



4400 NE Century Boulevard, Hillsboro, OR 97124 | (503) 681-6120 office | (503) 681-6124 FAX

Park Shelter & Picnic Area Reservation Information

To reserve a shelter with credit card, call 503-681-6120 or visit the Parks & Recreation Administration Office 8 am - 5 pm Monday - Friday

All changes to your rental must be made at least seven business days prior to your event.

All shelters and picnic areas will be available for 2 shifts per day:

First shift: 9 am - 2 pm Second shift: 3 pm - Dusk (park closure)

Inflatables and Bounce Houses are no longer allowed for private rentals in the parks.

An additional \$50 clean-up fee will be charged for any mess that requires extra staff time to clean.

Shute Park		Resident Fee	Non-Resident Fee
Large Shelter	Seats 50	\$60 per shift	\$90 per shift
Small Shelter	Seats 30	\$45 per shift	\$70 per shift
Picnic Area A	Seats 200	\$60 per shift	\$90 per shift
Picnic Area B	Seats 200	\$60 per shift	\$90 per shift
Picnic Area C	Seats 200	\$60 per shift	\$90 per shift
Performance Platform	\$35 - Stage only	\$80 - Stage with power for sound amplification	
All stage events must be open to the public. Groups larger than 200 require a Special Use Permit.			
Rood Bridge Park			
Shelter A	Seats 30	\$50 per shift	\$75 per shift
Shelter B	Seats 100	\$100 per shift	\$150 per shift
Fireplace in shelter.	Gathering of firewood is prohibited.		You must bring wood.
Shelter C	Seats 50	\$65 per shift	\$100 per shift
Woodland Pond Ceremony Pavilion	40 standing only	\$25 per hour	\$25 per hour
Magnolia Park			
Shelter	Seats 30	\$50 per shift	\$75 per shift
Shadywood Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift
Picnic Area	Seats 100	\$50 per shift	\$75 per shift
Griffin Oaks Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift
Noble Woods Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift
Orenco Woods Nature Park			
Shelter	Seats 80	\$85 per shift	\$135 per shift
Reedville Creek Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift
Bicentennial Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift
Bagley Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift
Walnut Street Park			
Shelter	Seats 30	\$45 per shift	\$70 per shift

Rental Information

Approval is required for:

- Sound or music that is amplified past your rented area
- Events in a park location not listed on this form
- Groups/events of 50 or more in an unreserved/open area

A Certificate of Insurance is required for the following:

- Caterer preparing food in park
- Rented tables, chairs, tents/ canopies, Port-a-Potties, etc.

Bounce Houses/Inflatables are no longer allowed in parks

Confetti of any type is not allowed in the parks

An additional \$50 clean-up fee will be charged for any mess left in the rented area that requires extra staff time to clean.

Rental Procedure

- The rental fee is required when the reservation is made. Cash, Check, Visa, Mastercard, American Express and Discover are accepted.
- Reservations are taken beginning the first business day of January of the same year for the **April 15 - October 15** rental season.

Site Information

All shelters and picnic areas have:

- 120 volt electrical outlets (except Shadywood picnic area and Bicentennial shelter)
- ADA accessibility
- Nearby restrooms

Cancellation Policy

- Cancellation should be made at the earliest possible date
- 50% of the rental fee will be assessed if you cancel within 72 business hours of the reservation date
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel a reservation

General Park Rules and Regulations

- Please clean the area following event
- If others will not yield your reserved area to you when requested, please call the police non-emergency number (503)-629-0111
- No staples, tacks, tape or nails are allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters or trees
- Permission for amplified sound may be revoked at any time if deemed disruptive under Hillsboro Municipal Code 8.24
- Alcoholic beverages are not permitted. This law is strictly enforced
- Use of any tobacco products or vaping is not permitted. This law is strictly enforced
- User groups may not sell food, beverages, or any items in the park without prior permission from the Parks & Recreation Department
- Park is closed dusk to dawn
- Motorized vehicles are prohibited except in parking areas
- Dogs must be on leash and excrement must be removed from the park
- There is no reserved parking. Parking is first come, first served

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- The applicant and the applicant's group are solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage.
 - Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

Thank you for your patronage!