PORT OF CASCADE LOCKS

REVISED AND ADOPTED POLICIES, PROCEDURES AND FEES

EFFECTIVE JANUARY 1, 2016
POLICY AND PROCEDURES FOR PORT FACILITY USE AND FEES

1. **Purpose:** The purpose of this document is to outline Port policies and procedures related to the use and rental of Port facilities. These policies should encourage increased and appropriate use of Port-owned facilities in Cascade Locks, Oregon.

2. **Facilities:** Facilities addressed by these policies and the associated fee schedule include but are not limited to: The Bridge of the Gods, Thunder Island, Port House 3 Community Center, The Pavilion, Marine Park, Cook Shacks, Canopy tents, EasyCLIMB Trail, and the Locks Approach Disc Golf Course.

3. **Facility User Categories:**
   
   a. **Category 1 Users: “Private Groups”** Private events that require use of any facility to the exclusion of others, events not open to the public.
      i. Examples: Weddings, baby showers, birthday parties, family reunions, political campaign fundraisers, special interest groups.
      ii. Fees: Standard fee listed on the adopted fee schedule for Port facilities.
   
   b. **Category 2 Users: “Government and Local Non-Partisan Non-Profit Groups Meetings”** Local, state, and Federal agencies or non-profit organizations serving the community of Cascade Locks and greater Columbia River Gorge Region. These groups operate in Cascade Locks, Stevenson, Carson, North Bonneville, Wyeth, Dodson and Warrendale.
      ii. Fees: Groups pay a one-time fee of $40 per day to offset the cost of heating/cooling/cleaning/supplying facilities.
      iii. Groups may be required to pay for additional set up and clean up services at a rate of $40 per hour.
   
   c. **Category 3 Users: “Commercial Filming and Advertising”** Organizations wishing to use Port facilities for advertising and filming purposes, including both videography and still photography. Examples: Car commercials, outdoor gear commercials, documentaries, movies.
      i. Approval: Groups must sign a Film Release Agreement with the Port which includes a waiver of liability statement.
      ii. Fees:
         1. Fees: One-time $100 film permit fee, a minimum $250 donation to a local community organization, plus the standard rate for all facilities. Scale of commercial use and exclusion of other users may incur additional fees.
2. Donations may be made to a variety of local community organizations. Some
may offer letters for tax deduction purposes: The Columbia Gorge Lions Club, the
Cascade Locks Historical Museum, FISH Food Bank, Bridge of the Gods Quilters,
Cascade Locks Business Association, the SMART reading program, Gorge Family
Fun, Cascade Locks Teen Group.

d. **Category 4 Users: “Special Events”** Port sponsored events conducted on site that significantly
enhance the economic development of Cascade Locks. Events bring visitors to town, attract
customers to existing businesses, and generally market Cascade Locks as a destination. This
group has a Port-approved use agreement in place.
   i. Fees: These groups generally pay the Port at least $1 per registered participant for all
events, maintenance staff time, and deposit. They can negotiate rental fees, camping
fees, and vendor fees. Deposit is due at booking, and final payment is due within 30
days following the event.
   ii. Special Events fill out the standard Permit Application and work with the Recreation
Coordinator to determine facility needs, required documentation to be submitted, and
signed Conditions of Permit Approval. A post-event interview by phone or in person is
required to assess fees within one week after event.

e. **Category 5 Users: “Community Education”** Lectures, classes, workshops open to the general
public for free, by donation, or minimal registration fee. Does not include commercial for-profit
workshops.
   i. Examples: Geology, History, Art, Yoga.
   ii. Fees: Negotiable participant fee plus deposit.

4. **Process:**
   a. All applicants will fill out the standard Port of Cascade Locks Facility Use Permit & Agreement
form available online or in the Port office. Fully completed and signed forms should be
submitted to Port Receptionist-Clerk at the Port Administrative Offices located in Marine Park,
located at 427 Portage Road, or emailed to bberge@portofcascadelocks.org.
   b. Form(s) will be reviewed and approved by Port Administration, Maintenance & Construction,
and Recreation Departments. The final decision will be made by the Recreation Coordinator.
   c. Port staff retains discretion related to the particulars of the permit process, fee assessment,
and waivers for all Facility Use Permit & Agreement applications in order to maintain efficiency
or to better achieve the Port’s goals.
   d. Once approved, a copy of the permit will go to the permittee and all Port Departments. The
original signed copy will stay in the Receptionist-Clerk binder.
   e. The Receptionist-Clerk will call the permittee when the requested facility use is approved,
collect booking fees, and book it on the shared facility calendar.
   f. Additional items may be required to satisfy conditions of permit approval. Special event
permittees will be required to sign conditions of approval provided by Port Recreation
Coordinator, prior to facility booking.
   g. If required, the permittee will participate in a meeting with Port Staff to review logistics of
facility use; including but not limited to parking, trash, porta potties, traffic, signage, set up,
clean up, etc.
h. Permittee will coordinate with Port staff to gain access to Port facilities (keys).

i. Following facility use, Port Maintenance Department staff will inspect all facilities for cleanliness and damage within one business day. Port Receptionist-Clerk will notify permittee if any portion of a deposit is withheld based upon the inspection results. Each permittee shall be fully responsible for the physical condition in which the facility is left. The expenses resulting from any damage or maintenance which is above the normal level of service shall be charged to the permittee. Failure of the permittee to meet this obligation within 30 days of billing will be cause for revocation of future privileges, as well as legal action.

j. Any remaining damage/cleaning deposit will be returned to permittee within 30 days of rental, pending satisfactory completion of cleaning instructions, which are posted in each facility.

k. Special event permittees may be required to provide end of activity report to the Port Commission, prior to securing approval for future event dates.

l. Reoccurring and annual events are required to secure a new permit for each year.

5. Standard Application:
   a. The Standard Facility Use Permit & Application is attached.

6. Fees:
   a. The Standard Port Facilities Fee Schedule is attached.
   b. A local resident is defined as an applicant living within the Port district, Dodson, Wyeth, Warrendale, North Bonneville, Stevenson, or Carson.
   c. Peak season for the purposes of determining facility fees is defined as the dates of June 1st - September 30th. Non-peak season is defined as the dates of October 1st - May 31st. The campground peak season is different, based upon the utility winterization schedule in the Marine Park. The campground peak season dates are typically May 1st – October 30th.
   d. Refunds and forfeiture of fees:
      i. If a permit cancellation is made 31 days or more in advance of the reservation date, all fees paid above 50% of the Booking Fee will be returned to the permittee.
      ii. If a permit cancellation is made 30 days or less before the reservation date, all fees paid will be forfeited.
      iii. Cancellations of reservations and resulting refund requests should be made in writing to the Port Receptionist-Clerk at bberge@portofcascadelocks.org.
      iv. No refunds will be granted on or after the date of scheduled use, whether or not the facility was used unless the facility was deemed unusable by Port staff due to unforeseen incidents including but not limited to natural disasters.

7. Additional Requirements:
   a. Permits: Some events may be required to obtain additional permits through local, state, or federal agencies. The Port often requests copies of such permits to be held on file in the Port office. Examples: ODOT, WSDOT, CL Fire Department Propane Permit for food carts, HR County Health Department, OR State Parks, OLCC permits. Port staff may assist event coordinators in making the appropriate contacts at each agency.
   b. Insurance:
i. A certificate of general liability insurance naming the Port as the Certificate Holder and additional insured for a minimum of $1 million per occurrence is generally required for users in categories 1 and 4, $3 million per occurrence if using the Bridge of the Gods. Others may be subject to an insurance requirement, depending upon the nature and scale of facility use. The Certificate Holder should read:

Port of Cascade Locks
P.O. Box 307
355 Wa Na Pa
Cascade Locks, OR 97014

c. Alcohol:
   i. Liquor liability insurance naming the Port as additionally insured for a minimum of $500,000 per occurrence is required for any event in which alcohol will be present during facility use.
   ii. OLCC Permits are required whenever alcohol is sold. Alcohol vendors must follow standard OLCC requirements when choosing to serve or sell alcohol. OLCC permits require local jurisdiction approval, in this case the Cascade Locks City Council.

d. Port Commission approval: Generally, Port Commission approval is required for users in category 3 and 4 only when the Bridge of the Gods is impacted, or when the Port staff deem appropriate.

e. Security or emergency response services may be required depending on the type, size and nature of the rental.

8. Facility Details & Capacities:
   a. By State Fire Code and engineering specifications, most Port facilities have posted occupancy capacities. They are listed in the attached Port Facility Details and Capacities document. The purpose of maximum capacities is for the safety and enjoyment of facility users and the long-term upkeep of Port facilities. Port staff is not authorized to make exceptions to these limits.

9. Denial & Revocation of Permits:
   a. The Port reserves the right to deny a permit at any time. Any organization that violates Port regulations or State or local laws, damages Port property, disrupts local businesses, or causes a disturbance to the Cascade Locks community will have their permit revoked, and will vacate Port premises immediately upon request by Port GM or designee.
## Port of Cascade Locks

### FACILITY USE PERMIT & AGREEMENT

**INSTRUCTIONS**
Read both the front and back of this agreement. Fill in all blanks. Make check payable to the Port of Cascade Locks. This agreement, for Port property only, is authorized only after all signatures are made and payment is received.

**Return completed form and payment to:**
Port of Cascade Locks  
P.O. Box 307 | Cascade Locks, OR 97014  
Phone: 541-374-8619  
After hours emergency contact: 541-806-5959

- [ ] Pavilion  
- [ ] Thunder Island  
- [ ] Community Center  
- [ ] Bridge of the Gods  
- [ ] West Event Tent  
- [ ] East Event Tent  
- [ ] West Cook Shack  
- [ ] East Cook Shack  
- [ ] Marine Park (area): ___________________________  
- [ ] Business Park (area): ___________________________

### DATE & TIME REQUESTED (include time for setup and cleanup)

Date(s): __________________ Day(s) of Week: __________________ From: __________ p.m. to __________ p.m.

### Name of Event ____________________

### NUMBER OF ATTENDING __________ NUMBER OF CARS __________

### EVENT INFORMATION - Please complete fully

1. **Food?**  
   - [ ] Yes  
   - [ ] No  
   - Food Vendors?  
     - [ ] Yes  
     - [ ] No  
     - If yes, quantity? ___________________________

2. **Alcohol?**  
   - [ ] Yes  
   - [ ] No  
   - If yes, Served?  
     - [ ] Yes  
     - [ ] No  
     - Sold?  
       - [ ] Yes  
       - [ ] No (see alcohol requirements)

3. **Vendor Hook Up?**  
   - [ ] Yes  
   - [ ] No  

4. **Music/Speaker?**  
   - [ ] Yes  
   - [ ] No  
   - Amplified?  
     - [ ] Yes  
     - [ ] No  
   - Time: from __________ p.m. to __________ p.m.

   - Where?  
     - [ ] Inside  
     - [ ] Outside

5. **Charging Admission/Registration?**  
   - [ ] Yes  
   - [ ] No  
   - If yes, how much? ___________________________

6. **Fundraiser?**  
   - [ ] Yes  
   - [ ] No

7a. **Permittee Requests Port Staff (fees apply):**  
   - [ ] Move Picnic Tables  
   - [ ] Qty __________
   - [ ] Provide Set Up Services
   - [ ] Provide Clean Up Services

7b. **Permittee Requests To:**  
   - [ ] Erect Tents/Canopies
   - [ ] Place Dumpster(s) on site
   - [ ] Bring Inflatable Play Structure(s)
   - [ ] Deliver Chemical Toilets
   - [ ] Use Private Security
   - [ ] Use Directional Signs/Markings

- [ ] OTHER SPECIAL REQUESTS (Please Explain):

8. Do you desire to meet with a Port staff person prior to use?  
   - [ ] Yes  
   - [ ] No

I hereby certify that I am an authorized representative of the organization noted below and that the above statements are true to the best of my knowledge. I have read and agree to be bound by the regulations, policies, and conditions on the back of this agreement. I understand that violation of any of these agreements may result in forfeiture of deposit, jeopardize further use of the facility, and result in immediate termination of event. I (and the organization I represent) agree to indemnify, defend, and hold harmless the Port of Cascade Locks and employees from and against any and all claims, damages, losses, and expenses, including legal fees arising from or in connection with the event.

**Permittee Name (please print)__________________________ Organization__________________________**

**On Site Contact Name (please print)__________________________ Day Time/Cell Phone__________________________**

**Address__________________________ City__________________________ State__________________________ Zip__________________________**

**Email address__________________________ Home/Message phone__________________________**

**Signature__________________________ Date__________________________**
Failure of the expenses

5. VIOLATIONS, DENIAL & REVOCATION OF PERMITS

3. ALCOHOL

Issuance of this permit, the Port does not waive any immunity it has under the law.

4. SOUND EQUIPMENT/NOISE

Liquor Liability insurance naming the Port as additionally insured for a minimum of $500,000 per occurrence is required for any event in which alcohol will be present. The Port will determine if additional coverage is required based on the size and nature of the event.

2. LIABILITY—Depending on the type, size, and nature of the activity, the Port may require the permittee to provide proof of insurance naming the Port as additionally insured in an amount specified by the Port.

OLCC Permit Required .......................................................... Yes No
Health Permit Required .......................................................... Yes No
Security Required .......................................................... Yes No
CLFD Propane Permit Required ................................................. Yes No

a. Alcohol vendors must follow standard OLCC requirements when choosing to serve or sell alcohol and may need to have a permit approved by Cascade Locks City Council.

b. OLCC Permits are required whenever alcohol is sold or exchanged for something of value. Alcohol vendors must follow standard OLCC requirements when choosing to serve or sell alcohol and may need to have a permit approved by Cascade Locks City Council.

b. Changes to an existing reservation made by the permittee will result in a rebooking fee of $25 and are subject to availability.

c. If a permit cancellation is made 31 days or more in advance of the reservation date, all fees except 50% of the Booking Fee will be returned to the permittee.

Port of Cascade Locks

EVENT & RESERVATION REGULATIONS AND POLICIES

HOURS—The hours of the permittee’s reservation use shall be those stated on the event application. The user must adhere to the hours stated on the application, including the time necessary for setup and cleanup.

1. RESERVATION CHANGES, REFUNDS & FORFEITURE OF FEES—

a. The Port reserves the right to cancel any scheduled facility due to unforeseen circumstances or emergency situations. If the reservation is canceled by the Port, the applicant may choose a full refund or request to be rescheduled.

b. Changes to an existing reservation made by the permittee will result in a rebooking fee of $25 and are subject to availability.

c. If a permit cancellation is made 31 days or more in advance of the reservation date, all fees except 50% of the Booking Fee will be returned to the permittee.

d. If a permit cancellation is 30 days or less before the reservation date, the Booking Fee will be forfeited.

e. Cancellations of reservations and resulting refund requests must be made in writing to the Port.

2. LIABILITY—Depending on the type, size, and nature of the activity, the Port may require the permittee to provide proof of insurance naming the Port as additionally insured in an amount specified by the Port.

All persons and groups to whom a “Use” permit has been granted agree to hold harmless and indemnify the Port of Cascade Locks from any and all damage to any park, facility, building, equipment, furniture, or other property owned or controlled by the Port, which results from the activity or permittee, or which is caused by any participant in said activity.

NOTICE—Oregon law (ORS 105.682 et seq.) provides that the owner of land is not liable in contract or tort for injury or death or property damages that arises out of the use of the land for recreational purposes. That immunity from liability may not apply if the owner of land charges a fee for permission to use the land. The fee charged for the use of the facility listed on this form is for the use of the facility only. Any use of property located outside of the facility is not subject to a charge, and therefore, the Port of Cascade Locks is not liable for any injury, death or property damage arising out of such use of property for which no specific charge has been made. By issuance of this permit, the Port does not waive any immunity it has under the law.

3. ALCOHOL—Insurance is required anytime alcohol is present during a permitted event or rental.

a. Liquor Liability insurance naming the Port as additionally insured for a minimum of $500,000 per occurrence is required for any event in which alcohol will be present. The Port will determine if additional coverage is required based on the size and nature of the event.

b. OLCC Permits are required whenever alcohol is sold or exchanged for something of value. Alcohol vendors must follow standard OLCC requirements when choosing to serve or sell alcohol and may need to have a permit approved by Cascade Locks City Council.

4. SOUND EQUIPMENT/NOISE—City of Cascade Locks’ quiet hours are in effect at 9:00pm. If you are seeking an extension, contact City of Cascade Locks at (541) 374-8484.

5. VIOLATIONS, DENIAL & REVOCATION OF PERMITS—The Port reserves the right to deny a permit at any time. Any organization that violates Port regulations, violates local or state law, damages Port property, disrupts local businesses, or causes a disturbance to the Cascade Locks community will have its permit revoked and must vacate Port premises immediately upon request by Port GM or designee.

6. CLEANUP/DAMAGE—Each permittee shall be responsible for the physical condition in which the facility is left. The expenses resulting from any damage or maintenance which is above the normal level of service shall be charged to the permittee. Failure of the permittee to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.

INITIAL_____

Adopted 12/17/15, Effective 01/01/16
## PORT OF CASCADE LOCKS FACILITY FEE SCHEDULE

<table>
<thead>
<tr>
<th>PORT FACILITY</th>
<th>DETAIL</th>
<th>PER</th>
<th>PEAK SEASON</th>
<th>NON-PEAK SEASON</th>
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<th>SUB TOTAL</th>
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<td>(Oct-May)</td>
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<td>Set up/ clean up (optional)</td>
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<td>$40</td>
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<td>PICNIC TABLES MOVED</td>
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<td>BRIDGE OF THE GODS</td>
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**TOTAL**

Pg 1 of 2 - Port Facilities Fee Schedule 2016 - Adopted 12/17/15, Effective 01/01/16
## PORT OF CASCADE LOCKS FACILITY FEE SCHEDULE

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<th>FACILITY</th>
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<th>NON-PEAK (Nov-Apr)</th>
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<tr>
<td></td>
<td>Boats under 30 ft</td>
<td>Annual</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Boats over 30 ft</td>
<td></td>
<td>$36/ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Docking in Historic Locks</td>
<td>Daily</td>
<td>$1.25/ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excursion &amp; Tour Boat Docking</td>
<td>Per passenger crossing dock</td>
<td>$4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER MARINA FEES</strong></td>
<td>Outstanding bill</td>
<td>Monthly</td>
<td>$35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacement Parking Pass</td>
<td>Occurrence</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electricity (Nov - March)</td>
<td>Monthly</td>
<td>$30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FEES</strong></td>
<td>Dump station</td>
<td>Non campers</td>
<td>$7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paid campers</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Event</td>
<td>Participant</td>
<td>$1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Film Permit</td>
<td>Occurrence</td>
<td>$100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Garden</td>
<td>Annual</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Event Parking</td>
<td>Daily</td>
<td>$5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sandwich Board Sign</td>
<td>Event</td>
<td>$5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Popcorn Machine</td>
<td>Event</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Projector</td>
<td>Event</td>
<td>$40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

Pg 2 of 2 - Port Facilities Fee Schedule 2016 - Adopted 12/17/15, Effective 01/01/16
# ADOPTED PORT FACILITY DETAILS & CAPACITIES

## Community Center (House 3)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 sq. ft. meeting space on main floor</td>
<td>Capacity: <strong>40</strong></td>
</tr>
<tr>
<td>8, 6’ tables, seats up to 6 each</td>
<td>Full kitchen on main floor</td>
</tr>
<tr>
<td>Public WiFi available</td>
<td>Ramped entrance</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Kitchen amenities include 4 burner stove top oven, microwave, refrigerator, 3-compartment sink, some dishes and utensils available.</td>
</tr>
</tbody>
</table>

## Marine Park Pavilion

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,182 sq. ft. Hexagon</td>
<td>Capacity: <strong>400 standing, 220 seated</strong></td>
</tr>
<tr>
<td>Electricity: 110 amp outlets</td>
<td>46, 6’ Banquet tables, 200 red fabric chairs</td>
</tr>
<tr>
<td>Restrooms, drinking fountain, coffee pots</td>
<td>Concrete flooring with wood columns in 2 concentric circles</td>
</tr>
<tr>
<td>Chandelier lighting</td>
<td>Heating and cooling system</td>
</tr>
<tr>
<td>Janitor closet and sink</td>
<td>Sound system: microphone, speakers, cd player</td>
</tr>
<tr>
<td>Public WiFi available</td>
<td>Water: outside hook-up (May-Oct)</td>
</tr>
<tr>
<td>Pull down projection screen</td>
<td>Projector available on request</td>
</tr>
</tbody>
</table>

## Thunder Island

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 wooded lawn acres</td>
<td>Capacity: <strong>N/A</strong></td>
</tr>
<tr>
<td>8’x16’ platform for weddings &amp; events</td>
<td>Pedestrian bridge access (7’8” wide, 10,000lbs weight capacity)</td>
</tr>
<tr>
<td>Electrical: 1 box, 110 amp, set 150ft from platform</td>
<td>Water: Irrigation only, no potable water</td>
</tr>
<tr>
<td>Panoramic views of Columbia River, Gorge mountain range, and Bridge of the Gods</td>
<td>200 white resin chairs included in reservation</td>
</tr>
</tbody>
</table>

## Cook Shacks

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 covered huts available</td>
<td>Capacity: <strong>15 seated</strong></td>
</tr>
<tr>
<td>Charcoal barbecue grills, benches</td>
<td>Electrical outlet nearby</td>
</tr>
</tbody>
</table>

## Canopy Tents

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2, 20’x30’ White</td>
<td>42, 8’ wooden tables with attached benches</td>
</tr>
<tr>
<td>Capacity: <strong>80</strong></td>
<td>Available to move for a fee</td>
</tr>
<tr>
<td>Picnic table seating</td>
<td>Tables seat 8</td>
</tr>
</tbody>
</table>

## Picnic Tables

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity: <strong>500</strong> walkers, runners, or bicyclists</td>
<td></td>
</tr>
</tbody>
</table>

Effective January 1, 2015
Port of Cascade Locks, Oregon

Legend:
- Available Parking
- Restrooms
- Building
- Art in the Park
- Boat Recreation

Columbia River

Marine Park

Port of Cascade Locks

Columbia River

Marina

Boat Launch

Visitor Center

Locks Waterfront Grill