



Yamhill County Parks

Unique, natural, cultural, and historic places where people can enjoy outdoor recreation and education activities

2060 NE Lafayette Ave., McMinnville, Oregon 97128 • Phone: 503-434-7463 • Fax: 503-472-5216

Park Reservation Application

Date of Request: _____ Date to be Reserved: _____

Name of Contact Person(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

- Ed Grenfell Park Picnic Shelter** (Water access but no electricity, available for reservations May1-October 1)
- Lafayette Locks Picnic Shelter** (No electricity or water, available for reservations May 1- October 1; 100-person limit)
- Charles Metsker Park** (Available for reservations all year. For Organized Youth and Adult Groups for the purposes of outdoor education and research only. **Please provide the name of the lead/sponsor organization and describe the proposed activity below.** Keys to park can be checked out 2 business days prior to event and are to be returned by the next business day following the event.)
- Other** _____ (Not all County Parks are reservable and requests are subject to County Parks' approval)

Proposed Activity/Event: _____

Number of Attendees Expected: _____ (Events in excess of 100 people may be required to provide for additional restroom facilities (portables toilets), to haul trash generated by the event, and provide for and show proof of liability insurance for the event. Events in excess of 200 attendees may also need to obtain a Mass Gathering Permit.)

____ **Private Event** (or) ____ **Public Event** (i.e., will you be soliciting or advertising to the public to attend your event? All written material must be approved by Yamhill County Parks prior to publication or use).

Event Start Time: _____ **Event End Time:** _____

***Note:** All Yamhill County Parks are day use only. ALL vehicles and visitors must leave the park at dusk.

Reservation Fee: \$ _____ **Refundable Cleaning/Key Deposit:** \$ _____ **Total Payment Due:** \$ _____

Reservation fee and cleaning deposit must be paid in full prior to approval of permit. If payment not received by due date, reservation will be cancelled, and the date will be reopened for others to reserve site.

RESERVATION FEES	1-50 Attendees	51-100 Attendees	101-200 Attendees
Ed Grenfell Park Picnic Shelter	\$50/day	\$75/day	\$100/day
Lafayette Locks Picnic Shelter	\$50/day	\$75/day	N/A
Other Group Picnic Area	\$25/day	N/A	N/A
Charles Metsker Park	\$25/day + \$25 key deposit	\$50/day + \$25 key deposit	\$50/day + \$25 key deposit

By signing this permit application, you agree as the Permit Holder to comply with the rules and conditions detailed on this form (provided above and on reverse), as well as all applicable laws and ordinances. The Permit Holder is responsible for the conduct of their group and any damages the group makes to the park. The Permit Holder agrees to assume the defense of and indemnify and save harmless the County, its Commissioners, Boards, officers, employees, and agents, from all suits, actions, damages or claims to which the County may be subjected of any kind of nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection therewith.

Applicant Signature: _____ Date: _____

Office Use Only:
Staff Approval: _____ Date: _____

Amount Paid: _____ Date Paid: _____ Receipt #: _____

Yamhill County Parks Reservation Terms & Parks Rules

General Parks Information: (503) 434-7463 • Reservations: (503) 434-7515

- Reservations apply only to designated areas and does not grant exclusive use to the park (remainder of park remains open to public use).
- The final approved permit is based on representations made on this application. Misrepresentations of fact are grounds for voiding the permit.
- While alcoholic beverages for personal use are not prohibited at most County Parks, the sale and service of alcoholic beverages is not allowed in County Parks.
- **The use of amplified sound equipment (including live music, stereos, public address systems, etc.) is prohibited by County Park Ordinance 619, except by special permit. This reservation permit does not grant a waiver to this provision and any special permit requests, must be submitted in writing to Yamhill County Parks (additional fees may apply) at least 60 days in advance of the proposed event date.**
- Permit holder agrees to hold Yamhill County harmless against all claims for loss or damage resulting from permit holder's use of premises.
- Permit holder agrees to leave areas used by group/organization clean, so others may also enjoy the park. Your group/organization may be charged for repairs and/or excessive clean-up costs attributable to your use of the park. Parks staff will inspect the grounds and facilities for garbage, graffiti, and/or damage. **Per County Board Order 13-228, if the condition of the parks and/or facilities are deemed unsatisfactory to Parks staff upon inspection, the cleaning deposit will not be returned to the patron(s).**
- Cancellation policy: Full refunds will be made for cancellations made with at least one month's notice. For cancellations made between one month and 10 days prior to the reservation date, half of the fee will be refunded. Cancellations given less than 10 days prior to the reservation date will not be eligible for a refund.
- All reservations and park visitors are subject to Yamhill County Ordinance 619, which regulates activities and provides rules of conduct in County Parks.
- Permit holder agrees to comply with the following general park rules:
 - Yamhill County parks open one hour before sunrise and close one hour after sunset.
 - Overnight camping is not allowed within a park area.
 - No person shall operate a motor vehicle off roads or outside parking areas constructed for motor vehicle use.
 - Pets are not allowed into park area unless the animal is safely contained in a vehicle or is on a leash not more than 6 feet long and always kept under physical control.
 - No person shall bring a horse or other livestock into a park area.
 - No person shall use a public address system or other device to amplify sound mechanically or electronically in a park area without a special permit.
 - No person shall operate a noise producing instrument in a manner that, in the judgment of the enforcement officer, is disruptive to others.
 - No person shall operate a concession or display, sell, offer for sale, or vend any goods, wares, merchandise, food, liquids, or services within a park without a special permit.
 - No person shall block, obstruct, or interfere with vehicular or pedestrian traffic on any road, parking area, trail, walkway, pathway, or common area.
 - No person shall discharge a firearm, bow and arrow, slingshot, or other weapon within a park area.
 - No person shall start or operate a fire within a park except within park camp stoves or fireplaces provided by the park for such purposes.
 - No person shall deposit waste not generated by park use, including household, commercial or industrial waste or refuse, within waste containers in park area.
 - No person shall mutilate, burn, deface, damage, or remove any property, structure, or facility of any kind within a park area

Thank you for your cooperation in maintaining a safe, clean, and enjoyable environment for everyone who visits our parks.