

**Portland Parks Department**

*This is a reservation request. You will be notified if this request is denied.*

**303 Portland Blvd  
615-325-6464**

**Portland, TN 37148  
www.cityofportlandtn.gov**

**Shelter / Park  
Reservation**

- Richland 1
- Meadowbrook Shelter
- Richland 2
- Meadowbrook Barn
- General Park Area
- Bandstand

Fees	<input type="checkbox"/> up to 2 hours	\$ 25 (\$30 NR)	<input type="checkbox"/> 2+ to 3 hours	\$ 40 (\$50 NR)
	<input type="checkbox"/> 3+ to 4 hours	\$ 55 (\$70 NR)	<input type="checkbox"/> 4+ to 5 hours	\$ 70 (\$90 NR)
	<input type="checkbox"/> 5+ to 6 hours	\$ 85 (\$110 NR)	<input type="checkbox"/> 6+ to 7 hours	\$100 (\$130 NR)
	<input type="checkbox"/> 7+ to 8 hours	\$115 (\$150 NR)	<input type="checkbox"/> over 8 hours – all day	\$130 (\$170 NR)
	<input type="checkbox"/> Extra Fees / Deposits	\$ _____	<input type="checkbox"/> Revision (original date ___/___)	\$ ____ (40% or \$25 max)

*(NR) - A non-resident is defined as living outside the city limits (and not paying City of Portland property taxes). Some events may require an additional deposit or expense, to be determined by the Portland Parks Department prior to the date of the reservation. All fees are due with the reservation request.*

- Type of activity
- Picnic
  - Party
  - Family Reunion
  - Other (describe) \_\_\_\_\_

- Will any items such as moonbounce, slides or inflatables be used?
- Will any music be played, or amplifiers used? (Reference applicable Municipal Code, such as disturbing the peace. Reference details on electricity / water – pg 2 this form).

Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Date Requested \_\_\_ / \_\_\_ / \_\_\_ *Shelters can be reserved up to 12 months in advance.*

Time Requested Start \_\_\_:\_\_\_ AM PM End \_\_\_:\_\_\_ AM PM Est # of people attending \_\_\_\_\_  
***You must reserve all the time you need, including setup and cleanup.***

**Certificate of Insurance**

Parks Department to complete this part of the form. Some activities may 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 by the Portland Parks Department at least 1 week prior to your reservation. Reservation will be cancelled without required insurance.

- Insurance Required
- Insurance Not Required

*User must sign the back page of this form*

**Background Checks:** USER agrees that any personal criminal record of any party in contact with the public and involved with this reservation is subject to full disclosure to the CITY and review by the CITY as part of this application request. This review may include a background check. A criminal record is not automatic grounds for denial and cancellation. However, USER failure to notify the CITY of a pertinent criminal record may result in the denial and cancellation of the reservation application.

**Restricted Activities:** For-profit businesses and organizations may not use the facility for normal business purposes, nor can individuals use the facility for personal yard-sales, etc. 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 (permit required with City of Portland), alcohol, and disturbing the peace. Proof of any required permits must be presented to Parks Department at time of reservation.

**Parking:** Parking is limited to designated areas, or areas outlined by the City of Portland. Bandstand parking is limited to the lot west of the bandstand to the right-of-way of Hwy 109, and is not allowed in the parking spaces of any Main Street business during business hours. No alleys or other building accesses into the parking lot are to be blocked at any time.

**Electricity & Water:** Facilities have limited electrical capabilities. The CITY does not guarantee the working condition of electrical outlets, and can not guarantee staff available to correct any failures during a reservation. USERS should be prepared to provide an electrical source to meet their needs (generators are permitted). Direct water hook-ups are not available.

**Grills and Cooking:** No type of grill or cooking appliance is to be used under the roof of the facility.

**Permit:** Your permit authorizes your reservation. You may not “bump” another user without the permit in hand. Contact the Portland Parks Department (325-6464) during normal business hours (M-F, 8:00-4:30) for assistance in enforcing your permit. Contact the Portland Police Department (325-3434) for assistance outside of normal business hours.

**Rain / Cancellation and Refund:** There are no refunds for rain or any other weather condition. However, if the facility is not used and if the Parks Department is notified no later than the date of the event, another date of similar value may be reserved at no additional fee. The Parks Department will process a refund if the event is cancelled with a minimum of 1 week advance written notice. An administrative fee of 33% (not to exceed \$25) will be retained by the City of Portland for all refunds. No refunds on any cancellation with less than 7 days notice.

**Revisions:** Any USER requested revision to the reservation (date and/or time changes) incurs an administrative fee (40% of the original fee with a \$25 maximum charge) and a new reservation form. A minimum of 72 hours notice is required for any revisions.

**Terms:** The undersigned (USER) agrees that it and all users (USER) 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 the 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. All returned checks will incur a \$20 fee.

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 of furnishings so damaged.

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parks Department Authorization** \_\_\_\_\_

**Paid \$** \_\_\_\_\_  Cash  Check # \_\_\_\_\_

**Date** \_\_\_\_\_

**Cert of Insurance Recvd Date** \_\_\_\_\_

**Permits Recvd Date** \_\_\_\_\_