



## Wait Park Reservations

Planning and Economic Development Department  
503-266-7001

### Instructions for Requesting Wait Park Reservations

1. Please include a 1 page letter describing the purpose and event in detail.
2. Complete the fields on the Wait Park Event Reservation application.
3. Please include the reservation fee with your application. Checks are payable to the City of Canby. Non-profit organizations are exempt from this fee.
4. Include a copy of your "Liability Insurance."
5. Return your application, reservation fee (if applicable) and a copy of your "Liability Insurance" 2 weeks before your scheduled event to:

**111 NW 2<sup>nd</sup> Avenue  
P.O. Box 930  
Canby, Oregon 97013**

On the date of the event, the Sponsor/Contact person is responsible for posting reservation notices at the Wait Park Gazebo 2 hours before the event. Please cleanup any decorations or garbage after the event.

### Instructions for Wait Park Street Closures

1. Include event information on Wait Park Street Closure Request form.
2. Please retrieve approval signatures from businesses that will be affected by the street closure.
3. Please refer to the Wait Park street closure example when marking where you want street closure barricades.
4. Please include a \$50 street closure fee. Checks are payable to the City of Canby.
5. Return your Wait Park Street Closure request form and fee to:

**111 NW 2<sup>nd</sup> Avenue  
Canby, Oregon 97013**

# Wait Park Event Reservation

City of Canby, PO Box 930, 111 NW 2<sup>nd</sup> Avenue

(P) 503.266.7001 ● (F) 503.266.1574

Planning and Economic Development Department

**Wait Park:**

A one-block square park with the following amenities; The Gazebo has electric outlets, stairs, a ramp, and cement floor. The railings are metal. Decorations can be attached with tape. The park has two playground areas and two drinking fountains, three picnic tables, ten garbage cans, and restrooms.

<u>Reservation Fee:</u>	<b>City Resident</b> \$375/day Gazebo only \$110 for five hours	<b>Non-Resident</b> \$750/day Gazebo only \$220 for five hours
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Type of Event:		Date(s) of Event:	
Time: From am/pm:	To: am/pm	Sponsored by:	
Responsible Party/Contact Person:			
Address:			
	(City)	(State)	(Zip)
Telephone (Home):		Telephone (Work):	

**Requirements:**

Will you require electricity? Yes  No  Will you require water? Yes  No

Will there be concession stands? Yes  (How many: \_\_\_\_\_) Location: \_\_\_\_\_ No

Will you be requesting street closures? Yes  No  (\$50 Fee to be paid at-registration)

If Yes, Which Streets: \_\_\_\_\_

**Applicant must contact Parks Maintenance seven (7) days in advance to arrange needs**  
**503-266-0732**

**Insurance Requirement:**

The City of Canby requires user to carry Liability insurance. This insurance shall provide coverage of not less than \$1,000,000 for bodily injury and property damage for each occurrence and not less than \$1,000,000 in the aggregate. A Certificate of Insurance shall be provided to the City of Canby naming the City as a Certificate Holder and be delivered prior to the scheduled event.

**Rules/Information:**

1. Absolutely no automobiles/trucks on turf.
2. Please do not nail banners or signs to trees, posts or other park items. These can be taped, but must be removed after the event.
3. All concessionaires must meet in advance with Park Maintenance staff regarding electricity requirements. Electricity is limited. Staff is not responsible for outages caused by overloads due to use of unapproved appliances.
4. Turf damage caused by event sponsor's use of grassy areas must be restored at sponsor's expense.
5. A 30-day notice is required for cancellation and refund.
6. Canby Municipal Code 12.2.4.040 prohibits the use of alcohol on public park property.
7. The sponsor/contact person is responsible for any clean up required following this event.
8. Amplified voice or music, including sound checks shall not begin before 8:30 am and shall end no later than 10:00 pm.

The Sponsor or Contact person is responsible for posting reservation notices at the Gazebo two hours prior to event. The Sponsor/Contact person will be responsible for any clean up required following this event.

\_\_\_\_\_  
*Signature of Responsible Party* *Date*

**Reservation Checklist: (to be completed by staff)**

1. Payment Received: \_\_\_\_\_ (Date) Initials: \_\_\_\_\_ Fee Waived: Yes  No   
***In order to have the rental fee waived the following conditions must be in place:***  
***A. The organization is non-profit and the event is open to the public without an admission charge of any kind.***  
***B. The event is officially sponsored in part or in whole by the City of Canby***
2. Certificate of Insurance Received: \_\_\_\_\_ (Date) Initials: \_\_\_\_\_ (Attach to this form)
3. Event Scheduled on City Calendar: \_\_\_\_\_ (Date) Initials: \_\_\_\_\_
4. cc: Parks Department Public Works Police Department

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**CITY OF CANBY**  
**WAIT PARK STREET CLOSURE REQUEST FORM**

Planning and Economic Development Department  
111 NW 2<sup>nd</sup> Avenue  
P.O. Box 930  
Canby, Oregon 97013  
(P) 503.266.7001 ● (F) 503.266.1574  
\$50.00

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*Please complete the street closure request form and mark where you would like the street closure. Please have the surrounding businesses sign the attached sheet. Once the forms are completed, please return the forms to the Planning and Economic Development Department.*

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Type of event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Street(s) to be closed: \_\_\_\_\_

Time: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm Non-Profit Event:  Yes  No

Event is Sponsored by: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone (Home): (        ) \_\_\_\_\_ Telephone (Work) (        ) \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**Reservation Checklist: (To be completed by staff)**

1. Forward application and have Police, Fire and Public Works review and sign below.

\_\_\_\_\_  
Canby Police Department Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Canby Fire Department Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Canby Public Works Department Signature

\_\_\_\_\_  
Date

2. Date application and payment received: \_\_\_\_\_

Payment Waived:  Yes  No

(In order to have the fee waived the following conditions must be in place:

A. The organization is non-profit 501(c)(3) and the event is open to the public without an admission charge of any kind.

B. The event is officially sponsored in part or in whole by the City of Canby).

3. Once approved signed copies sent to:

Public Works (Attn: Ronda) \_\_\_\_\_ (Date Sent)

Code Enforcement Officer (Attn:Kari): \_\_\_\_\_ Date Sent)

Police (Attn: Toni) Department: \_\_\_\_\_ (Date Sent)

Planning Department (Attn: Bryan): \_\_\_\_\_ (Date Sent)

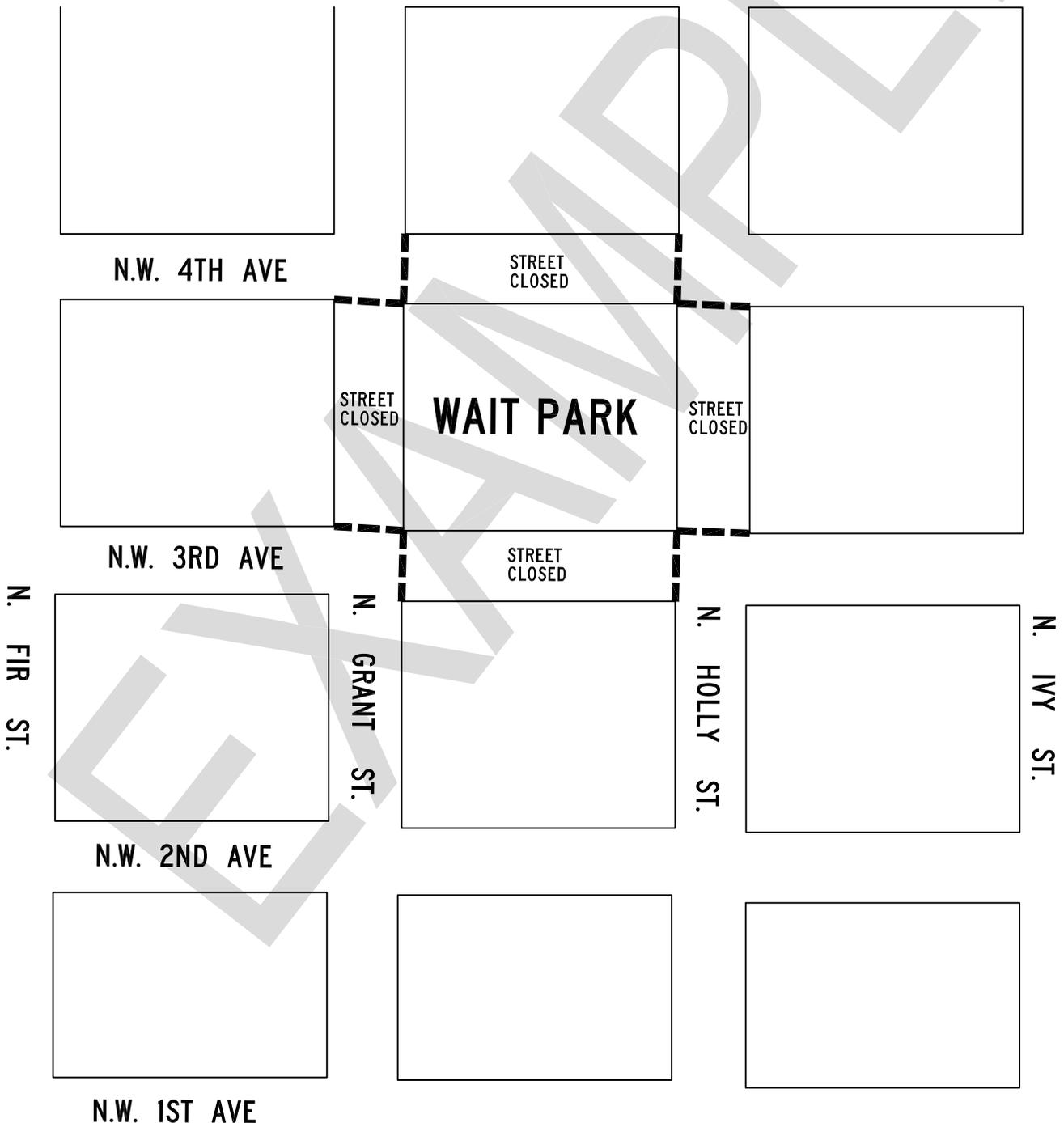
Fire Department: \_\_\_\_\_ (Date Faxed)



# City of Canby

## Wait Park Street Closure Vicinity Map

Please place lines across the areas you wish to close the street.



# City of Canby

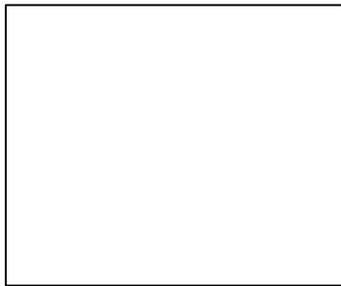
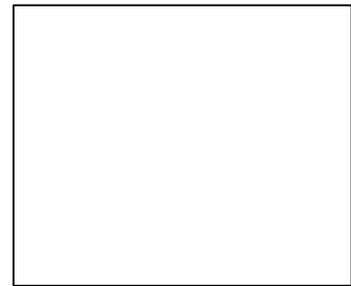
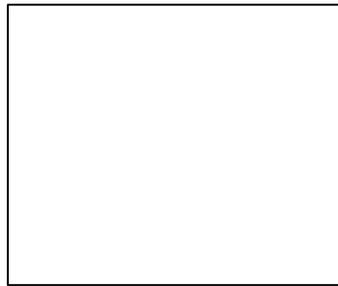
## Wait Park Street Closure

### Vicinity Map

Please place lines across the areas you wish to close the street.



N.W. 4TH AVE



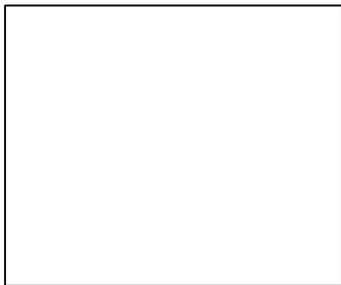
N.W. 3RD AVE



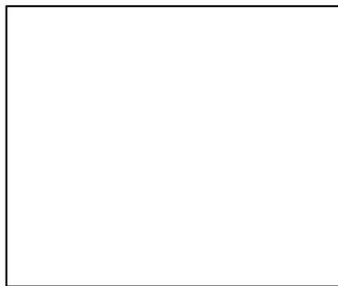
**WAIT PARK**



N.  
FIR  
ST.



N.  
GRANT  
ST.

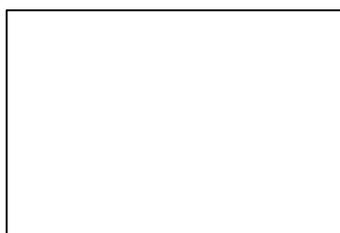


N.  
HOLLY  
ST.



N.  
IVY  
ST.

N.W. 2ND AVE



N.W. 1ST AVE