

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** (include set up and clean up time) from: \_\_\_\_\_ to: \_\_\_\_\_
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:** \_\_\_\_\_

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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:	Resident	Non-Resident
4 hours or less	\$24.84	\$29.81
More than 4 hours	\$49.18	\$59.01

*\*\*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 1<sup>st</sup> through September 30<sup>th</sup>.
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.