

**RESERVATION AND PERMIT APPLICATION  
PORTLAND COMMUNITY BAND SHELL**

Submit a completed reservation and permit application to the Director at Portland City Hall. The \$15 or \$30 deposit, if applicable, must be paid at this time. The Director will schedule all other events on a first-come, first-served basis, but no reservations shall be taking prior to January 1<sup>st</sup> of the Calendar year. Where applicable, the Director will notify the applicant of any additional deposit required. The event will not be confirmed until the Director receives this deposit.

1. Date of Event: \_\_\_\_\_
- 2.\* Starting time of event: \_\_\_\_\_ Ending time of event: \_\_\_\_\_
3. Name of organization requesting use: \_\_\_\_\_
4. Is the organization a not-for-profit corporation?  Yes  No
5. Contact person and relationship to organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Describe the planned event: \_\_\_\_\_  
\_\_\_\_\_
7. Anticipated number of persons in attendance: \_\_\_\_\_  
*If the number is more than 500, you must get a permit from the City.*
8. The applicant agrees to hold the City harmless and indemnify the City, its officials, and its employees from any claims arising from the applicant's use of the Band Shell and sign the attached form and return with your application.
9. The City of Portland may revoke this reservation or terminate any performance that the City, in its sole discretion, deems an inappropriate or unsuitable use of its facilities.
10. NO Drugs or Alcohol are permitted in the Park.

\_\_\_\_\_  
Applicant's signature (and title where applicable)  
\*\*\*\*\*If being reserved by a minor the parents signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Portland Parks and Recreation Board approval (where applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's approval

\_\_\_\_\_  
Date

## **RULES GOVERNING USE PORTLAND COMMUNITY BAND SHELL**

1. The Portland Parks and Recreation Director (Director) may approve applications from Portland nonprofit civic organizations<sup>1</sup> to reserve the Band Shell. The Parks and Recreation Board must approve all other applications.
2. The Director is responsible for scheduling all events at the Band Shell and for processing permits for its use. The Portland Community Arts Council (PCAC) and Director will work together to promote Band Shell events for the benefit of the community.
3. The Band Shell may be reserved, weather permitting, from 8:00 a.m. to sunset, May 1<sup>st</sup> through November 1<sup>st</sup>, and at other times with advance written permission from the Director. The Band Shell will be reserved in blocks of 4 hours.
4. No organization or event may have exclusive use of the Band Shell and park area – the public is welcome at any event, subject to admission fees where applicable. Admission or entry fees may not be charged without written approval from the Director.
5. The Band Shell does not have a sound system or seating other than lawn seating. The user is responsible for providing a sound system and any tables or chairs necessary for the event.
6. NO mechanized units or motor-driven vehicles may park in or be driven on the grassy areas of the park without advance written approval from the Director.
7. No event may produce noise levels that interfere with or detract from the general public's enjoyment of the surrounding area. Noise levels may not exceed 70 decibels at 150 feet during any performance.
8. For assemblies expected to be greater than 500, the organizer must obtain a permit from the City of Portland, in addition to reserving the Band Shell.
9. Any individual or group using the Band Shell must hold harmless and indemnify the Portland Parks and Recreation Board and the City of Portland from any liability arising from the use.
10. The Director may require proof of liability insurance appropriate to any specific event. The Director may also impose additional conditions, as the Director deems necessary to ensure public safety and protect property.
11. Applicants other than Portland nonprofit civic organizations must pay a \$30.00 non-refundable deposit for each event held on Friday thru Sunday and pay a \$15.00 non-refundable deposit for Monday thru Thursday events. If the Director determines that a specific event will result in atypical expenses to the City (unusual electricity use, trash clean-up, etc.), the Director may require an additional deposit to cover those costs. The Director may also assess additional fees after an event to cover costs of excessive clean-up, property damage, and other expenses incurred by the City. The Director may cancel an organization's future events if these charges are not paid.
12. Applicants who receive approval to charge an entry fees, seek donations or charge an admission fee must pay 10% of gross gate receipts to the City of Portland Parks and Recreation Department.
13. Vendors who wish to sell products at an event must obtain written approval from the Director. The decision to allow vendors is within the sole discretion of the Director, who may consult the applicant before making a decision. However, performers need not obtain authorization to sell limited products related to the event (e.g., the performer's recordings, t-shirts, etc.)
14. Reservations for groups of minors must be made by a responsible adult with the adult signing the reservation form and a sufficient number of adults must be present during the reserved period to assure proper supervision and orderly conduct of the group.
15. Band Shell user must comply with all applicable local ordinances state laws, rules and regulations.

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<sup>1</sup> A Portland nonprofit civic organization is a locally organized public or private nonprofit organization engaged within the City in the provision of civic, artistic, and cultural activities.