



Millennium Plaza Park

200 First Street 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

Millennium Plaza 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. Any equipment including, but not limited to tables and chairs must remain in the area reserved. The remainder of the park is still available to the general public to enjoy. No motorized vehicles are permitted on the Plaza. There is no designated parking for event reservations; please plan accordingly.

RENTAL INFORMATION

- Handicap accessible.
- Available daily, April 1 thru the last weekend in October (*Friday reservations mid-May thru September by approval only. 4p-10p only on Saturdays during Farmers' Market. No Sunday reservations during the months of July and August. (reservation dates available may be altered based on Governor's guidelines)*)
- Available rental hours are between 9a-2:30p and 3:30-9p. Hours can be extended to 10p to allow for clean-up.
- Applications will begin being accepted the first business day of February, 2021, and **no less than 14 days prior to use.**
- Mandatory on-site meeting with Premier Parks Coordinator prior to event.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 10 electrical outlets throughout Pergola (110v)
- 2 drinking fountains
- Accessible restrooms
- 500 capacity limit—**subject to OHA guidelines**
- 2 Recycling & 4 Garbage receptacles
- Wood burning fireplace (must be contained, please let the fire burn out)
- 12 overhead lights in the Pergola
- 20 outside lamps on lamp posts
- 175 chairs (*approximately*)
- 50 round tables, 31 ½ inch diameter
- A refrigerator inside kitchen
- Kitchen (*available upon request, refundable key deposit required*)
- 1 hand washing sink, 1 food preparation sink, 3 faucets
- 4 lights in kitchen
- 10 electrical outlets inside kitchen (110v)
- AED onsite

Note:

*Applicant is required to set-up tables and chairs.
 Firewood is not provided.
 Kitchen key must be picked up the weekday before the event &
 returned the weekday after. Kitchen may not be used for storage.*

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 working 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. Applicants requesting use of the Kitchen are required to pay a \$5 Refundable Key Deposit. The key must be picked up at the Parks & Recreation front desk at the City Golf Course the week before the function, and returned the next business day. **The Reservation Fee must be paid at least 30 days prior to the reservation 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 fees	<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
Pergola*	Residents: \$100/hr, Non-residents: \$150/hr	\$150 per hour*	\$450 per hour*
Stage/Grassy Knoll*	Residents: \$50/hr, Non-residents: \$75/hr	\$100 per hour*	\$300 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

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INSURANCE POLICY

If the Applicant is using Millennium Plaza Park Pergola or Grassy Knoll 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 and/or serving 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.
 8. 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. **They must follow 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.
- Up to two (2) Food Trucks are allowed in designated areas. Additional fees, insurance, and requirements apply. See online application for Food Truck Statement of User Responsibility for details.

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

- Extra seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn or grassy knoll, 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.



GENERAL RENTAL INFORMATION

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Millennium Plaza 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 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 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 11pm 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 approximately 175 stackable chairs upon request with a Pergola reservation as well as 50 round tables. These tables and chairs are not permitted for use with the rental of the Grassy Knoll area. Removal or relocation of these tables and chairs is not permitted. **The City is not responsible for the set-up of the tables and chairs.**
- Applicant is responsible for extra seating and tables if more are needed.
- The City is not responsible for any shortage of seating due to vandalism or maintenance.

USE OF GRASSY KNOLL

Reservations for use of the grassy knoll are permitted with the following regulations:

- Grassy Knoll parameters are limited to the grassy area only and the stage joining it, not the full paved area in front of it.
- Seating, chair styles and use of tents must comply with park regulations for the grass.

USE OF ELECTRICITY

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

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. **No music or amplified sound after 10pm.** We reserve the right to check decibel level at boundaries of the park. Only two reservations per month will be approved for amplified sound on a first come basis with application submitted and initial fees paid.



EVENT LAYOUT

Millennium Plaza Park

Millennium Plaza Park Overview

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

