



# ALCOHOL USE APPLICATION

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## McKenzie Park

The City of Hermiston allows limited use of alcohol for private events at McKenzie Park only. You must receive approval from Oregon Liquor Control Commission, Parks and Recreation Department and the Police Department. McKenzie Park is the only authorized city park authorized for permitted alcohol use. Permits are available to “private events” under 200 participants only, “public events” will not be permitted.

### **Step 1.**

Apply for a Park Reservation (McKenzie Park) to reserve the shelter for your event 60 days before your scheduled event.

City of Hermiston  
541-667-5018  
Parks and Recreation Department 180  
NE 2<sup>nd</sup> Street  
Hermiston, OR 97801  
<http://www.hermiston.or.us/parks-recreation/parks>

### **Step 2.**

You must obtain a Temporary Sales License (TSL) 30 days prior to your scheduled event. Contact OLCC for details.

Pendleton OLCC Office  
541-276-7841  
700 SE Emigrant Street, Suite 140  
Pendleton, OR 97801  
[http://www.oregon.gov/OLCC/docs/liquor\\_license\\_and\\_license\\_process/tsl\\_app\\_form.pdf](http://www.oregon.gov/OLCC/docs/liquor_license_and_license_process/tsl_app_form.pdf)

### **Step 3.**

Once you have received OLCC approval, submit a copy of the approved

- ❖ Temporary Sale License,
- ❖ Insurance Certificate
- ❖ Fees & Deposit

to the Parks and Recreation Department 15 days prior to your event.

# ALCOHOL USE POLICY

1. **OLCC REGULATIONS** – All OLCC regulation must be observed during your event. It is recommended that an OLCC licensed vendor provide the serving for your event.
2. **PERFORMANCE DEPOSIT** – All permitted events are subject to a \$500 performance deposit made payable to the City of Hermiston. Any or all of the deposit may be applied to facility damage, additional cleaning or labor to restore the facility to its original condition. Failure to observe the agreed rules and regulation may also result in forfeiture of the deposit. The applicant is responsible for the conduct of all guests.
3. **INSURANCE** - All users will be required to furnish a certificate of insurance from your insurance agent, showing that you have General Liability Insurance with a Liquor Rider for \$1,000,000.00. The insurance certificate shall state “the following is included as an additional named insured: City of Hermiston, its elected and appointed officials, officers, agents, employees and volunteers”. The certificate must have an Original Signature, covering the date of your event. The certificate of insurance must be turned in to the Parks & Recreation Office no later than 15 days prior to the event. Applicant will be denied use of the facility if the certificate of insurance is not provided within the time frame specified.
4. **AREA** - The serving of alcoholic beverages is restricted to the location specifically cordoned off for the event per OLCC approved instructions. Set up of this area will be conducted by the Hermiston Parks and Recreation Department for a fee to be paid by the user prior to the event.
5. **CLEAN UP** -Clean up of the event area is the responsibility of the user.
6. **DURATION** - The duration of alcohol service during the event will not exceed **6 hours** in length. Alcohol shall not be served after 10:00 PM.
7. **MAXIMUM NUMBER OF PARTICIPANTS** -The maximum number of persons allowed for events serving alcohol in McKenzie Park is **200 adults**.
8. **SECURITY** -The provision for security is required for all events. The user is required to pay for security as required by the OLCC permit.
9. **AUTHORITY** - The Parks and Recreation Director and/or the Police Department may be present at any functions where alcohol is served. The Director has the authority to call police if he/she feels it is necessary. He/she has the right to check ID cards of any participant, and has the authority to end the event at any time.
10. **DENIAL** - The Parks and Recreation Department as well as the Police Department are entitled to exercise sole discretion in determining whether to deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facility or to participants at the function.

# MCKENZIE PARK – ALCOHOL USE APPLICATION

Name of Applicant: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

I have read and agree to abide with the Hermiston Alcohol Use Policy

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\*\*\*\*\* The applicant and the applicant's group, shall indemnify, defend and hold City, its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of McKenzie Park facilities and adherence to all rules included in the alcohol use policy. I have read and agree to abide by the regulations established for use of McKenzie Park. I agree to be solely and completely responsible for the condition of the park area used and to leave the park facility and grounds used in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only:

Approval    Granted \_\_\_\_\_ Denied \_\_\_\_\_

- OLCC TSL License
- Parks and Recreation – Shelter Reservation Form
- \$500 Deposit
- \$ \_\_\_\_\_ Fees
- Hermiston Police Department