

Portland Parks Department  
Special Event Application

This application must be received at least 60 days in advance of your event.

This application will be subject to approval by the City of Portland and the Portland Parks Department. The event coordinator may be required to attend preliminary meetings during the process of approval, and subsequent planning meetings.

All permits and terms of this application, and all associated expense, is the sole responsibility of the event sponsor and event coordinator. Failure to adhere to terms of this application will result in cancellation.

**Type of Activity:**  Tournament  Concert  Festival  Other (Describe) \_\_\_\_\_

**Facility:**  Gym  Amphitheater  Shelters  Fields

**Event/Sponsor** \_\_\_\_\_

**Coordinator/Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone** Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_

**Email** \_\_\_\_\_

**Date Requested** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Rain-Out (reschedule) Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time Requested** Start \_\_\_\_\_ End \_\_\_\_\_ **Estimated Number of People** \_\_\_\_\_

Will additional apparatus be used (equipment, vehicles, bounce houses etc.)?  yes  No

Is money to be charged for admission in to the event?  yes  No

Is there a fee for participation in the event?  yes  No

Would special services be required from the Parks Department? If so, please describe:

\_\_\_\_\_

**Restricted Activities:** For-profit businesses and organizations may not use the facility for normal business purposes, nor can individuals use the facility for personal revenues. It is the responsibility of all users to adhere to all rules and regulations of the City of Portland Municipal Code and all Code of Ordinances, including but not limited to restrictions governing the use of fireworks, vending and selling alcohol and disturbing the peace. Proof of any required permits must be presented to the Parks Dept. at time of reservation.

**Permit:** Your permit authorizes your reservation. You may not "bump" another user without the permit. Contact the Portland Parks Dept. (325-6464) during normal business hours for assistance (M-F 8am-4pm) enforcing your permit or after hours go to our facebook page **Portland TN Parks and Recreation**.

**Rain:** There are no refunds for rain or any other weather conditions. However, if the facility is not used and we are notified no later than the date of your event, another date of similar value may be reserved at no additional fee.

**Cancellation and Refund:** The Parks Department will process a refund if the event is cancelled with a minimum of 1 week advance notice. An administrative fee of \$25 will be retained for all refunds. No refunds on any cancellation with less than a 7 day notice.

**Terms:** USER agrees that it and all users of said facilities will abide by all rules and regulations. USER shall so conduct its activities upon the premises so as not to endanger any person lawfully thereon, and shall indemnify, save and hold harmless the City of Portland, the Portland Parks Department and all of their officers, agents and employees (CITY) from any and all claims for losses, injuries, damages and liabilities to persons to property, however caused, while said premises are under control of USER. USER hereby assumes full responsibility for the character acts, and conduct of all persons admitted to the premises by consent of the USER, or its officers, employees, agents, members or representatives. USER will report all injuries in writing within 24 hours.

USER will reimburse the CITY for any costs, expenses or fees incurred in any litigation or negotiations prior to litigation, to which the CITY may be a party or be involved, caused by the acts of the USER or due to the accidents or occurrences against liability for which the USER hereby agreed to indemnify the CITY.

USER agrees that if said premises or the building, equipment or furnishings thereon, are damaged during the term of this agreement, by the act, default or negligence of USER or any person admitted to said facility by the USER, the USER shall pay to the CITY upon demand such sum as shall be necessary to restore said facility to the condition that it was in at the commencement of this agreement, and to replace and to repair any equipment or furnishings so damaged.

USER will pay the CITY at 2x the facility reservation rates due to any use outside the times reserved for this particular reservation. USER agrees to leave such facility in a clean and orderly condition and agrees to pay the CITY upon demand such sum as shall be necessary to restore such facility to a clean and orderly condition.

It is understood that the CITY reserves the right to cancel this agreement for any default by USER, or to cancel or reschedule this agreement with just cause. USER agrees to all terms and conditions of this facility reservation agreement.

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Signature

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Date

**FOR OFFICE USE ONLY**

Facilities/Fees      Total Fee    \$ \_\_\_\_\_      Deposit    \$ \_\_\_\_\_

**CERTIFICATE OF INSURANCE**

Most special events will require the user to obtain a certificate of insurance (liability) naming the City of Portland as additional insured. If insurance is required for your event, this will be reflected in this section. The certificate must be received at least 1 week prior to your event. Event will be cancelled without required insurance.

**INSURANCE REQUIRED:**      Yes \_\_\_\_\_      No \_\_\_\_\_