

## Approved 7-1-14

# NEWBERG CULTURAL DISTRICT

## Rules & Procedures

For the purposes of these rules, the area defined as the Newberg Cultural District (NCD) is bordered by Hancock, Blaine, School and Sherman streets. The private property within those boundaries are not covered by these rules.

**Reservations** – Reservations for use of the outside areas of the Cultural District must be made in advance, either online through the Cultural District website or by contacting the Chehalem Cultural Center.

**Fees**- There are fees for use of the Cultural District outdoor spaces, which may be waived if the event is sponsored/cosponsored by City of Newberg (including Newberg Public Library), Chehalem Park and Recreation District or the Chehalem Cultural Center. A deposit is required and will be returned if the area is returned to pre-use condition. See Fee Schedule for detail.

**Street Closures** – Street closures allow the streets and sidewalks to be blocked from vehicles and pedestrians for an event. Permits to close the NCD Core (*Sheridan Street between Blaine and School and/or Howard Street between Hancock and Sheridan*) are part of the reservation process and residents and organizations within the Cultural District core area will be notified of each event. Other street closures require a separate City of Newberg Block Party Permit which requires approval from residents of the proposed street to be closed.

**Noise** – Amplified music is allowed between 7 am and 10 pm in the NCD Core and a permit is included as part of the reservation process and residents, businesses and organizations within the Cultural District will be notified of each event. A separate sound/dance permit may be required by the City of Newberg for any amplified music or voice, or dancing in other areas of the Newberg Cultural District. No music or amplified sound is allowed *outside* after 10 pm.

**Alcohol Use** – Alcohol may be served and used at reserved outdoor spaces, however there will be additional permits required, as well as appropriate OLCC and insurance requirements. Events that serve alcohol may be required to hire at least two Newberg/Dundee Police Department reserve officers (or an alternative approved by the NDPD) for the duration of the event.

**Smoking**--Smoking is not allowed on NCD premises, including Sheridan and Howard streets when they are being used for events, unless a special permit is granted by the Newberg Cultural District.

**Trash**-- Renters/Users are responsible for collection and depositing their own trash. Events that will generate more than two cans of trash/recycling, need to arrange for additional trash collection. Areas are to be clear of any trash within an hour of the end of the event, with all trash in appropriate receptacles.

**Tents/equipment**-- Any tents, canopies or other equipment shall be removed from streets and sidewalks and streets/sidewalks reopened within two hours unless other arrangements are approved by the NCD. If the area is not returned to pre use condition by at least noon the following day, the renter/user may forfeit their deposit and may be denied future use of the NCD. Renters/Users shall be responsible for any damage to sprinklers or other systems. The NCD will provide information on location on request.

**Restrooms** -- Outdoor events may be required to provide restrooms facilities depending on the size and hours of the event.

**Parking** – A Parking Action Plan will be put in effect for events that exceed the available parking in the Cultural District. This will be determined at the time an event is reserved or within two weeks of the event. Staff will work with the renter to determine those needs based upon the policies within the Parking Management Plan.

**Insurance** – Insurance riders may be required for outdoor events and will be required for any events involving alcohol. The riders need to cover the City of Newberg, Chehalem Park & Recreation District, Chehalem Cultural Center, Newberg Masonic Lodge, Wine Country Antiques, and the homeowner at 211 N. School Street.

### **Rules of Conduct**

1. People shall not use abusive, threatening, boisterous, vile, obscene or indecent language or gestures.
2. Plants, wildlife and facilities are to be protected and no person shall deface, destroy or damage the area.
3. Motorized vehicles are restricted to parking areas and streets unless specifically authorized by the NCD or its partners.
4. All litter must be placed in receptacles provided. If receptacles are not available, trash shall be removed from the area.
5. No smoking or use of tobacco products or illegal substances is allowed on NCD property. This includes Sheridan and Howard Streets if they are being used for an event.
6. No use of alcohol is allowed on NCD property, unless it is at an authorized event.
7. Pets must be kept on a leash and controlled. All persons shall clean up after his/her pet.

#### **Enforcement of Rules**

1. Any employee of the Chehalem Park and Recreation District, the Chehalem Cultural Center, the City of Newberg and City, County, and State officers are vested with the authority to enforce these rules and regulations.
2. A person shall not interfere with any authorized person in enforcing these rules and regulations.
3. A person shall leave the area upon being directed to leave by any authorized person.