



PARK SHELTER RESERVATION REQUEST

DATE OF EVENT: _____

EVENT DETAILS:	FACILITY REQUESTED	TIME OF EVENT (check all that apply)
	<input type="checkbox"/> Murdock Park Shelter	<input type="checkbox"/> 8:00 AM to 12:00 PM
	<input type="checkbox"/> Pioneer Park Shelter	<input type="checkbox"/> 12:30 PM to 4:30 PM
	<input type="checkbox"/> Snyder Park Shelter	<input type="checkbox"/> 5:00 PM to 9:00 PM (May – Sept)
	<input type="checkbox"/> Stella Olsen Park Shelter	
	<input type="checkbox"/> Stella Olsen Park Shelter & Amphitheater	
<input type="checkbox"/>	Anticipated # of attendees	
Yes / No	Are you planning an event in the park (i.e. concert, wedding, party/reception, festival etc.)?	
Yes / No	Do you plan to sell/serve alcohol?	
Yes / No	Will there be amplified sound?	

**If you answered yes to any of the above questions, or anticipate 100+ attendees, you may be required to submit a Special Event Permit Application. Please contact the City of Sherwood Event Coordinator at (503) 625-4207.*

NAME /EVENT TO PRINT ON SIGN: _____

ADDITIONAL REQUESTS: Access to Electrical panel at Stella Olsen Park Shelter and Amphitheater

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: Day: _____ Evening: _____

Rates:		4 Hours	All Day		4 Hours	All Day
Shelter	Resident	\$45.00	\$90.00	Non-Resident	\$65.00	\$135.00
+Amphitheater	Resident	\$120.00	\$240.00	Non-Resident	\$165.00	\$335.00

Please return this form with the reservation fee, made payable to the City of Sherwood and mail to 15527 SW Willamette St., Sherwood, OR 97140. Cancellations must be made no later than 14 days prior to the event. No refunds will be issued if cancelled within the 14 day time period.

HOLD HARMLESS/INDEMNITY: Applicant agrees to hold harmless, indemnify and defend City of Sherwood (“City”) from all liability for injury or damage to persons or property arising out of Applicant’s use of the subject property, unless the injury or damage is caused by the sole negligence of “City.” Please note that the park closes at 9:00 p.m. **NOTE: This permit is subject to cancellation by any Police Officer who determines that City Ordinance No. 2001-1117/ An Ordinance Prohibiting Use of Tobacco Products on City Property and/or City Ordinance No. 2001-1116/An Ordinance Prohibiting Noise are being violated. No nails, staples etc. are to be used on the shelter structure. No charcoal briquette barbecues allowed. Gas/propane barbecues are allowed.** NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as “recreational use immunity”). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned campsite for camping purposes and for use of the camping-related amenities in the designated campsite area. Other uses of this park, or any use of the property outside the designated campsite area are not subject to a charge and, therefore, the City of Sherwood is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

APPLICANT SIGNATURE: _____ Signature _____ Date _____

FOR USE BY CITY:	Amt Received	Check #	CC Receipt #	Date Received	Work Order #