



Nature  
HISTORY  
Discovery

# EVENT RESERVATION/AGREEMENT for STATE CAPITOL STATE PARK GROUNDS

(Event Sponsored by a PRIVATE, NON-PROFIT, or PUBLIC ENTITY)

**APPROVAL IS CONTINGENT UPON RECEIPT OF THIS COMPLETED AND SIGNED APPLICATION.**

*Please read CONDITIONS APPLICANT AGREES TO before completing this form*

EVENT/FUNCTION: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ BEGIN: \_\_\_\_\_ am/pm END: \_\_\_\_\_ am/pm

Name of Organization or Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

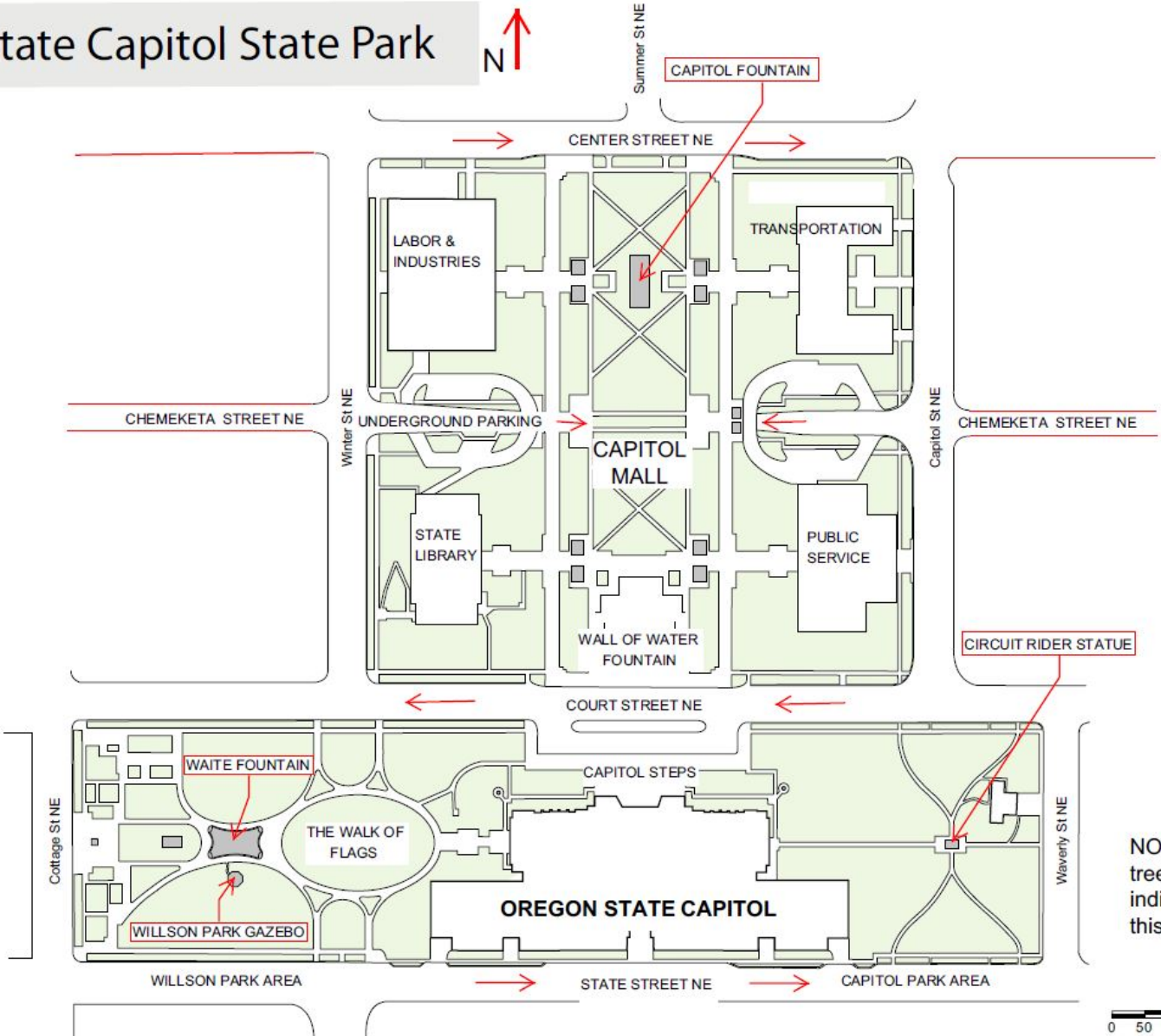
e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

The State of Oregon, for events on the State Capitol State Park grounds, managed and approved by the Oregon Parks and Recreation Department, hereinafter referred to as **STATE**, and \_\_\_\_\_, hereinafter referred to as **APPLICANT**, agree as follows:

*Applicant has requested the following premises: Please circle area on map*

## State Capitol State Park



NOTE: Park trees are not indicated on this map.

0 50 100 150 250

1" = 200'

**ANSWER THESE QUESTIONS - PLEASE PRINT**

Detailed description of Applicant's event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected number of participants: \_\_\_\_\_

Will alternative parking arrangements be necessary to accommodate the participants? Explain: \_\_\_\_\_  
\_\_\_\_\_

Will food be sold? (Proper permits and health certificates must be received from the City of Salem and Marion County Health Department.)  Yes  No Food/Vendors: \_\_\_\_\_  
Permit attached:  Yes  No

Will you be using an amplified sound system? (If yes, it must be at a volume which does not disrupt the work of employees in the Capitol Mall area or nearby neighborhoods.) **A noise variance may need to be obtained from the City of Salem at (503) 588-6256.**  Yes  No Permit attached:  Yes  No

Will you be using equipment that requires electricity from the park outlets or generators? (There may be a fee) If yes, indicate what type. (Par circuits are limited to handle 20 amps each.)  Yes  No Type: \_\_\_\_\_

What arrangements have been made for restrooms and drinking water? (Specific requirements can be obtained from the Marion County Health Department.) \_\_\_\_\_  
(Arrangements must be made for removal of all port-a-potties on grounds by closing of event activities.)

Have you made any provisions for security during the activity? If yes, what has been arranged, including who, how many, and other pertinent information: \_\_\_\_\_

Depending on the size of the activity, first aid and information booths may be necessary. Have any plans been made?  Yes  No Please explain: \_\_\_\_\_

The department may, in its discretion, cancel this AGREEMENT in the event of any emergency, significant law enforcement problem or substantial threat to public welfare, safety or property, arising from or affecting this activity, or for breach of AGREEMENT conditions.

The department retains the right to enter onto any park land at any time for the purposed of inspection or management.

Any costs to the State, which result from this function, will be billed to Applicant.

**Additional Conditions of the permit:**

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's signature

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
State of Oregon, Parks & Recreation Department

## GENERAL RULES and CONDITIONS

- User guarantees non-interference with the business of the state.
- User has approval from any involved state agencies.
- Applicant shall be at least 18 years of age. Applicant assumes full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including personal injury and property damages; and for any damage to park property, including natural and cultural resources.
- Applicant shall indemnify and hold harmless the State of Oregon, its Parks and Recreation Commission and members thereof, the Oregon Parks and Recreation Department and its officers, agents and employees against any and all damages, claims or causes of action arising from or in connection with the activity or use.
- This permit is not valid until signed by all parties.
- Priority for events will be given on a first-come, first-served basis.

## USER AGREES TO:

1. Meet all requirements of the applicable health and safety authorities in any food preparation, storage, heating or cooking. Those authorities may include City and State Fire Marshals, County and State Health Departments and others. Likewise, the APPLICANT shall obtain all permits and comply with all laws for any activity they sponsor or permit in connection with their event.
2. Not allow flammable or noxious fuel to be used or placed within 200 feet of any state office building.
3. Not serve nor bring alcoholic beverages on state premises.
4. Banners, signs or other items should be free standing, placed on easels, or attached to tables. Awnings or tents shall be ballasted with water or sand, **no stakes are allowed**.
5. Not place chairs, tables, tents, podiums, etc., on the lawns unless approved in advance.
6. Provide, set-up and take-down of tables, chairs and/or event equipment.
7. Provide sufficient garbage/trash containers and pick-up all event debris by close of activity. Overflow garbage/trash are not to be placed next to permanent mall trash containers. Applicant is responsible for overflow trash removal from the premises.
8. Not throw confetti types, rice or birdseed.
9. Not block sidewalks, transit lane, building entrances, fire lane or exits without explicit approval.
10. Obtain a permit from Capitol User Services at (503) 986-1384 if the event involves the Capitol Building or its steps and send a copy to STATE.
11. Understand that background noises may be prevalent since this is a public area.

12. To not allow any overnight camping, or overnight use of the Capitol Mall grounds or parks.
13. Obtain a permit from the City of Salem if the event involves city streets (temporary closure, blocking parking spaces, etc.) and send a copy to STATE. Sidewalks along all city streets are city of Salem property and may not be blocked without a permit. Salem Parking 503-588-6133, Salem Streets and Sidewalks 503-588-6211
14. Not bring any vehicle in the parks. (Loading and unloading is allowed from the transit lanes on the Capitol Mall Plaza for a brief period of time. If requested, partial blockage of lanes may be approved on special occasions provided there is emergency vehicle access.)
15. Secure electrical cords safely to the ground to prevent accidents. (Electricity is available at the gazebo and at the base of most light poles on the Capitol Mall Plaza). There may be fees for electrical use. **Call the DAS facilities desk at 503-378-3664 weekdays at least 3 days before your event if you need power.**
16. Fountain operations are subject to seasonal operation, typically Memorial Day thru Labor Day. Park management has final decision on fountain operation.
17. Have the designated contact person present during the entire duration of the event.
18. Event applications can be submitted up to twelve (12) months in advance. **Please allow 14 days to process permit applications.** Events submitted less than 14 days in advance may not be approved.

**RETURN SIGNED/COMPLETED FORM TO:** CAPITOL MALL EVENT APPLICATION  
Oregon Parks and Recreation Department  
ATTN: Front Desk  
725 SUMMER ST. NE, STE. C  
Salem, OR 97301  
Phone: 503-986-0980  
Fax: 503-986-0794  
E-mail: [scsp.permits@oregon.gov](mailto:scsp.permits@oregon.gov)

Applications can be emailed, faxed, or dropped off at the Oregon Parks and Recreation Department front desk. If you have questions, please contact the Park Manager at 503-393-1172 x 23

**IN THE EVENT OF AN EMERGENCY,  
CALL THE CAPITOL MALL STATE POLICE PATROL OFFICE AT (503) 986-1122**

*Revised 08/22/2014*

## ***Frequently Asked Questions for using the State Capitol State Park grounds***

### **Q: Is there a fee for using the facilities?**

A: There are no fees. However, users are subject to charges resulting from grounds or facility damage, excessive clean-up, etc. There may also be charges from other government agencies for such items as street closures, noise permits and similar.

### **Q: Can I close the grounds for a private event and charge admission?**

A: No. State Capitol State Park is a public park and remains so, even during your event.

### **Q: Why do I need to fill out a reservation form? I'm having a very small wedding with just a few people.**

A: We ask for reservations to ensure that space is available for you at the particular time you need it, and that there is no conflicting event nearby.

### **Q: What areas are available to reserve for use? What locations in the park are available for reservations?**

A: Generally available are Willson Park, which is west of the Capitol Building and contains the gazebo and the Circle of Flags; Capitol Park, which is east of the Capitol Building and contains the Circuit Rider statue; the Capitol Mall area which is north of the Capitol and contains the Wall of Water Fountain, the Capitol Fountain and the annual cherry blossom trees.

### **Q: Can we reserve the Capitol Building and/or Capitol steps?**

A: It can be done, but it is not controlled by Oregon Parks and Recreation Department. To reserve the Capitol Building or steps on the north side, contact Andre Rogers, Legislative Administration office at 503-986-1384.

### **Q: Are electrical outlets or restrooms available?**

A: There may be electrical outlets or restrooms available in the area that you wish to use, but most are turned off or closed on evenings or weekends. You may request to have them available by contacting the Department of Administrative Services (DAS) Facilities Help Desk at 503-378-3664. **Call at least 3 business days before the event!**

### **Q: Can I bring alcoholic beverages to any part of State Capitol State Park?**

A: No. Alcohol is not allowed at the State Capitol State Park.

**Q: I would like to plan my wedding during the time the cherry blossoms are in full bloom. When would that be?**

A: It can vary from year to year; typically it is in mid to late March.

**Q: I want to be certain that the fountains are off / on during my event. How do I arrange that?**

A: Fountains are on during the summer season from Memorial Day through Labor Day. Also, the Wall of Water and Capitol fountains are usually turned on during the peak of the cherry blossom "season." Only the Wall of Water fountain can be turned off for specific events.

**Q: What types of permits do I need?**

A: It depends.

- Food permits are required if you are selling or vending any food. Contact the Marion County Health Department @ 503-588-5357
- The sidewalks along public streets are city property. Contact the city of Salem @ (503) 588-6421.
- A noise permit may be needed from the City of Salem. Contact the city @ (503) 588-6421. To hold an event on the Capitol steps please contact the Legislative Administration office @ 503-986-1384.

*The applicant is responsible for obtaining all the necessary permits. Oregon State Parks does not require copies of the permits to process a park permit for State Capitol State Park.*

**Q: Can I bring tables and chairs or tents for my event?**

A: Yes. Please include that information in the application.

**Q: Where can I rent / borrow tables, chairs?**

A: State Parks does not have any items to rent to the public. Please contact a local rental store.

**Q: Do I need to provide port-a-potties and garbage cans?**

A: Depending on the size of the event, they may be required. Generally, there needs to be one port-a-potty for every 50 people. Please contact Marion County Health Department at 503-588-5357 for more specifics.