



City of Keizer

Keizer Rotary Amphitheatre

Application/Permit

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
Phone: (503) 390-3700
Venue Address
1900 Chemawa Rd N
Keizer, OR 97303

Permit Application/Permit Fee Schedule	
<i>(All applicable fees are due at time of application. Use fees are charged from Access to Exit Times.)</i>	
Deposit (Refundable):	\$170.00
Use fee:	\$42.00 per hour, with four (4) hour minimum rental.
Use fee for Ticketed/Concert Event:	\$42.00 per hour, with four (4) hour minimum rental. -OR- Ten percent (10%) of ticketed sales, whichever is greater. <i>(Must provide proof of sales if requested by City.)</i>

Event Information

Event Date(s): _____

Event Title: _____

Description of Event: _____

Initial Access Time: _____ AM PM Final Exit Time: _____ AM PM
(First entrance to Amphitheatre for set up.) *(The time final cleanup and exit occurs.)*

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Estimated Group Size: _____ Estimated Number of Vehicles: _____

Event Contact Information *(Responsible person will receive Permit correspondence)*

Group or Organization *(if applicable)*: _____

Responsible Person: _____

Primary Phone: _____ Secondary Phone: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

FORM AND PAYMENT SUBMISSION:

Please return this **form and payment** to the City of Keizer by one of the following methods:
1) In person: 930 Chemawa Rd NE -or- 2) By Mail: City of Keizer, PO Box 21000, Keizer, OR 97307

QUESTIONS:

If you have any questions call 503-856-3436 or email PC@keizer.org

STRICTLY PROHIBITED UNLESS PERMITTED BY APPLICATION ADDENDUM:

Ordinance No. 2018-791 as amended establishes Keizer Parks Regulations. The following are specifically prohibited in all Park Areas unless expressly permitted in writing by the City:

Possession or consumption of alcoholic beverages	Cooking with anything other than a barbecue
Use of Generators	Amplified sound
Events with over 50 attendees	Public, Ticketed or Concert Events
Events causing traffic or parking issues	Using City provided electrical services
Projecting any still or moving pictures	

The "Park Area Reservation Application Addendum" must be submitted with this Permit/Application. A Non-refundable Application Fee of \$60.00 will apply with submittal of the application addendum.

THIS APPLICATION/PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

This application by itself does not serve as an approved permit.

All conditions must be complied with by the deadline shown or the permit may be denied or withdrawn.

Application Submittal: The Application Fee, the Deposit and the Use Fees are due at the time of Application submittal. The event date will not be calendared or held until this occurs. If your event is estimating attendance over 100 people, or permitting intoxicating beverages, or permitting amplified sound, the application must be submitted 60 days prior to the event date. All other applications must be submitted at least 30 days prior to the event date. Ordinance No. 2018-791 as amended establishes Keizer Parks Regulations. Provide on a separate sheet any activities proposed that require a permit under the regulations. Activities not specifically listed and permitted in writing are not allowed. **A late fee of \$150.00 shall be imposed if all applicable documentation noted below and on the application/permit are submitted less than 20 days prior to the event.**

Insurance: Provide single limit liability insurance with minimum limits of \$1,000,000 naming City of Keizer as additional insured. The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. "City of Keizer" includes its officers, agents, contractors, and employees. The evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.

Venue Capacity: 600 guests is the maximum capacity allowed by this event permit, unless Applicant requests for an increase in the maximum capacity and approval is granted in writing by City. Requests for an increase to the maximum guest capacity must be submitted to the City of Keizer 20 days prior to the event.

General Information: Permittee must restore areas used by said organization/party to its original condition by the end of the event. General Park users will be allowed to use other park facilities during the event. The City reserves the right to review and approve or deny any other requests that may be potentially hazardous, unsafe or cause damage.

Cancellations: In the event of a client cancellation less than thirty (30) days before the event, 50% of the Use Fees will be forfeited. Should the event be cancelled by the City due to any reason, Permittee agrees and understands that other than refund of all use fees, the City of Keizer shall not be liable for any damages or charges whatsoever. Acceptance of the full refund will fully release and satisfy any and all claims, damages or charges, direct or indirect, against the City of Keizer. Should the event be cancelled for any other reason beyond the control of the City, e.g. weather conditions, Permittee agrees and understands that the application fee and use fees will be forfeited.

RULES AND REGULATIONS:

- Parks open ½ hours prior to sunrise and close ½ hour after sunset. No one may enter or remain in the parks overnight unless camped in a specifically designated camping area or otherwise permitted.
- Smoking, vaping, tobacco products and any type of legal or illegal drugs are not permitted in any park or park facility.
- All garbage must be disposed of properly in receptacles provided.
- Vehicles are only allowed in designated parking areas only.
- Outdoor fires in any place other than in a barbecue for cooking purposes is not allowed.
- Dogs are allowed in park areas and must be on a leash at all times unless in an area designated as an off-leash area. *(All other pets are prohibited unless authorizing in writing.)*
- Noise levels that violate the City’s noise ordinance will not be allowed.
- The follow are prohibited in all Park Areas:

Littering	Garbage dumping and water pollution
Vandalism	Possession of firearms or weapons of any kind <i>(Unless permitted by state law)</i>
Fireworks of any kind	Hitting golf balls
All types of inflatable bouncers, mechanical rides and trampolines	Birdseed, confetti, glitter, rice, anything that sprouts, hay/straw, silly string, party poppers, and sky lanterns
Feeding wild animals, birds, fish or reptiles	Operating any boats, cars, rockets or other devices that are powered by a rocket motor or an internal combustion engine

**It is the Permittee's responsibility to contact our Parks Department (503-856-3569)
at least one week prior to your event date to review the following, if applicable to your event:**

- ❖ **PARKING:** Staff will review the provided parking plan to ensure parking instructions given by the City are followed. Access to the Event Parking Access Gate may be arranged by the City at that time. A parking plan and a map will be provided with the approved permit.
- ❖ **ELECTRICAL USE:** If electrical use fee was paid, staff will review access to limited power. It will be made available only at the Keizer Rotary Amphitheatre stage and the western end of the concrete apron entrance.
- ❖ **ADDITIONAL REQUIREMENTS:** Some events may be required to provide fire extinguishers, additional signage or other event specific equipment. If required, arrangements will be reviewed with the Permittee.

NOTICE:

Permittee agrees to defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event.

Permittee agrees to comply with all the conditions set forth herein and to provide at Permittee's own expense the insurance set forth in the addendum attached.

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

EXPIRATION:

The application expires one year from submitted date.

PERMIT REVOCATION INFORMATION:

The City Manager or his designee may revoke the application if circumstances reasonably show that the event can no longer be conducted consistent with public safety or the Responsible Person does not meet the conditions set forth within the required time period. Any violations of the terms of this park reservation or park regulations, as determined by a police officer or a city parks official, immediately revokes this reservation.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

Responsible Person Signature: _____ Date: _____

*****THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF*****

Date Application Submitted: _____ Non-refundable Application Fee: _____

Total Fees Due as Submitted: _____ Refundable Deposit: _____

Total Paid: _____ Use Fee: _____

Date Paid: _____ Electrical Fee: _____

Approved as Submitted

Approved as Amended

Denied

By: _____ Title: _____ Dated: _____

Copy to: Parks Manager Police Dept. Fire Dept. Reserving Group City File