



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.

Shute Park		Resident Fee	Non-Resident Fee
Large Shelter	Seats 50	\$45 per shift	\$67 per shift
Small Shelter	Seats 30	\$30 per shift	\$45 per shift
Picnic Area A	Seats 200	\$45 per shift	\$67 per shift
Picnic Area B	Seats 200	\$45 per shift	\$67 per shift
Picnic Area C	Seats 200	\$45 per shift	\$67 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	\$35 per shift	\$52 per shift
Shelter B	Seats 100	\$75 per shift	\$112 per shift
Fireplace in shelter.	Gathering of firewood is prohibited. You must bring wood.		
Shelter C	Seats 50	\$50 per shift	\$75 per shift
Woodland Pond Pavilion	40 standing for ceremony	\$25 per hour	\$37 per hour
Magnolia Park			
Shelter	Seats 30	\$35 per shift	\$52 per shift
Shadywood Park			
Shelter	Seats 30	\$30 per shift	\$45 per shift
Picnic Area	Seats 100	\$35 per shift	\$52 per shift
Griffin Oaks Park			
Shelter	Seats 30	\$30 per shift	\$45 per shift
Noble Woods Park			
Shelter	Seats 30	\$30 per shift	\$45 per shift
Orenco Woods Nature Park			
Shelter	Seats 60	\$55 per shift	\$82 per shift
Reedville Creek Park			
Shelter	Seats 30	\$30 per shift	\$45 per shift
Bicentennial Park			
Shelter	Seats 30	\$30 per shift	\$45 per shift
Bagley Park			
Shelter	Seats 30	\$30 per shift	\$45 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 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 \$15 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.

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!