

**CITY OF DEPOE BAY**  
P.O. Box 8, Depoe Bay, OR 97341  
541-765-2361

“This institution is an equal opportunity provider”

Application for use of:

Depoe Bay Community Hall (Includes Tables & Chairs) \_\_\_\_\_  
Number of Table(s) (Off Premises) \_\_\_\_\_  
Number of Chair(s) (Off Premises) \_\_\_\_\_  
Barbecue \_\_\_\_\_

1. Organization requesting use \_\_\_\_\_
2. Person requesting use \_\_\_\_\_
3. When will the Facility and/or Property be used?
  - A. Date(s) \_\_\_\_\_
  - B. Hours (include set up and take down) From \_\_\_\_\_ To \_\_\_\_\_
4. Will liquor be served? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, will there be a charge or request for donation? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, proof of having a liquor serving permit and that all servers have permits issued by O.L.C.C. must be filed with the Depoe Bay City Recorder prior to occupying the facility.
5. What is the specific nature of the usage? \_\_\_\_\_

6. Estimate number attending: \_\_\_\_\_

**Note: Per the Office of the State Fire Marshal**  
**Maximum Occupancy - 78 People (Tables and Chairs Set-Up)**  
**Maximum Occupancy - 167 People (Chairs Only and Standing)**

If youth activity, name of adult supervising: \_\_\_\_\_

7. Requirements:

- A. City sponsored events will have priority for a facility until 48 hours prior to any other scheduled event.
- B. Facilities will be scheduled on a first-come, first-served basis.
- C. Applicants must be 21 years of age or older. A security officer or other responsible person at least 21 years of age, registered at City Hall must be in charge at all times.
- D. All organizations are responsible for their setup and clean up.
- E. All deposits and charges shall be paid at the time of application.
- F. The City will not be responsible for lost items.
- G. Refunds of deposits and other charges will be made if the written cancellation notice is received by the Depoe Bay City Hall at least 48 hours prior to the scheduled event.
- H. Keys for the facility must be obtained at Depoe Bay City Hall during regular working hours (8:00 am to 5:00 pm) Monday through Friday (excluding holidays). If City staff must check out keys after hours, the requesting party shall pay the actual overtime cost. Keys must be returned to City Hall. If the keys cannot be returned during regular office hours, a drop box is located on the right side of the City Hall front door.
- I. In addition to facility rental charges there is a cleaning deposit that is refundable if the facility is left clean, in good order with no breakage. There is also a deposit required for the rental of off premise chairs or tables.
- J. Rental begins at 4:01 a.m. and ends at 4:00 a.m. unless otherwise specified in Section 3.
- K. A facility may be rented for not more 16 calendar days per year (not more than two days per week or more than 8 weeks in any calendar year).
- L. No music between the hours of 10:00 p.m. and 7:00 a.m. (Noise Control – Ordinance #294, Sections 6.E. and 6.G.)

8. Failure to comply with these requirements may jeopardize applicant's current or future use of facility and property.

(over)

**MAKE CHECKS PAYABLE TO: CITY OF DEPOE BAY**  
**Please remit **TWO** checks: 1 for deposit, 2<sup>nd</sup> for rental fee**

- 9. FACILITY RENTAL FEE SCHEDULE  
 Residents of the City of Depoe Bay -----\$50.00 per day plus \$100.00 deposit  
 (Must demonstrate proof of Residency)  
 Non-profit or Governmental Organizations-----\$25.00 per day plus \$100.00 deposit  
 All other Individuals or Private Groups-----\$100.00 per day plus \$100.00 deposit
  
- 10. OFF PREMISES - TABLE AND CHAIR RENTAL FEE SCHEDULE  
 Table-----\$5.00 per day plus \$50.00 deposit  
 Chair-----\$0.50 per day plus \$50.00 deposit
  
- 11. BARBEQUE-----\$25.00 per day plus \$50.00 deposit  
 Applicant is responsible for pickup and return to City Hall.
  
- 12. INDEMNIFICATION AND HOLD HARMLESS

The applicant shall indemnify, defend and hold the City of Depoe Bay, (hereafter known as "City"), its employees and agents harmless from any claim, loss or liability arising out of or related to the applicant's use of the premises and property, or from any condition of the used premises or property, including any such claim, loss of liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant directly caused and (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in enforcing the terms of this application or defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises or property.

**Applicant's Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone Numbers:** \_\_\_\_\_

**The following is to be completed by City staff:**

Approved _____	Disapproved _____			
Fee \$ _____	Rec. # _____	Deposit \$ _____	Rec. # _____	Date _____
Comments: _____				
_____				
Signature: _____			Date: _____	