

PAVILION USE APPLICATION AND INSTRUCTIONS

Thank you for selecting The City Park Pavilion in Oakland for your special occasion. To better facilitate your needs and serve you, please complete and return the application 3 weeks prior to your planned use.

- 1. Please type or print clearly.**
- 2. It is the applicant's responsibility to obtain approval from the City Recorder/City Clerk.**
- 3. In certain instances, the Applicant will be required to furnish proof of Insurance with completed application.**
- 4. Fees may be charged based on the planned use of the facility.**

City of Oakland Contact:

City Clerk – Elainna Swanson at (541) 459-4531

City of Oakland
Pavilion Use Application
(To be submitted at least 3 weeks prior to event)

Name of Organization _____
Contact Person _____
Phone (day) _____ Address _____

PLANNED USE

Date (s) & hours of use _____
Description of use _____

Will alcohol be sold? ___ Yes ___ No (If yes, provide copy of OLCC Permit)
Will vendors be present? ___ Yes ___ No
If yes: How many and what type (i.e. food, crafts)

Please describe cleanup arrangements: _____

Please describe security arrangements:

Estimated attendance _____ Admission price _____

City services requested: electrical ___ Park lights ___ recycle containers
_____ other please describe below:

Is your organization registered as a non-profit with the State of Oregon?
No ___ Yes ___ Tax I D # _____

_____ Attach proof of liability insurance if applicable.

I affirm the above information is correct.

Signature _____ Date _____

Oakland City Clerk: I recommend this application be:

_____ approved

_____ not approved

Date _____

Comments: _____

Signature