \$120/hr	Residents: \$220 per hour, NR: \$330/hr

**Refund Policy:** Full refund if LOPR cancels the reservation. If cancellation is received 30 days or more prior to the reservation date a full refund is given, less a \$10 processing fee. If cancellation is received less than 30 days prior to the reservation date, 50% of the full payment will be refunded.



# GENERAL RENTAL INFORMATION

## 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 (COI) in the amount of at least \$2,000,000 per occurrence that lists the City of Lake Oswego as the certificate holder and as an additional 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, fitness classes*).
4. Involving animals.

### ALCOHOL

- Only Beer and Wine can be served by someone licensed or permitted by OLCC. (No BYOB)
- Permission to serve and/or sell beer and wine 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 coverage.
  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.
- **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 (Roundabout by Pavilion). 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 or amplified sound after 9pm M-Sa, 6pm on Sundays.** 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 deposit paid.

### USE OF ELECTRICITY

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



# 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. Please endeavor to meet at least two weeks in advance of your event.
- 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.

### DECORATIONS

- Use of scotch tape or masking tape is permitted on walls.
- ABSOLUTELY NO bird seed, confetti or rice, or confetti balloons as it's harmful to our environment.
- No open flames. 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, inflatables of any type and dunk tanks.

### USE OF FIREPLACE

Fire must be contained, monitored and put out before the end of the reservation.

- Applicant must provide firewood.

### 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.
- 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.
- 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.



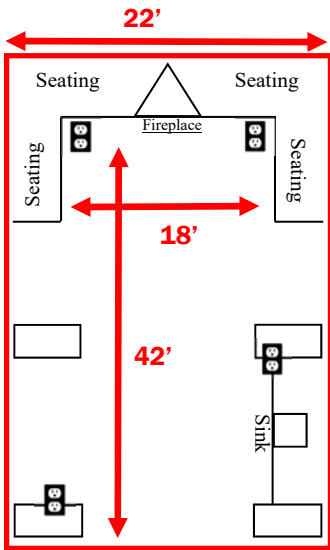


# EVENT LAYOUT

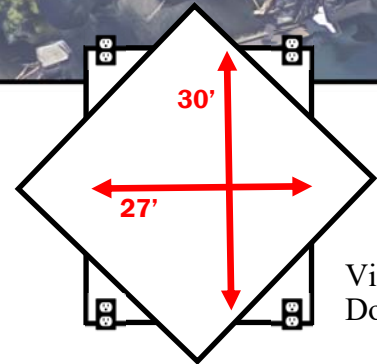
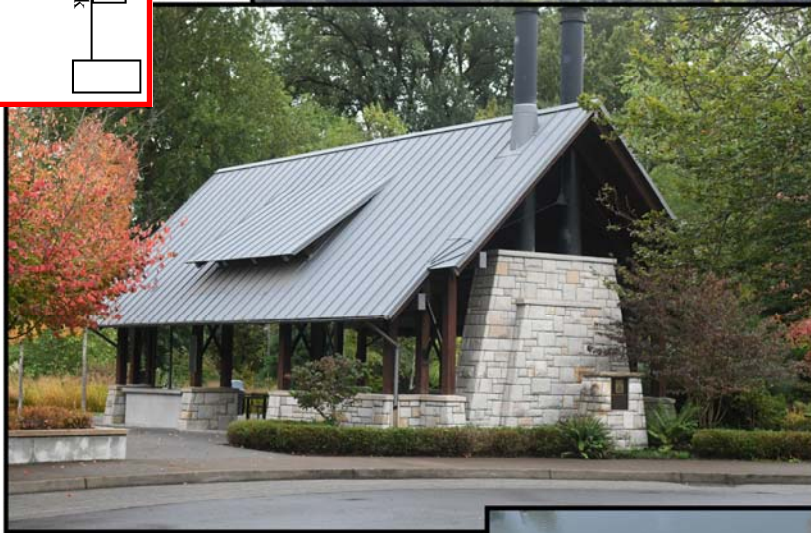
## Foothills Park

### 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