



4400 NE Century Blvd, Hillsboro, OR 97124 | 503-681-6120 office | 503-681-6124 FAX

**Park Shelter & Picnic Area Reservation Information**

To reserve a shelter with credit/debit card, call 503-681-5397 or visit the Parks & Recreation Administration Office 8 am - 5 pm Monday - Friday

**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)

**Requirements for a bounce house or inflatable have changed. Please see list on page 2.**

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

Rood Bridge Park		Resident Fee	Non-Resident Fee
Shelter A	Seats 30	\$45 per shift	\$65 per shift
Shelter B	Seats 100	\$90 per shift	\$135 per shift
Fireplace in shelter.	Gathering of firewood is prohibited. You must bring wood.		
Shelter C	Seats 50	\$60 per shift	\$90 per shift
Woodland Pond Pavilion	40 standing for ceremony	\$25 <b>per hour</b>	\$37 <b>per hour</b>
Magnolia Park			
Shelter	Seats 30	\$45 per shift	\$65 per shift
Orenco Woods Nature Park			
Shelter	Seats 80	\$75 per shift	\$125 per shift
Shute Park			
Large Shelter	Seats 50	\$55 per shift	\$80 per shift
Small Shelter	Seats 30	\$40 per shift	\$60 per shift
Picnic Area A	Seats 200	\$55 per shift	\$80 per shift
Picnic Area B	Seats 200	\$55 per shift	\$80 per shift
Picnic Area C	Seats 200	\$55 per shift	\$80 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.			
Griffin Oaks Park			
Shelter	Seats 30	\$40 per shift	\$60 per shift
Shadywood Park			
Shelter	Seats 30	\$40 per shift	\$60 per shift
Picnic Area	Seats 100	\$45 per shift	\$65 per shift
Reedville Creek Park			
Shelter	Seats 30	\$40 per shift	\$60 per shift
Noble Woods Park			
Shelter	Seats 30	\$40 per shift	\$60 per shift
Bicentennial Park			
Shelter	Seats 30	\$40 per shift	\$60 per shift
Bagley Park			
Shelter	Seats 30	\$40 per shift	\$60 per shift

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## 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 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

- An additional \$20 service fee will be charged
- Liability Insurance MUST be provided at least 5 business days before the rental
- A signed rental contract MUST be returned to the Park's Administration office at least 5 business days before the rental

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

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## Rental Procedure

- The rental fee is required when the reservation is made. Cash, Check, Visa, Mastercard 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.
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## Site Information

All shelters and picnic areas have:

- 120 volt electrical outlets (except Shadywood picnic area and Bicentennial shelter)
  - Handicap accessibility
  - Nearby restrooms
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## Cancellation Policy

- Cancellation should be made at the earliest possible date
  - Any rental cancellation will be charged a \$5 transaction fee to return the remaining rental fee to a credit card or by check
  - 50% of the rental fee will be assessed if you cancel within 72 hours of the reservation date
  - Due to unforeseen circumstances, the City reserves the right to reschedule or cancel a reservation
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## 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 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!***