



CITY OF HILLSBORO Parks & Recreation Department

4400 NW 229th Avenue, Hillsboro, OR 97124 (503) 681-6120 office (503) 681-6124 FAX

Park Reservation Application

Name of organization or individual _____

Person supervising activity _____ E-mail _____

Phone Hm _____ Wk _____ Cell _____

Address _____
Street City State Zip

Resident Group Yes ___ No ___ *Resident group: 50% or more of attendees must reside within the Hillsboro City limits*

Date of Use _____ Maximum Attendance _____ Start time _____ End Time _____

PLEASE CIRCLE REQUESTED SHELTER, PICNIC AREA, STAGE AND TIME/SHIFT BELOW:

All shelters and picnic areas will be available for 2 shifts a day:

First shift: 9:00 a.m. – 2:00 p.m. Second shift: 3:00 p.m. – Dusk (park closure)

Please speak with staff about any park sites, commercial or special requests not listed.

Shute Park

		Resident Fee	Non-Resident Fee
Shelter	Seats 50	\$40 per shift	\$60 per shift
Picnic Area A	Seats 200	\$40 per shift	\$60 per shift
Picnic Area B	Seats 200	\$40 per shift	\$60 per shift
Picnic Area C	Seats 200	\$40 per shift	\$60 per shift

Performance Platform \$30 – Stage only \$75 – Stage with power for sound amplification*

All stage events must be open to the public. Groups larger than 200 require a Special Use Permit.

Shadywood Park *

Shelter	Seats 30	\$25 per shift	\$37.50 per shift
Picnic Area	Seats 100	\$30 per shift	\$45 per shift

Rood Bridge Park *

Shelter A	Seats 30	\$25 per shift	\$37.50 per shift
Shelter B	Seats 100	\$60 per shift	\$90 per shift
Fireplace in shelter. Gathering of firewood is prohibited. You must bring wood.			
Shelter C	Seats 50	\$40 per shift	\$60 per shift
Woodland Pond Pavilion	40 standing for ceremony	\$25 per hour	\$37.50 per hour

Griffin Oaks Park *

Shelter	Seats 30	\$25 per shift	\$37.50 per shift
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Noble Woods Park *

Shelter	Seats 30	\$25 per shift	\$37.50 per shift
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Reedville Creek Park *

Shelter	Seats 30	\$25 per shift	\$37.50 per shift
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Magnolia Park *

Shelter	Seats 30	\$25 per shift	\$37.50 per shift
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Bagley Park *

Shelter	Seats 30	\$25 per shift	\$37.50 per shift
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(Please read both sides)

To hold an event in a park location not listed on this form please contact our office about a special event permit. 503-681-6120 A rental agreement or special event permit is required for all groups/events of 50 or more.

*Approval is required for all sound amplification and live music. There is a 2.5 hour limit per shift on all music and sound amplification and it must fall between 10:00 a.m. - 9:30 p.m.

Will you be using sound amplification? Yes No

If yes, please describe: _____

A Certificate of Insurance is required for the following:

- Caterer preparing food in park
- Rented tables and chairs
- Rented tents/canopies
- Large rented games
- Port-a-Potties

All fees must be submitted with this form.

The applicant and the applicant's group, shall indemnify, defend and hold City, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of a Hillsboro City Park and adherence to all park regulations. I have read and agree to abide by the park regulations established for use of a Hillsboro City Park. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

User Signature _____

Date _____

(PLEASE KEEP AND READ THIS SHEET)



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Rental Procedure

- Reservation should be made at the Parks and Recreation office at 4400 NE 229th Avenue or by calling 503-681-5397 at least 7 days in advance of requested use date.
- The rental fee is required when the reservation is made. Checks should be made payable to “**City of Hillsboro**”. Visa and Mastercard are also accepted.
- Reservations are taken beginning January 2 of the same year for the May 1 through September 30 rental season.

Site Information

- All shelters and picnic areas have:
 - 120 volt electrical outlets
 - Handicap accessibility
 - Nearby restrooms

Days & Times Available for Reservations

Monday through Sunday
First Shift - 9:00a.m. – 2:00p.m. Second Shift – 3:00p.m. – Dusk (park closure)
There is a separate fee assessed for each shift.

Cancellation Policy

- Cancellation should be made at the earliest possible date.
- 50% of the rental fee will be assessed if you cancel within 48 hours of the reservation date.
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel a reservation.

General Park Rules and Regulations

- **Beginning Nov. 20, 2009 use of all tobacco products is prohibited on all park property.**
- Please clean the area following event.
- If others will not yield your reserved area to you when requested, please call the police non-emergency number (503)-629-0111.
- No staples are allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters or trees.
- Permission for amplified sound may be revoked at any time if deemed disruptive under Hillsboro Municipal Code 8.24.
- Alcoholic beverages are not permitted. This law is strictly enforced.
- User groups may not sell food, beverages, or other items in the park without permission from the Parks and Recreation Department.
- Park is closed dusk to dawn
- Motorized vehicles are prohibited except in parking areas.
- Dogs must be on leash.
- Dog excrement must be removed from the park.
- There are no reserved parking areas. Parking is first come, first served.

Thank you for your patronage!