



**Port of Cascade Locks  
FACILITY USE PERMIT & AGREEMENT**

Rental  Event

**INSTRUCTIONS**  
Read both the front and back of this agreement. Fill in all blanks. Make check payable to the Port of Cascade Locks. This agreement, for Port property only, is authorized only after all signatures are made and payment is received.

Return completed form and payment to:  
Port of Cascade Locks  
P.O. Box 307 | Cascade Locks, OR 97014  
Phone: 541-374-8619  
After hours emergency contact: 541-806-5959

Pavilion       Thunder Island       Community Center       Bridge of the Gods  
 West Event Tent       East Event Tent       West Cook Shack       East Cook Shack  
 Marine Park (area): \_\_\_\_\_ Field       Business Park (area): \_\_\_\_\_

**DATE & TIME REQUESTED (include time for setup and cleanup)**

Date(s): 8/18 - 8/21 Day(s) of Week: Thur. - Sun. From: 2 Thur. <sup>a.m.</sup>  <sup>p.m.</sup> to 3 Sun. <sup>a.m.</sup>  <sup>p.m.</sup>

Name of Event Pacific Crest Trail Days

NUMBER ATTENDING 2500+ NUMBER OF CARS Unknown / Fill Available Lots

**EVENT INTFORMATION - Please complete fully**

1. Food?  Yes  No      Food Vendors?  Yes  No      If yes, quantity? 3-4  
 2. Alcohol?  Yes  No      If yes, Served?  Yes  No      Sold?  Yes  No (see alcohol requirements)  
 3. Vendor Hook Up?  Yes  No  
 4. Music/Speaker?  Yes  No      Amplified?  Yes  No      Time: from 9 <sup>a.m.</sup>  <sup>p.m.</sup> to 10 <sup>a.m.</sup>  <sup>p.m.</sup>  
 Where?  Inside  Outside  
 5. Charging Admission/Registration?  Yes  No      If yes, how much? \$10/per night, \$20/weekend - Camping  
 6. Fundraiser?  Yes  No  
 7a. Permittee Requests Port Staff (fees apply):  
 Move Picnic Tables Qty \_\_\_\_\_  
 Provide Set Up Services  
 Provide Clean Up Services  
 7b. Permittee Requests To:  
 Erect Tents/Canopies       Place Dumpster(s) on site  
 Bring Inflatable Play Structure(s)       Deliver Chemical Toilets  
 Use Private Security       Use Directional Signs/Markings

OTHER SPECIAL REQUESTS (Please Explain):  
Amend sound/noise restriction to end at 10 p.m.  
Set Up - Bathrooms & Available Trash Cans. Clean Up - Wipe Down Tables/Chairs

8. Do you desire to meet with a Port staff person prior to use?  Yes  No

I hereby certify that I am an authorized representative of the organization noted below and that the above statements are true to the best of my knowledge. I have read and agree to be bound by the regulations, policies, and conditions on the back of this agreement. I understand that violation of any of these agreements may result in forfeiture of deposit, jeopardize further use of the facility, and result in immediate termination of event. I (and the organization I represent) agree to indemnify, defend, and hold harmless the Port of Cascade Locks and employees from and against any and all claims, damages, losses, and expenses, including legal fees arising from or in connection with the event.

Permittee Name (please print) Outdoor Viewfinder Organization Outdoor Viewfinder  
 On Site Contact Name (please print) Jason Waicunas Day Time/Cell Phone 503.705.6769  
 Address 6125 NE Multnomah St. City Portland State OR Zip 97213  
 Email address pctdays@gmail.com Home/Message phone n/a  
 Signature \_\_\_\_\_ Date November 11, 2015

FOR OFFICE USE ONLY			
<b>STAFF REVIEW</b>	<b>FEES</b>	<b>PAYMENT</b>	<b>REFUND</b>
Admin _____	Rental _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Inspected
Rec _____	Deposit _____	<input type="checkbox"/> Check _____	Refund _____
M&C _____	Total _____	<input type="checkbox"/> Credit _____	
Action _____	Booking _____	<input type="checkbox"/> Cash _____	
		<input type="checkbox"/> Check _____	
		<input type="checkbox"/> Credit _____	
<b>CONDITIONS OF USE</b>			
OLCC Permit Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor Liability Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Permit Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Noise Permit Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Security Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor Permit Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
CLFD Propane Permit Required _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Dumpster	<input type="checkbox"/> Chemical Toilet	<input type="checkbox"/> Generator	<input type="checkbox"/> Parking Directors
			<input type="checkbox"/> Certificate of Insurance

**Port of Cascade Locks**  
**EVENT & RESERVATION REGULATIONS AND POLICIES**

**HOURS**—The hours of the permittee’s reservation use shall be those stated on the event application. **The user must adhere to the hours stated on the application, including the time necessary for setup and cleanup.**

**1. RESERVATION CHANGES, REFUNDS & FORFEITURE OF FEES—**

- a. The Port reserves the right to cancel any scheduled facility due to unforeseen circumstances or emergency situations. If the reservation is canceled by the Port, the applicant may choose a full refund or request to be rescheduled.
- b. Changes to an existing reservation made by the permittee will result in a rebooking fee of \$25 and are subject to availability.
- c. If a permit cancellation is made 31 days or more in advance of the reservation date, all fees except 50% of the Booking Fee will be returned to the permittee.
- d. If a permit cancellation is 30 days or less before the reservation date, the Booking Fee will be forfeited.**
- e. Cancellations of reservations and resulting refund requests must be made in writing to the Port.

**2. LIABILITY**—Depending on the type, size, and nature of the activity, the Port may require the permittee to provide proof of insurance naming the Port as additionally insured in an amount specified by the Port.

All persons and groups to whom a “Use” permit has been granted must agree to hold harmless and indemnify the Port of Cascade Locks from any and all liability for injury to persons or property occurring as a result of this permit’s activity. Permittee agrees to be liable to Port for any and all damage to any park, facility, building, equipment, and furniture owned or controlled by the Port, which results from the activity or permittee, or which is caused by any participant in said activity.

**NOTICE**—Oregon law (ORS 105.682 et seq.) provides that the owner of land is not liable in contract or tort for injury or death or property damages that arises out of the use of the land for recreational purposes. That immunity from liability may not apply if the owner of land charges a fee for permission to use the land. The fee charged for the use of the facility listed on this form is for the use of the facility only. Any use of property located outside of the facility is not subject to a charge, and therefore, the Port of Cascade Locks is not liable for any injury, death or property damage arising out of such use of property for which no specific charge has been made. The Port does not waive any immunity it has under the law.

**3. ALCOHOL**— Insurance is required anytime alcohol is present during a permitted event or rental.

- a. Liquor Liability insurance naming the Port as additionally insured for a minimum of \$500,000 per occurrence is required for any event in which alcohol will be present. The Port will determine if additional coverage is required based on the size and nature of the event.
- b. OLCC Permits are required whenever alcohol is sold or exchanged for something of value. Alcohol vendors must follow standard OLCC requirements when choosing to serve or sell alcohol and may need to have permit approved by Cascade Locks City Council.

**4. SOUND EQUIPMENT/NOISE**— City of Cascade Locks’ quiet hours are in effect at 9:00pm. If you are seeking an extension, contact City of Cascade Locks at (541) 374-8484.

**5. VIOLATIONS, DENIAL & REVOCATION OF PERMITS**— The Port reserves the right to deny a permit at any time. Any organization that violates Port regulations or Oregon Law, damages Port property, disrupts local businesses, or causes a disturbance to the Cascade Locks community will have its permit revoked and must vacate Port premises immediately upon request by Port GM or designee.

**6. CLEANUP/DAMAGE**— *Each permittee shall be responsible for the physical condition in which the facility is left.* The expenses resulting from any damage or maintenance which is above the normal level of service shall be charged to the permittee. Failure of the permittee to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.