

City of Westfir

47441 Westoak Road, P.O. Box 296

Westfir, Oregon 97492

541-782-3983

westfircity@gmail.com

CITY OF WESTFIR PORTAL RENTAL INFORMATION AND RULES

The Westfir Portal Rest Area, adjacent to the Office Covered Bridge, is the crown jewel of the Westfir Parks System. A permit is required for any public assembly, private gathering, parade, picnic, or other event involving more than 20 individuals in a City Park. One may also reserve a space in the park even when fewer than 20 individuals are attending an event. At the Portal there are two smaller sheltered tables with freestanding BBQ grills, and one large shelter with four tables.

For small events, City Park facilities can be reserved by completing an application.

For large events with over 50 people in attendance, or events requiring OLLC permits, bridge closure, traffic control, stages, retail sales, or other special arrangements; the park can be reserved by completing the application, submitting required permits, insurance and the required rental fees. All applications for these types of events will be approved or denied by City Council within 30 days of submission. The application will not be approved until all required documents have been submitted.

Reservations are taken on a first come, first served basis. Permission to use the park facility does not constitute exclusive usage of the entire Rest Area. Although admission to the event area can be controlled, the Portal Rest Area itself must remain open to the general public.

PARK RULES

ACCESABILITY-

Provisions must be made to ensure that people with disabilities have access to sidewalks, curb cuts, restrooms and designated handicapped parking.

ADVERTISING-

Advertisements for businesses or events are not permitted in the city parks unless permission has been granted from the City Council.

ALCOHOLIC BEVERAGES-

Proof of liability insurance and OLCC license application must be submitted with application. Alcohol must be served in a designated area, and access restricted to individuals of age.

AMPLIFIED SOUND-

City Ordinance #121 limits amplified sound between certain hours. A schedule of entertainment is required and subject to Council approval if amplified sound will be used outside the Ordinance time.

CAMPING/CAMPFIRES-

City Ordinance #118 prohibits camping on City property. Campfires are also prohibited.

CANOPIES/STAGES/STRUCTURES-

A site plan is required for events erecting stages, structures, portable restrooms, and dumpsters.

CLEANUP-

Event organizers are responsible for collecting and properly disposing of all trash and litter that result from the event. If garbage will exceed the capacity of the garbage receptacles available, organizers must provide dumpsters and/or haul away excess.

DOGS-

Dogs must be on leash while in the park and all solid waste material must be cleaned up by the owner.

HOURS-

Park shelters may be reserved between the hours of 7 a.m. and 10 p.m. All set up and removal of structures, equipment and materials must be completed within these hours. Events can request extended hours, subject to Council approval.

FIREWORKS-

Fireworks are prohibited.

FOOD PERMITS-

Lane County regulations require that public events provide a restaurant or food handler license if food is to be sold, given away or served. Private events are not required to obtain a permit.

ROUTE MAPS-

Route maps must be submitted for all biking, running, and walk events, and may be changed by The City of Westfir to address operational, citizen or public safety concerns.

SECURITY AND TRAFFIC CONTROL-

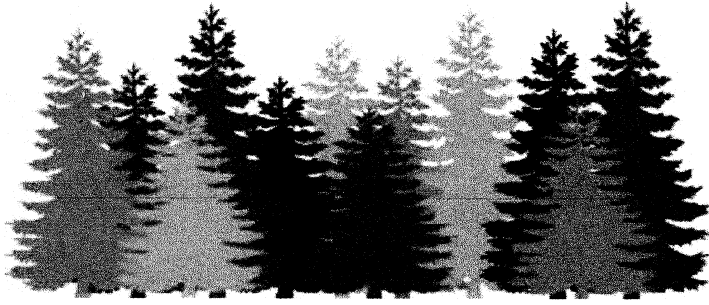
Liability insurance, security plan, parking plan, and traffic control plan must be submitted with the reservation application if attendance exceeds 100 persons.

UTILITIES-

Water and electric (upon request) are available. Due to the strain on the restroom facilities, events with more than 50 persons require portable restrooms.

VEHICLE ACCESS-

Park vehicles in designated areas only. Do not block fire lanes or gates to allow access for emergency vehicles.



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APPLICATION PROCESS AND FACILITY FEE SCHEDULE:

To allow for administrative costs, maintenance costs, and supply costs associated with reserving the Westfir Portal, the following reservation charges apply:

Small Shelters may be reserved at no charge

Entire Portal: \$200 daily

Refundable Cleaning Deposit: \$200 for groups over 50 persons

- The completed application form, required attachments, non-refundable permit fee, and any other fees must be submitted to City Hall 47441 Westoak Road, Westfir, OR 97492.
- Applications will be processed in order of receipt and will be approved or denied within 30 days of receipt by the City Council. All permits, insurance binders, etc. need to be submitted within the timeframe noted in the application.
- If, after submission of an application but before a decision is rendered, the applicant submits additional materials, a decision will be rendered within 30 days of receipt of the additional materials.

Name of event: _____

Representative name: _____

Address: _____ Phone: _____

Event date/s: _____ Time: from _____ to _____

Estimated attendance: _____ Will you need electricity: _____

The event is: Public _____ Private _____

Will this event: (if the answer is yes to any of these questions below, this application is subject to City Council review)

1. Have a controlled admission fee? Yes____ No____

2. Have amplified sound? Yes____ No____

(if yes, this application must be accompanied by a schedule of entertainment)

3. Be attended by more than 50 people? Yes____ No____

(if yes, you must provide one portable restroom on site for every 50 persons)

4. Be attended by more than 50 people? Yes____ No____

(if yes, the applicant must provide a certificate of liability insurance at least 45 days prior to event.

The certificate holder must be The City of Westfir, minimum insurance coverage acceptable is \$1,000,000 liability policy.)

5. Will alcoholic beverages be sold? Yes____ No____

(if yes, this application must be accompanied by an OLCC license application or permit, and applicable insurance)

6. Will food be served, sold or given away? Yes____ No____

(if yes, and the event is public, you must provide the City with a copy of a temporary restaurant license from Lane County Health at least 30 days prior to the event)

7. Require the covered bridge to be closed to traffic, cross railroad tracks within City limits, utilize City or County roads, or require special use permits from the USFS? Yes _____ No _____

(if yes, the applicant must provide route maps at the time of application - route maps may be changed by the City of Westfir to address operational, citizen or public safety concerns.

Applicant must provide copies of the USFS permit, Lane County permit for road use or bridge closure and written correspondence from UPRR at least 30 days prior to the event. Failure to provide information, or failure to comply by the permit guidelines, will void the application)

8. Require: a. portable restroom(s) Yes _____ No _____
 b. dumpster(s) Yes _____ No _____
 c. stages, or booths? Yes _____ No _____

(if yes, this application must be accompanied by a site plan for the open/park space)

I, _____, am the permit applicant. I certify that I am an authorized representative of the above organization (if any). I certify that the above statements are true to the best of my knowledge. I have received a copy of the City park rules and rental information, and I and/or the organization I represent agree to be bound by all applicable regulations. I and /or the organization I represent understand that any violation of any of these agreements will result in immediate termination of the event and will jeopardize future use of City facilities. I and/or the organization I represent agree to indemnify, defend, and hold harmless the City of Westfir, its officials, agents and employees from and against any and all claims of injury to property or persons that may arise as a result of any activity occurring at the event for which I seek this permit. I and/or the organization I represent agree to pay all costs of damage and/or vandalism to the park or facilities used in relation to the event for which I seek this permit.

Signature/Date