



# City of Condon

## Facility Use Permit/Application

- |  |  |
|--|--|
| <input type="checkbox"/> City Park (Free)                      | <b>City Hall - Room Rental</b>                             |
| <input type="checkbox"/> Memorial Hall \$100                   | <input type="checkbox"/> Conference Room \$50/day          |
| <input type="checkbox"/> Condon Municipal Golf Course \$300    | <input type="checkbox"/> Office - \$3/hr with \$10 minimum |
| <input type="checkbox"/> Golf Course Clubhouse \$200           | <input type="checkbox"/> \$20/day or \$50/week             |
| <input type="checkbox"/> Condon Municipal GC & Clubhouse \$400 |  |

Event: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Will alcohol be served at your event? **(Must have council approval)** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If “yes” the following must be provided, Attach additional sheets as needed:**

- Hours of Alcohol Service
- Type of Food/Caterer
- Outline Security Measures:
- OLCC Permit/\$10.00 fee to City of Condon
- Alcohol Servers and License Numbers
- Certificate of Insurance in the amount of \$1,000,000 liability.

*\*The City of Condon is not able to set up tables and chairs or put the stage together for your event. The Oregon Frontier Chamber of Commerce might be able to provide set up for a fee, their phone number is 541-384-7777.*

**Rental Agreement for the Use of the City of Condon Facilities**  
(Please provide answers on a separate sheet and attach to this application)

1. You will be civilly liable for any damage or injuries that may occur during your event.
2. You will be responsible for the cleanup of the facility and for any required repairs.
3. The event must conclude by the time designated on the application and as approved by the City Council prior to the event.
4. The noise levels at your event may have a time restriction as a courtesy to the neighboring businesses and residences as determined by the City Council.
5. You may be required to provide appropriate security if deemed necessary by the City Council.
6. In the event the City is required to bring litigation to enforce this agreement the prevailing party shall be awarded reasonable attorney fees and costs. All litigations shall occur in Circuit Court for the State of Oregon, County of Gilliam.

**Rental Agreement for the Use of Alcohol in City of Condon Facilities**  
(In addition to 1 through 5)

7. If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.
8. Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.
9. If alcohol is approved for the service by the City Council, please provide a certificate of insurance for \$1,000,000 naming the City of Condon as additional insured, a hold-harmless agreement and copy of the OLCC event permit after approval of the Council at least two weeks before the event.
10. You must have controls in place to insure that minors do not consume alcohol at your event and adults who are consuming alcohol stay within the rented area. Please describe.
11. You must abide the rules and regulation for the consumption of alcohol as set forth by the OLCC event permit.

**You must abide by the above conditions and any other stipulations the City of Condon Council may deem necessary.**

- No Alcoholic Beverages Served  
 Alcohol Beverages Served

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Indemnification and Hold-Harmless Agreement  
City of Condon  
Facility Events**

**User is responsible for and shall pay and discharge any and all claims of any nature whatsoever under this agreement. User shall indemnify, defend, and hold harmless the City of Condon, its officers, agents, contractors and employees for and against any and all loss, damage, injuries, action, causes of action, or liability of any kind resulting from or arising out of the event, operations, activities or undertakings of User or any of User's guests, employees, agents, volunteers or independent contractors. Notwithstanding the above, if City directly authorizes an activity by any party other than the User during the period of this agreement, this paragraph shall not apply to claims arising out of that activity.**

**User shall not violate or permit the violation of any federal, state or municipal laws or ordinances in or upon the premises or City owned property.**

I HAVE READ, UNDERSTAND AND SIGNED THE USE AGREEMENT, I AGREE TO THE INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AS STATED ABOVE. I AM OF LEGAL AGE AND HAVE AUTHORITY TO SIGN THIS AGREEMENT.

**Signature of User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City of Condon:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date of City Council

Approval \_\_\_\_\_

- Certificate of Insurance  
DATE \_\_\_\_\_
- Hold Harmless Agreement  
DATE \_\_\_\_\_
- OLCC License  
DATE \_\_\_\_\_

**AGENCIES NOTIFIED IF APPLICABLE**

\_\_\_\_\_  
\_\_\_\_\_

## VETERAN'S MEMORIAL HALL WALLS

The Memorial Hall walls are covered in acoustic panels.

**Do not** stick, pin, staple, etc. anything to them.

This will damage the panels.

You will be charged for any damage and may be unable to rent the Memorial Hall in the future.

Please use the hanging devices provided in the hall.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_