

CITY OF CENTRAL POINT

WEDDING HANDBOOK



The Fair City

Mailing Address:

Central Point Parks and Recreation
Department
140 S. Third Street,
Central Point, OR 97502

Phone:

(541) 664-3321, ext. 265

Fax:

(541) 664-6384

The City of Central Point offers two venues for wedding reservations: Twin Creeks Park and Robert Pfaff Park. If you have more than 100 people at your wedding, you must reserve Twin Creeks Park. Robert Pfaff Park does not accommodate more than 100 people. The bandshell and surrounding grass area (in the park you choose) will be reserved for your event. If you require use of additional gazebos within either park for your wedding, you will need to complete a Park Properly Use Application to add those facilities to your reservation (additional rental fees will apply).

WEDDING APPLICATION

Congratulations on your forthcoming wedding! The City of Central Point sends their very best wishes for your wedding day and for your future together!

The wedding handbook is designed for weddings which will be held at Twin Creeks Park or Robert Pfaff Park in the City of Central Point. Upon submitting your wedding application, all information will be considered public information and may be used by the City for promotional purposes (e.g. calendar of events). The City will use all information regarding your event to approve or deny your application; it is important that all information is accurate.

Applications must be received by the City of Central Point no later than thirty (30) days prior to the actual date of your event and may be submitted as early as one year before your event. If your application is accepted by the City after the thirty (30) day deadline, the applicant waives his/her appeal rights. Applications will not be accepted when the proposed event is fewer than fifteen (15) days away. It is very important that you fill out your applications completely. Missing information can slow the permit process or terminate the application.

GENERAL INFORMATION

Main Contact Name: _____

Telephone: () _____

Professional Organizer Name: _____

Telephone: () _____

Name of Groom _____

Name of Bride _____

WEDDING SPECIFICS

The City of Central Point offers two venues for wedding reservations: Twin Creeks Park and Robert Pfaff Park. If you have more than 100 people at your wedding, you must reserve Twin Creeks Park. Robert Pfaff Park does not accommodate more than 100 people. The bandshell or gazebo and surrounding grass area (in the park you choose) will be reserved for your event. If you require use of additional gazebos within either park for your wedding, you will need to complete a Park Property Use Application to add those facilities to your reservation (additional rental fees will apply).

Anticipated Attendance _____

Choose Your Venue Twin Creeks Park Robert Pfaff Park

Wedding Date Day _____ Month _____ Year _____

*You should check your date to make sure there is not a current reservation by calling the Central Point Parks and Recreation Department

Wedding Time

Begin Setup	Begin Ceremony/Reception	End Ceremony/Reception	End Cleanup

Questions? Contact the Central Point Parks and Recreation Department at (541) 664-3321, ext. 265

WEDDING APPLICATION

FOOD CONCESSION OR PREPARATION

Questions regarding food concessions and food preparation areas are asked so that the City can get a better idea of what will be occurring during your wedding. Please list or describe any food concessionaires if applicable.

Any person selling or providing food and/or beverages may be required to apply for a health permit. For more information, please contact the Jackson County Department of Health & Human Services, Environmental Health Division located at 1000 E Main Street, Medford, OR. Their phone number is (541) 774-8206.

Yes No Does your event include food concession and/or food preparation areas? If yes, please describe how food will be served and/or prepared: _____

What type of food will be made available during the event?

- Commercially prepared food
- Pre-packaged food
- BBQ
- "Home-made" food
- Other (specify) _____

SITE PLAN

A site plan must be submitted with your request. The site plan must note any items being brought into the park include, but not limited to:

- Tables, Chairs and other rental equipment
- Location of amplification equipment
- Location of any generators which will be brought in
- Location of any concessions (remember no trailers or vehicles on the grass at any time!)
- Other event related components not listed above _____

SECURITY

Yes No Have you hired a licensed professional security company to be used at your wedding? (If no, skip to the next section.)

Security Organization: _____ **Address:** _____

Contact Name: _____ **Telephone:** () _____

What hours will you have security? _____

GARBAGE AND RECYCLING

_____ **Number of trash cans**
_____ **Number of recycling containers**

Please do not allow the throwing of rice, try rose pedals instead!

Equipment Drop-off Date _____ Time: _____ Equipment pickup: Date _____ Time: _____

Supplier of garbage/recycling equipment: _____ **Telephone:** () _____

Questions? Contact the Central Point Parks and Recreation Department at (541) 664-3321, ext. 265

WEDDING APPLICATION

Please describe your plan for removal of garbage and recyclable goods during and after your event _____

Note: If there is excess trash left behind you will be charged an additional \$50 clean up fee!

ALCOHOL

If alcoholic beverages will be available at your event, you are required to obtain the necessary licenses and approval. If alcohol will be sold at your event, you will need to obtain a Temporary Sales License (TSL) from the Oregon Liquor Control Commission (OLCC). For more information regarding the proper licenses and permits, please contact the OLCC at phone number (541) 776-6191. Their office is located at 15 Crater Lake Avenue in Medford.

The City requires that you have alcohol liability insurance if you are approved for alcohol in the park. The coverage amount will be determined by the City during the review of your application and is dependent on your event.

To use alcohol in public parks, you must also obtain special approval from the City Administrator and pay a \$15 additional fee. Even if alcohol will not be sold (in cases alcohol being provided by the event at no charge to the consumers), the City will require that one person with an OLCC Servers Permit will be in charge of distributing the alcohol.

Municipal Code 9.68.210 states, "The possession and use of alcohol is prohibited in all public parks. Permits can be issued for special events at the discretion of the City Administrator or his or her designee and when the applicant possesses a license for special events issued by the Liquor Control Commission."

Yes No Will you have alcohol at your wedding? (If no, skip to next section.)

Yes No Will you have a closed beer garden?

Yes No Will you be using armbands to identify those ages 21 and older?

Please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Beer
- Wine
- Distilled Spirits

OLCC Server Permit # & person's name or attach TSL permit: _____

Please describe your security plan to ensure the safe sale/distribution of alcohol:

Questions? Contact the Central Point Parks and Recreation Department at (541) 664-3321, ext. 265

WEDDING APPLICATION

AMPLIFIED EQUIPMENT

Municipal Code 8.04.080 A states that, "No person shall create, assist in creating, permit, continue or permit the continuance of any loud, disturbing or unnecessary noise in the City."

An Amplified Equipment Permit is required for all sound amplification outside of normal home and business activities. Non-amplified music is allowed at any park without a permit. **All amplified equipment levels must not exceed 80 decibels!**

It is very important that your start and end times are listed accurately, as all amplified equipment can only be used during this time. All amplified music must be turned off by 10:00 p.m.

Yes No Will you be using amplified equipment? (If no, skip to the next section.)

Yes No Will there be a patron dance?

Yes No Will there be live music? Please list performers name and contact information:

What time period will the amplified equipment be used? _____

What type of amplification equipment will be used? _____

Where will the amplification equipment be setup? _____

INSURANCE REQUIREMENTS

You will need to have your insurance on file with the City of Central Point!

Persons and/or organizations using any City of Central Point facilities are advised that the City assumes no responsibility for injuries and/or accidents which occur while on City property. The applicant's initials and signature below is an acknowledgement of this fact and an agreement that the City will not be held liable for any medical expenses or personal property damages incurred during the use of its facilities. **Initial** _____

You are required to have liability insurance for a minimum of \$1 million dollars.

Name of Insurance Agency _____ Telephone () _____

Policy # _____

Please attach a copy of your insurance.

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WEDDING APPLICATION

AGREEMENT

If you cancel your wedding with the City of Central Point prior to 30 days before the date, a full refund will be issued. After 30 days, no refunds will be issued, but you may reschedule the date. If the City does not approve your application, a full refund will be given. The City is not responsible for inclement weather conditions resulting in unsatisfactory or cancelled weddings and no refund will be given in this case. However, the City is willing to reschedule your wedding for a later date and time if notified 24 hours before the scheduled wedding.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the rules and regulations, included in this packet, governing the proposed wedding under the Central Point Municipal Code.

Print Name

Park

Signature

Date

PAYMENT & SUBMITTING YOUR APPLICATION

Fees for your wedding will be due within 7 days after you are notified that your wedding has been approved. If you do not make a payment in full, the park and gazebo(s) will not be reserved and you may risk another group booking the gazebo(s)!

Please speak with an employee of Parks and Recreation to determine the fee for your Wedding.

Please submit your application to the Parks and Recreation Department located in City Hall.

140 S. Third Street
Central Point, OR 97502

CREDIT CARD AUTHORIZATION FORM

For my wedding in a Central Point park.

Please complete this form to authorize the City of Central Point Parks & Recreation Department to charge my Visa, Mastercard or American Express debit or credit card for fees incurred by my wedding. I understand that no charges will be made until I, the cardholder, am notified.

By completing the form below, I authorize and request the City of Central Point Parks and Recreation Department to process debit/credit transactions to my checking account, or Visa, Mastercard or American Express account. This authority will remain in effect until 72 hours after my event, giving an Employee of the City of Central Point Parks & Recreation Department a change to determine how much, if any additional charges will be incurred. The City of Central Point Parks & Recreation Department may discontinue authorization at any time subject to eligibility of customer.

I understand and agree that if charges are made and there are non-sufficient funds (NSF) in my account, I will need to arrange to submit another form of payment within 48 hours. At anytime the cardholder chooses, the credit card information that we have on file can be updated simply by submitting a replacement form.

I WISH TO:

- Pay for my Wedding with this Card
- Use this card only if extra charges are incurred from my wedding

Card Holder Information

1. Account Holder's Name: First _____ Middle _____ Last _____
2. Complete Address: Street _____ City _____ St/Zip _____
3. Phone Numbers: Cell Phone _____ Work Phone _____ Other _____
4. Circle Card Type: Debit Credit
5. Circle Payment Type: Visa Mastercard American Ex press
6. Card Number: _____ - _____ - _____ - _____ 12. Expiration Date: Month _____ Year _____
7. 3 digit security code on back of card: _____
8. Name as it appears on card: _____

9. **Signature of Card Holder:** _____ **Date:** _____
(Form must be signed and dated to be valid)

OFFICE USE ONLY:

- Wedding Name: _____ Date Received: _____ Received by: _____
- Fee Incurred: _____ Date Charged: _____ Reason: _____
- Fee Incurred: _____ Date Charged: _____ Reason: _____

SAVE HARMLESS AGREEMENT

AGREEMENT BETWEEN

_____ Name (please print) _____ Organization

_____ Address, City, State, Zip

- AND -

THE CITY OF CENTRAL POINT

I, X _____, FOR MYSELF AND ON BEHALF OF MY HEIRS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS HEREBY RELEASE, ACQUIT AND FOREVER DISCHARGE THE CITY OF CENTRAL POINT and all departments, agencies, subdivisions, officers, agents, employees or representatives and all other related legal persons or entities not named herein, from any and all known or unknown claims, expenses, injuries, losses, rights of contribution or indemnity, as well as any other statutory rights, attorneys fees and damages, without limitation, which now exist or may ever develop, which are in any way connected with, based upon, or arise out of my participation in any and all events listed and signed for above. This release includes but is not limited to claims for wages, monies, damages, attorneys' fees, emotional distress, stress, workers' compensation injury and occupational disease, disability discrimination, physical injuries, bodily injury, and medical expenses.

_____ (initial here)

I understand that the event which I am applying to hold is voluntary. I also understand that if I refuse to or otherwise fail to sign this liability waiver I will not be allowed to participate in any or all of the events listed above.

_____ (initial here)

I have read, understand and agree with the above.

XSignature _____ Date _____

XParticipant's Name (please print legibly): _____

FOR YOUR RECORDS....

Please make a copy of all completed event application documents (within this packet) you are applying for.

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "Recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned building for picnic purposes and for use of the picnic-related amenities in the designated pavilion area. Other uses of this park, or any use of the property outside the designated pavilion area, are not subject to a charge and, therefore, the City of Central Point is not liable for injuries, death or property damage arising out of such uses of the property for which no specific charge has been made.