

Port of Toledo

Park Use Policy & Rates for Park properties

Parks are Day Use Only - Overnight use is not allowed without prior written permission and additional fees.

Reservations: Rental fees are charged to offset the cost of maintaining public facilities. Park shelters may be reserved up to 9 months in advance. Park reservations give renters exclusive use of the shelters ONLY.

- Reservations for park shelters are taken first come, first served. *The rest of the park is open to the public.*
- Reservations can be made in person at the Port Office, 496 NE Hwy 20, Unit 1, Toledo, OR 97391, or forms may be downloaded from www.portoftoledo.org/parks and mailed.
- All fees are required at the time of reservation.
- Reservations are limited to twice per organization per month.
- Well controlled pets are allowed on Port properties. Owners must clean up after their pets.

Special Event Classification: Any event with 75 or more attendees.

Special Events require an event floor plan, garbage cleanup plan, and outdoor toilet plan when reservation form is submitted. Full Park Exclusive Use reservation and events charging admission require application 90 days in advance. Proof of insurance listing Port of Toledo as an additional insured is required.

Alcohol: Alcohol use may be permitted at private events. The Consume Alcoholic Beverages in a Public Place Permit Application can be obtained online from <https://www.cityoftoledo.org/community/page/outdoor-special-events> or at City Hall and submitted to the City Recorder. Alcohol offered for sale must be appropriately permitted through OLCC. Additional fees apply. Contact City of Toledo Recorder for more information at (541) 635-2064.

Waterfront Park shelter Rental Times & Fees: The park shelter is rented on a 4-hour block basis. Your block choices for use of the park are **8am-12pm**, **12pm-5pm**, and/or **6pm to 10pm (during summer)**.

<u><i>Pavilion – Refundable Deposit \$100</i></u>	<u><i>Four-hour</i></u>	<u><i>Full Day</i></u>
Monday – Thursday	\$35.00	\$45.00
Non-Resident	\$60.00	\$90.00
Friday – Sunday	\$50.00	\$60.00
Non-Resident	\$75.00	\$120.00

<u><i>Pavilion with Kitchen/Storeroom – Refundable Deposit \$100</i></u>		
Monday – Thursday	\$45.00	\$55.00
Non-Resident	\$80.00	\$90.00
Friday – Sunday		\$70.00
Non-Resident		\$130.00

<u><i>Special Event or Exclusive Use – Refundable Deposit \$200 (Rate per Day)</i></u>		
Monday – Thursday		\$300.00
Non-Resident		\$450.00
Friday – Sunday		\$350.00
Non-Resident		\$500.00

Refunds and Deposits: In the event the Port must cancel a reservation, a full refund of the reservation fee and deposit will be offered. Key and Cleaning deposits will be refunded the next business day after return of key and staff has verified acceptable cleanliness.

Cleaning/Garbage: The area you reserve should be left in at least as good condition as you found it. Garbage from use should be removed after event or deposit will be retained.

Cancelation Fees:

\$10.00 – For reservations cancelled more than 14 days out

50% refund – For reservations cancelled less than 14 days out