

LAKE
OSWEGO

Parks
& Rec

RENTAL PACKET 2025

Millennium Plaza Park

200 First St.

Lake Oswego, Or 97034





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
- For safety reasons motorized vehicles are NOT permitted to drive in the park other than Food Trucks.
- There is no designated parking for event reservations; please plan accordingly.

RENTAL INFORMATION

- Handicap accessible.
- Available daily, April 1 thru September 30, 2025. 10 a.m.-9 p.m. only on Fridays, mid-May thru September by approval only . No reservations on Saturdays during Farmers’ Market. Sunday reservations during the months of July and August on non-moonlight concert day only.
- Available rental blocks are between 9 a.m.-2 p.m. and 3-9 p.m.. Hours can be extended to 10 p.m. to allow for clean-up.
- Applications will begin being accepted the first business day of February at 8 a.m. and no less than 14 days prior to use.
- Mandatory on-site meeting with Premier Parks Coordinator at least 2 weeks prior to event.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 10 electrical outlets throughout Pergola (110v)
- 175 chairs (approximately)
- 1 drinking fountain
- 50 round tables, 31 ½ inch diameter (approximately)
- ADA Accessible restrooms
- Kitchen (available upon request)
Kitchen may not be used for storage.
 - A refrigerator inside kitchen
 - 1 hand washing sink, 1 food preparation sink, 3 faucets
 - 4 lights in kitchen
- 400 capacity limit
- 2 Recycling & 4 Garbage receptacles
- Wood burning fireplace (wood not included)
- Overhead lights in the Pergola (motion censored)
- 10 electrical outlets inside kitchen (110v)
- 20 outside lamps on lamp posts
- AED onsite



FEES & REFUND

The Reservation Fee is determined by the “Facility Rental Rate” chart located below. All groups pay a **Refundable Deposit of \$525**. The Refundable Deposit is to offset potential damage costs or going outside of permitted time of use. 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 Refundable Deposit must be paid at the time of request.

The Reservation Fee must be paid at least 30 days prior to the reservation date.

FACILITY RENTAL RATES

2 hour minimum
Non-residents are charged 1.5 times the resident fees

RATE 1

Open or closed to public
Generates NO sales
NO Admission/Entry fees
NO Concessions
NO Sponsor signage allowed

Pergola
Residents: \$116/hr
Non-residents: \$174/hr

Stage/Grassy Knoll
Residents: \$63/hr
Non-residents: \$95/hr

RATE 2

Open to public
Generates sales
Admission/Entry fees
Concessions
Sponsor signage allowed

Pergola
Residents: \$168/hr Non-residents: \$252/hr

Stage/Grassy Knoll
Residents: \$116/hr Non-residents: \$174/hr

RATE 3

Closed to public
Generates sales
Admission/Entry fees
Concessions
Sponsor signage allowed

Pergola
Residents: \$483/hr Non-residents: \$725/hr

Stage/Grassy Knoll
Residents: \$326/hr Non-residents: \$489/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.

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 (COI) in the amount of at least **\$2,000,000** per occurrence that lists the City of Lake Oswego, 380 A Ave., Lake Oswego, OR 97034 as the certificate holder and as an additional 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, fitness classes).
4. Involving animals
5. Non-sanctioned sporting event or tournament.

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. <https://www.oregon.gov/oha/ph/HealthyEnvironments/FoodSafety/Documents/tempguide.pdf>
- Up to two (2) Food Trucks are allowed in designated areas as shown on map. Additional fees, insurance, and requirements apply. See online application for Food Truck Statement of User Responsibility for details.

DECORATIONS

- Use of painter's tape is permitted on walls and tables. Duct tape is not allowed
- ABSOLUTELY NO bird seed, confetti, rice, confetti or water 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.

SEATING AND USE OF TENTS

- Extra seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the 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, LOPR is not responsible for providing water. Any tents 400 square feet and larger or grouped together with sidewalls require a permit from the Lake Oswego Fire Department. <https://www.ci.oswego.or.us/fire/fire-department-permits>
- Applicant is required to set-up provided tables and chairs and put away at end of reservation.

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 Insurance 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:
5. OLCC Special Event Sales License is obtained <https://www.oregon.gov/olcc/Pages/default.aspx>. 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. The LOPR 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.



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 and recycling i.e. cardboard boxes than the receptacles will allow, the applicant is responsible for removal 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 EVENTS

- Mandatory meeting with the Premier Parks Onsite Coordinator prior to event & application approval. You are required to meet at least two weeks in advance of your event.
- 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.

TABLES AND CHAIRS

- There are approximately 175 folding 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 or take-down 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 FIREPLACE

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

- Applicant must provide firewood.

USE OF ELECTRICITY

Should you require electricity for your event please check box on application. There is a 220 amp outlet located in the designated area for food trucks that can support a Spider Box (not provided by the City). Applicant must provide extension cords.

MUSIC

Use of amplified sound requires adherence to City of Lake Oswego Park Rules, which requires that music or soun must be contained within the boundaries of the park. **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 two reservations per month will be approved for amplified sound on a first come basis with application submitted and deposit paid.

STAFF ASSISTANCE

Reservations will be charged \$150/hr if Parks Staff is needed to assist with garbage/recycling removal, cleaning/stocking bathrooms, or any issues that might arise i.e. electrical.

VEHICLES ON PLAZA

- Only Food Trucks are allowed to drive on the plaza.
- All other vehicles must find a public parking spot in one of the parking garages or side streets.
- **No unloading/loading from the Roundabout.** Parking spaces on Evergreen may be used for loading/unloading.
 - Plan to possibly have to transport any items from vehicles onto the plaza from a parking gargage.

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.

