

BIG CREEK PARK SHELTER
RESERVATION APPLICATION

Newport Parks and Recreation Department
225 SE Avery Street
Newport, OR 97365
(541) 265-7783

1. **Date of Activity:** _____
2. Name of Organization: _____
3. Applicant's Name: _____
4. Applicant's Address: _____
5. Telephone: Home: _____ Business: _____
6. **Hours of Use** (include preparation and clean up time): _____
7. Anticipated attendance: _____
8. List of persons responsible during this activity:

NAME AND ADDRESS

PHONE

1. _____
2. _____

9. Type of Usage: (picnic, party, reunion, etc)

10. Do you plan to have alcoholic beverages?: _____

Applicant agrees to hold harmless and indemnify the City of Newport, Oregon, from any and all liability for injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damage to any park, facility, building, equipment and furniture owned or controlled by City, which results from the activity or permittee or is caused by any participant in said activity.

Applicant hereby assumes all responsibility to leave area in a neat and clean condition.

13. **Signature:** _____ **Date:** _____

Copies to: Applicant
Office
Park Crew

Approved by: _____
Date: _____
Fee Paid: _____
Date Paid: _____

BIG CREEK PARK PICNIC SHELTER

ELECTRICITY:	Outlets
WATER:	Faucets, but no sink
STOVES:	Group size barbecue only
RESTROOMS:	Portable (chemical toilets)
SEATING:	Can support approximately 40-50 people
PLAY EQUIPMENT:	Children's play equipment and horseshoe pits in park; small field for games.
FEEES:	4 hours or less \$23.00 More than 4 hours \$46.00

***Make checks payable to: CITY OF NEWPORT*

INFORMATION

1. Reservations will be made only after receiving completed Reservation Application and fees have been paid. Reservations will not be made by phone.
2. Permit applications may be obtained from and returned to:
Newport Parks and Recreation Department
225 SW Avery Street (Mailing: 169 SW Coast Hwy.
Newport, OR 97365 Newport, OR. 97365)
(541) 265-7783
3. Picnic shelter is available from 8:00 am until dark.
4. Alcoholic beverages may be used.
5. Big Creek Park Shelter may be reserved from May 1st through September 30th.
6. The Parks and Recreation office will begin accepting permit applications on the first Monday in March. Reservations are on a first come first served basis.