



## PUBLIC WORKS DEPARTMENT

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P.O. Box 970  
500 W. Third Street  
Newberg, Oregon 97132  
(503) 537-1234  
Fax (503) 554-9411

# RESERVATION PERMIT

## FRANCIS SQUARE | BUTLER PROPERTY

The City of Newberg is pleased to offer Francis Square and the Butler Property for public use at no cost.

### Conditions of Use

Please read carefully because these may affect your reservation plans, then complete the form.

- Reservations are subject to availability.
- Submitting the permit form does not guarantee the reservation.
- You will receive a signed copy of the approved reservation permit as confirmation.
- Allow 10 working days to process the permit request.
- The applicant assumes full responsibility for any and all damage (including clean-up) to the facility during their scheduled event.
- Every applicant shall attach to the reservation permit form a
  - Certificate of Liability Insurance and Additional Insured Endorsement naming the City of Newberg, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event.
  - Copy of sound permit if the event will broadcast amplified sound.
- There is **no reservation fee**
- A copy of the approved permit must be available on site at all times during the permitted event.

### SUBMIT PERMIT FORM & ATTACHMENTS

#### ***E-MAIL TO:***

[maintenance@newbergoregon.gov](mailto:maintenance@newbergoregon.gov)

#### ***DROP OFF:***

Newberg City Hall  
414 E. First Street  
Newberg, OR 97132

#### ***MAIL TO:***

City of Newberg  
PO Box 970  
Attn: Park Reservations  
Newberg, OR 97132

For facility availability and further questions regarding a permit, please call 503-537-1234.



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### RESERVATION PERMIT FORM

*A copy of this approved permit must be available on site at all times during the permitted event.*

Pursuant to City Resolution 2017-3384, a **permit fee is not required** of any person or organization using Francis Square or Butler Property which is owned and maintained by the City of Newberg. Please allow ten working days to process the application. Incomplete or missing information may delay the approval process.

**EVENT LOCATION:** ☐ Francis Square ☐ Butler Property

**DATE OF EVENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ to \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

Driver License # \_\_\_\_\_ Business License # (if applicable) \_\_\_\_\_

Address (street, city, zip code): \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell/Business \_\_\_\_\_

**TYPE OR NATURE OF EVENT:** \_\_\_\_\_

- ☐ **Commercial:** *activities must meet the requirements of City Code Title 5 and must be approved by the City Manager.* ☐ **Non-Commercial**

☐ **COPY OF LIABILITY CERTIFICATE OF INSURANCE ATTACHED**

Every applicant shall provide the City a Certificate of Liability Insurance and Additional Insured Endorsement naming the City of Newberg, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event as follows:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Commercial:</b> <i>Reservations of persons or entities engaged in commerce. Applicant shall purchase commercial, general liability insurance in amounts described in ORS 30.272(4), but in no event shall that amount be less than \$1,565,100.00</i> | <input type="checkbox"/> <b>Non-Commercial:</b> <i>Reservations of persons or entities engaged in arts, culture, civic or political activities with no commercial transactions shall provide general liability insurance in an amount of not less than \$1,565,100.00</i> |
|---|---|

☐ **EVENT WILL HAVE BROADCAST OR AMPLIFIED SOUND**

Requires a City Sound Permit issued by Newberg/Dundee Police Department. (Application for sound permit **must be submitted 30 days prior to event date**). A copy of the sound permit is to be attached and made a part of this permit application. Broadcast of amplified sound will not be allowed without an approved sound permit.



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### RULES FOR USE OF CITY FACILITIES

To ensure public safety and to preserve City facilities, the following actions are prohibited:

- Bicycle riding, roller-blading, skating, or skateboarding
- Littering, graffiti, or defacement of facility
- **Unpermitted** sale or distribution of products or literature at any time
- Unleashed or un-contained animals
- **Unpermitted** possession or use of intoxicants
- Sound amplifying devices or loud noise between the hours of 10:00 p.m. and 7:00 a.m. and only by permit from the City at all other times

**LIABILITIES:** The applicant assumes **full responsibility for any and all damage** to the facility caused by abuse, vandalism, neglect, or misuse of the facility. The applicant is responsible for removing all debris from the facility after use. Any costs associated with damage or additional cleaning will be billed to the applicant and may result in the denial of future use of the facility.

**NOISE:** Pursuant to Title 8, Municipal Code, Chapter 8.15.150 *Unnecessary Noise; Permitted Exceptions* of the Newberg City Code, a permit is required of any person or organization for the broadcast or amplification of programs of music, news, speeches, or general entertainment as part of a national, state or city event, public festivals, or outstanding events of a noncommercial nature. No event may disrupt emergency service communications.

***The issuance of any permit, or the approval of any use of the right-of-way, shall not be construed as imposing upon the City of Newberg, its officials or employees any and all liability or loss against all claims, or responsibility for any injury, losses, damages, suits, actions, liabilities, costs, and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of the Applicant, its officers, employees, subcontractors, volunteers, or agents under the permit approved by the City of Newberg. Additionally, applicant shall defend, indemnify, and hold harmless the City of Newberg from and against all liability or loss and against all claims, suits, actions, losses, damages, liabilities, costs, and expenses arising from this event.***

The statements and information provided above are in all respects true, complete and correct to the best of my knowledge. By signing below, I agree to follow all City Codes and State and Federal laws while occupying the facility.

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

Please Print: \_\_\_\_\_



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# RESERVATION PERMIT CITY FACILITIES

FOR CITY OF NEWBERG USE ONLY

☐ Approved

☐ Denied

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_  
(for commercial uses only)

Date: \_\_\_\_\_

Route copy of Permit to:

☐ Police ☐ Public Works ☐ City Manager ☐ Other \_\_\_\_\_

Sound permit Attached: ☐ Yes ☐ N/A

**Special Conditions/Comments:**

\_\_\_\_\_  
\_\_\_\_\_