



EVENT Application For Use of THE LO TEEN LOUNGE
****PLEASE CHECK AVAILABILITY BEFORE SUBMITTING****

- ✓ Please print or type legibly and fill out form completely.
- ✓ If applicable, attach a copy of the Certificate of Liability Insurance naming the City as an additional insured, Temporary Restaurant License, and/or Food Handlers permit.
- ✓ Submit application and pay all fees 48 hours prior to day of the event.
- ✓ Make ONE payment by Credit Card (Visa or MasterCard Only), Cash or Check payable to *The LO Teen Lounge*

APPLICANT INFORMATION

Organization Name (if applicable): _____	Person Responsible for Reservation: _____
Address: _____	Home Phone #: _____ Other Phone #: _____
City/Zip Code: _____	E-mail Address: _____

RESERVATION INFORMATION

Day of Week (circle): M T W TH F S SU **REQUESTED DATE:** _____

Reservation - START TIME: _____ AM/PM *(including set-up)* **END TIME:** _____ AM/PM *(including clean-up)*

Event Name: _____ **Total Expected Attendance:** _____

Contact Person on Day of Event: _____ **Contact # on Day of Event:** _____

Type of activity: Birthday Party Reunion Fundraiser Wedding

Other: _____

This event will be:

Closed to the public/invited guest only Open to the public Generating sales *(i.e., admission fees, concessions, or entry fees)*

Please indicate the amenities you will need: (Based on availability) *(check all that apply)*

Additional 6' tables _____ Video Games PA System (\$75 additional fee) Other _____

Are there any entertainment features related to your event? No Yes*

*Number of Performers: _____ Performer Name(s): _____ Performance Type: _____

Will sound amplification be used? No Yes* **Note: Music must be kept at moderate levels.**

*Start time: _____ End time: _____ Describe sound equipment used: _____

Will you be bringing any extra tables, seating, or other temporary equipment? No Yes*

*Describe equipment use and location: _____



Will food and/or refreshments be served? No Yes*

*What type of food and/or refreshments will be served? _____

Will you be hiring a caterer to serve food? No Yes*

*Caterer Name: _____ Address: _____ Contact #: _____

Will food and/or refreshments be sold? No Yes*

*What type of food and/or refreshments will be sold? _____ (a Temporary Restaurant License is required)

Who will prepare the food being served? Caterer* Other: _____

*Does the caterer have a current Food Handlers Permit? No Yes

FOR OFFICE USE

A copy of the following supplemental documents are required:

- Proof of Liability Insurance - Due date: _____ Received on: _____
- Proof of Host Liquor Liability Insurance - Due date: _____ Received on: _____
- City Approved Alcohol Permit - Due date: _____ Received on: _____
- OLCC Temporary Sales License - Due date: _____ Received on: _____
- Temporary Restaurant License - Due date: _____ Received on: _____
- Current Food Handlers Permit - Due date: _____ Received on: _____

NOTE: All required documents must be submitted to the City of Lake Oswego at least 30 days prior to reservation date for the reservation to be confirmed.

Fee Computation: *Office Use Only*

Staffing Fee: **\$75.00** _____

LO Teen Lounge: ___ hrs. @ \$35 per hour: \$ _____

TOTAL AMOUNT DUE: \$ _____

PLEASE ENTER INTO "Teen Lounge Rental"

code # 285950

Payment Information: *Office Use Only*

Cash Check # _____ Visa MasterCard

Cardholders Name: _____

Card Number: _____ Expires: _____

Holding Reservation Date: \$500.00 paid on: _____

Remaining amount of \$ _____ is due by: _____

All fees paid on: _____

Note: To hold a reservation date, the \$500 must be paid at the time of the request and the remaining amount will be due 30 days prior to the event.

OFFICE USE ONLY

I have evaluated the application and in accordance with the City of Lake Oswego's policies, this application is:

Approved for use

Denied for use

Comments/Notes: _____

Authorized by: _____

Date of Approval: _____

Print Name of Applicant

Date

Signature of Applicant

Date



STATEMENT OF USER RESPONSIBILITY

For Lake Oswego Recreational Area/Facility

I, the undersign, attest that I have read and agree to abide by all rules, regulations, and guidelines specified herein:

RESERVATIONS & CANCELLATIONS

1. EVENT application for use shall be submitted no less than 48 hours prior to use.
2. All fees associated with an EVENT reservation must be fully paid by the day of the event.
3. Cancellation for an EVENT is only accepted 24 hours prior to the reservation date with a refund of all fees. If the applicant fails to provide at least 24 hours notice, the \$75 Staffing Fee will be deducted before your refund is issued. To change a reservation date, a request must be made 24 hours in advance or 50% of your Staffing Fee is charged.
4. If user/group leaves before the designated ending time, the rental fee for the remaining time is forfeited. If user/group runs over reserved time, the hourly rate will be charged.
5. User/group is responsible for clean up of the event within the specified rental time. An additional \$50 cleaning fee will be charged if user/group fails to adequately clean the rented space.
6. User/group is responsible for providing adult chaperone(s) for each event.
7. Controlled substances and smoking are prohibited within and outside the facility.
8. Music must be kept at moderate levels.
9. No person may move any City owned equipment and/or supplies without written permission from the Director of Parks & Recreation.
10. Due to unforeseen circumstances, The City of Lake Oswego reserves the right to reschedule/cancel this facility use agreement.

LIABILITY

1. For EVENTS, or gatherings over 100 people, the authorized user/group shall submit a Certificate of Liability Insurance in the amount of at least \$500,000, naming the City of Lake Oswego as an additional insured, no later than 30 days prior to the event.
2. Any user/group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user/group assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's/group's display, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
4. The user/group shall be responsible for the conduct of participants in the activity or event, the supervision of youth under 18 years of age, for the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear. The user/group is responsible for additional costs for damage above and beyond the Deposit amount and liable for City's attorneys fees or collections costs reasonable incurred in any action in which the City prevails for enforcement of this agreement.
5. If approval is granted to the user/group to bring in any special portable devices for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during reservation time that the device is not the City's and the City is not responsible.
6. The City is not responsible for personal property left behind by the applicant or represented group, or for lost or stolen items left inside or outside the premises.

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I accept responsibility for any violations as they may pertain to the facility reserved.

Group or Organization: _____

Signature of Applicant: _____ Date Signed: _____

Address: _____ Home Phone: _____

City: _____ Zip: _____ Alternate Phone: _____



GENERAL RENTAL INFORMATION

INSURANCE POLICY

If the Applicant is using Palisades rooms 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 \$500,000 with an endorsement naming the City of Lake Oswego as an additional named insured before the application is approved.

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

ALCOHOL

- Alcohol is prohibited in the LO Teen Lounge

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.
- 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.

DECORATIONS

- Use of duct tape, tacks, pins, etc. are not permitted on walls or woodwork.
- **ABSOLUTELY NO** bird seed, confetti or rice, silly string, bubbles or bubble machines. Helium balloons anchored only.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.

SEATING AND TABLES

The City provides tables and chairs with what is on hand. Extra seating and tables are the responsibility of the applicant. Linens are not provided. All tables and chairs must remain inside the building and reserved area.

CLEAN UP PROCESS

The applicant is responsible for removal of all decorations, any items of property brought to the facility, and extra trash that will not fit in to the supplied receptacles. All City-owned tables and chairs must be returned to the configuration found at the beginning of the function. The applicant is responsible for additional costs for damage above. A \$50 cleaning fee will be charged to applicants who fail to clean the event space.

APPROVAL OF APPLICATION

Parks & Recreation staff will determine the proper category of the applicant, ascertain that the use, time, date, and size of group are appropriate and available. **Reservations are not confirmed until all requirements have been met (i.e., copies of insurance, permits, licenses) and 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 mailed to the applicant and copies of the application will be provided to the Police and Maintenance Departments.

SUPERVISION

The LO Teen Lounge will provide 2-staff persons per event in order to assist you. Applicant MUST provide (one) chaperone per 20 party guests. The user/group shall be responsible for the conduct of participants in the activity or event, the supervision of youth under 18 years of age, for the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear. Please see User Agreement for full description of User Responsibility.