



City Of Molalla

PO Box 248
Molalla OR 97038

Phone: 503-829-6855 FAX: 503-829-3676

CITY STAFF COMPLETION ONLY

APPROVED DENIED by: _____
Deposits are determined by the Public Works Director

Damage Deposit _____ Electricity Deposit _____ Key Deposit _____

PARK USE APPLICATION

Please Note: If a key is needed (for gazebo, concession stands, gates, etc.) a \$25.00 refundable deposit is now required.

Event Date: _____ Day of the Week (M, T, W, Th, F, Sat., Sun.)
Time (s) _____ - _____ Estimation of Attendance _____

Applications must be submitted 30 days BEFORE the scheduled event.

Please check which facility you wish to use:

- _____ **Long Park** (next to Fire Dept.)
- _____ **Clark Park** (near Buckeroo Grounds)
- _____ **Bohlander Field** (across from Buckeroo Grounds)
- _____ **Sheets Field** (next to Primary School, on Toliver Rd.)
- _____ **Fox Park** (next to library)
- _____ **OTHER**Please specify

Will you be using the entire facility, or a portion of the facility? Please list:

Will you need the use of the gazebo at Long Park? Yes No
Will you need the use of electricity? Yes No

Type of Event to be conducted:

Applicant Name: (name or organization name)

Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

Is group: Profit Non-Profit Corporation Partnership Individual

Authorized Signature of Applicant

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Key Deposit to be mailed to:

SECURITY REQUIREMENTS

The City of Molalla may require Permittee to provide security personnel during events. Contact the City of Molalla Police Department to determine if security procedures and personnel are needed. Applicant must contact Molalla Police Department at least 10 days prior to the event to discuss security issues.

If security is required, what security will you provide? Include Business names, address and telephone number.

If it is determined that additional security is needed, the City of Molalla has the right to bring in additional security at the expense of the permittee.

If you intend to have alcoholic beverages, you must obtain a special permit by writing your request to the City Manager or designee, the request will then be considered.

INSURANCE REQUIREMENTS

The City of Molalla requires permittee to provide \$1,000,000.00 of general liability insurance coverage naming the City of Molalla as an additional insured on permittee's policy. If alcohol is dispensed, a \$1,000,000.00 alcohol liability insurance policy is also required with the City named as an additional insured.

***CERTIFICATE OF INSURANCE MUST BE RECEIVED BY THE CITY OF
MOLALLA AT LEAST 10 DAYS PRIOR TO THE EVENTS***



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