

City of Vernonia
1001 Bridge Street
Vernonia OR 97064
Phone: 503-429-5291

Event Date: _____
Permit No.: _____
E-mail: cityhall@vernonia-or.gov

APPLICATION FOR VERNONIA SPECIAL EVENT PERMIT

Applicant Information:

1. Individual or organization: _____
2. Address: _____
3. Phone: _____
4. E-mail: _____
5. Name of contact person (if different than above) _____
6. Phone: _____

Event Information: (Note: Public may be in the vicinity of area being reserved)

7. Description of event and activities: _____

8. Date(s) and day(s) of week: _____
9. Area(s) requested:
 Anderson Park Picnic Shelter Hawkins Park Gazebo
 Grassy Area at Hawkins Park Airport Park Group Area
 Horse Arena Site Spencer Park Picnic Shelter
 Spencer Park Sports Field _____
- General Town Use/Streets _____ (Include map of route/ streets used)
10. Time: _____ to _____ Number of guests expected: _____
11. Will the event be promoted? Yes _____ No _____
12. Will food be served or sold? Yes _____ No _____
13. Will alcohol be served? Yes _____ No _____ (*sale of alcohol requires liquor license issued by the State of Oregon. See website for more information:*
http://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx)
14. Will products be distributed or sold? Yes _____ No _____
15. Is sound amplification proposed? Yes _____ No _____
16. Will any signs or banners be posted or hung? Yes _____ No _____
If yes, where is it proposed that the signs or banner be placed?

17. With what materials will they be hung up or attached? _____
18. What materials equipment, displays will you bring on-site? _____

I have received & read the attached park rules. I, the undersigned, do hereby agree to indemnify and hold harmless the City of Vernonia and any of the officers, agents or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment. I agree to abide by and enforce the park rules as well as the ordinances of the City of Vernonia and I accept responsibility for any violations as they may pertain to the above permit.

Signature of Applicant

Date

Staff use only:
 Approved by: _____ Date: _____
 Fee: _____ Receipt No. _____ Police notified of event: Yes / No

Exclusive Use Park Facility Fees

Fees are for the rental of 4-hour Group event \$50 each additional 4 hours	Class 1	Class 2	Class 3
Anderson Park Picnic Shelter	No Fee	\$25.00	\$ 50.00
Hawkins Park Group Event	No Fee	No Fee	\$100.00
Hawkins Park Gazebo Shelter	No Fee	\$25.00	\$ 50.00
Spencer Park Group Event	No Fee	No Fee	\$100.00
Spencer Park Picnic Shelter	No Fee	\$25.00	\$ 50.00

Exclusive Use Horse Arena Fees

Fees are by listed time period	Class 1	Class 2	Class 3
Horse Arena (4-6 hr. use)	No Fee	TBD	\$ 75.00
Horse Arena (Full day)	No Fee	TBD	\$150.00
Horse Arena (Full Weekend)	No Fee	TBD	\$250.00

Exclusive Use Primitive Group Camp Fees

Fees are per night	Class 1	Class 2	Class 3
Primitive Group Camp Airport Park	No Fee	\$60.00	\$150.00
Primitive Group Camp Anderson Park	No Fee	\$60.00	\$150.00
Primitive Group Camp Vernonia Lake	No Fee	\$40.00	\$ 75.00

Exclusive Use Sports Field Fees

Fees are for the rental of 4-hour Class 2 – season rate	Class 1	Class 2	Class 3
Spencer Park Fields	No Fee	\$150.00 per sport	\$100
Hawkins Park Field	No Fee	\$150.00 per sport	\$100
Tournaments	No Fee	\$150.00/up to 2 days	\$150 per day

Top 10 Park Rules
For complete list see Ordinance No. 881

1. Visitors and campers at parks shall pay all applicable fees upon entering the park.
2. Motorized vehicles are allowed only on designated roads and parking areas. Speed limit in all parks is 5 miles per hour.
3. All bottles, cans, ashes, papers, wrappers, garbage and trash shall be placed in proper garbage and recycling receptacles.
4. The cutting mutilation, destruction, damaging, defacing, removal or otherwise abusing any shrubs, trees, building, restrooms signs, tables, benches, playground equipment, or other structures or equipment is prohibited.
5. Users of the parks shall respect the rights of others to peace and quiet, particularly between the hours of 10:00 PM and 7:00 AM.
6. Dogs and other pets are prohibited except on a leash. Pet owners must clean up after their pets. No animals, except service animals, are allowed in any buildings.
7. Fires are permitted only in authorized camp stoves, fireplaces, or fire rings. Fires shall be fully extinguished before its users leave the park facility.
8. Possession, serving or consumption of alcoholic beverages is prohibited, except in designated campsites in Anderson Park, Airport Park and Vernonia Lake Park that have been paid for by registered camp users of the Park, or if an event permit is obtained from the City in conjunction with a special event. Any person using alcohol in a manner that creates offensive, abusive, harassing, loud or belligerent behavior will be asked to leave the park immediately.
9. Children under of the age of eight (8) years must be supervised at all times by an adult. Parents are responsible for children using the parks system, and will be held responsible for damage or injury caused by their children.
10. The Park Custodian or Caretaker or a City Police Officer has the authority to ask any person to leave the Park immediately for violating Park Rules and Regulations.