



Guidelines for Large Special Events in Community Parks

The Bend Park and Recreation District provides parks and public facilities to connect people to nature and to each other. The district appreciates the value that special events have in people's lives and in building strong communities. These policies were created to ensure that events are successful while our parks and facilities remain healthy and well cared for all to enjoy.

GENERAL RESPONSIBILITIES AND EXPECTATIONS

Services provided by the Bend Park and Recreation District

These services are available from May through mid-October and are provided as part of the basic reservation fee when and where available:

- Routine maintenance of the park/facility before each reservation
- Restrooms cleaned, opened and stocked
- Power
- Park lighting
- Potable water, hose bib or drinking fountains
- Sprinkler schedules adjusted

Additional Service Options

Additional services may be contracted with the district and include:

- Make park areas accessible by removing bollards, removable picnic tables, unlocking gates, etc.
- Assisting with trash removal
- Use of barricades and no parking signs as available
- Direct event clean up and exit
- Provide extra trash cans and trash bags
- Irrigation locate
- Provide emergency assistance for power, irrigation, cleanup or other park related problems (Staff cell phone numbers are listed on each facility permit.)
- Oversee placement of portable toilets, dumpsters, tents, stages, generators, booths, vendors and special activities

RESERVATIONS

Applicants must be at least 21 years of age and assume responsibility for all aspects of event planning, management and fees/charges.

Reservations are finalized after the pre-event meeting is conducted between the event organizer and the district, an event plan agreement is signed, a reservation form is complete and basic fees are submitted.

The Bend Park and Recreation District reserves the right to deny use of parks and/or facilities.

Recurring Events: Reservations for recurring events will be based upon satisfactory compliance with district regulations and guidelines, and the collective impact on a park site and/or adjacent neighborhoods.

Additional Permit Requirements

City, County and OLCC permits may be required for any reservation that involves the following:

- a. More than 75 people in attendance (City)
- b. Sale of food (County)
- c. Serving or selling of alcohol (Giving away alcohol – city; selling alcohol OLCC)
- d. Use of amplified music (City)
- e. Business Permit (City)

It is the responsibility of the representative signing this application form to obtain all necessary permits.

Bend City Police Department: 541.322.2976

Oregon Liquor Control Commission (OLCC): 541.388.6292

Deschutes County Community Development Department: 541-388-6575

Reservations of Riverbend Park: Riverbend Community Park is located in the Old Mill District. Events at Riverbend require approval from Wm. Smith Properties to ensure that event conflicts do not occur.

Insurance

Insurance is required for all events or activities open to the public. It is the responsibility of special event organizers to maintain a COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$2,000,000.00 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the district may carry and name the district as additional insured. Failure to maintain insurance coverage required by this agreement shall be cause for immediate termination of the park use permit. Insurance must be submitted to Chris Zerger at the District Office no later than 30 days prior to the event.

PARK USE POLICIES AND GUIDELINES

Event Hours

Parks are open from 5:00 am to 10:00 pm unless otherwise posted.

Americans with Disabilities Act (ADA)

The City of Bend and the Bend Park and Recreation District abide by ADA guidelines that are intended to ensure equal access for people with disabilities. Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This includes: maintaining access to sidewalks and curb cuts, and the provision of designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available. See City of Bend ADA regulations and/or call the Accessibility Division Manager at 541.693.2141.

Security and Traffic Control

Security and/or traffic control may be required of event organizers depending on the type of event and the number of expected participants. The district and City of Bend Police will review the security and traffic plan proposed by the organizer. The city's Community Liaison Officer will define parking and barricade requirements. *If security is required, it is the responsibility of the event organizer to make all arrangements and to provide the district with contact names and numbers prior to the event.* Security personnel are not allowed to carry firearms.

Serving, selling or giving away food and concessions

Special event permit holders may contract with food, craft and other types of vendors as part of their scheduled event. All vendors must follow the rules and regulations set forth by the city, county and district.

Trees

It is unlawful for any person to cut, injure, deface or damage any trees on park properties. Please observe the following:

- No signs or related hardware (ropes, wires, nails, etc.) are to be attached to any tree. You may loosely wrap flagging for barrier or boundary marking.
- Animals or bicycles shall not be attached, tied or locked to trees.
- No chemicals, cleaners, pesticides or other liquids are to be deposited near trees.
- BBQ's, portable gas grills or heat generating equipment or materials shall not be placed near any tree trunk or under the branches of any tree.
- No stakes, rebar etc. are to be driven into the ground under the tree drip line.
- Ice may be disposed of by distributing ice cubes in tree wells. (Ice left on turf will damage the turf.)
- Trees may not be pruned for special events. If a tree interferes with pedestrians, public travel or constitutes an immediate public hazard, contact Park Services for treatment.
- If fire danger is high, permits may be revoked.

Amplified Sound and Noise

Special events must follow City of Bend Sound ordinance number 5.385 unless otherwise indicated for specific park sites. Amplified sound must end by 10:00 pm.

Acoustical music is best suited for Riverbend Park and Farewell Bend parks. Amplified music will be permitted on a case by case basis.

Maintaining Public Access to Park Facilities

Public facilities such as restrooms, sidewalks, drinking fountains, and footbridges must remain open to non-event users during reserved events. A twenty foot (20') fire lane must be maintained for access on all roadways.

Glass Containers

Glass containers for food, beverage or the like are not allowed at special events. Broken glass on turf and playgrounds can cause injuries, can be a serious health issues and is difficult to remove.

Generators

When a generator is used at an event, it must be UL-approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. A fire extinguisher must be available and “kitty litter” or similar fire retardant product should be on hand in case of fuel spills. Fuel may NOT be refilled on turf areas or during the event while the public is present. Generators will not be placed under trees where the exhaust may be damaging.

Dogs

Dogs must be leashed in all district parks and facilities except in designated off-leash areas. Per City of Bend ordinance, dogs are not allowed at large community events. Event organizers must inform all involved and visitors by advertising a dog-free event and putting up signs indicating so at the event site.

Large Inflatable Play Toys

1. Placement of blow up toys must be pre-approved by Bend Park and Recreation to ensure care of turf and landscape; include in your logistics plan.
2. Blow up toys must be held down with weighted containers; no stakes may be used to anchor them.
3. Blow up toys may not be placed under or close to trees.

Fireworks

Fireworks may be allowed on district property with prior approval and accompanying permits. Set up logistics must be approved by the City of Bend Fire Marshall.

FEES AND CHARGES

Park Use Fees

District parks and facilities are available for reservation on a space available basis. Certain fees, guidelines and restrictions apply to the reserved use of each facility and/or park.

Fees for community events:

- The Basic Park Fee covers the cost of direct program administration.
- The Impact Fee assesses a fee for physical park impact
- Security deposit: All community events pay a refundable security deposit.

District Support Services

The district provides a menu of optional services such as use of extra garbage cans, barricades and signs. Staff services may also be provided. These fees will be billed to the event organization after the post-event meeting and/or deducted from the security deposit

Security Deposit Refunds for Large Community Events

- Refundable fees are held until event management and the district conduct a post event evaluation.
- District staff will evaluate the condition of facility/park to determine if charges need to be made to return the facility/park to pre-event condition. Part or all of a deposit may be retained if the event site is not left according to the pre-event condition.
- A customer may be liable for additional fees should damage exceed the deposit amount.
- Unauthorized changes from the agreed upon logistics plan may result in added fees and/or non-renewal of subsequent reservations requests.
- The district reserves the right to cancel an event at any time due to extenuating circumstances (such as water line break, extreme weather impact on a park, etc.) and will not be responsible for any expenses or lost revenue due to cancellation of event.
- Refund checks are issued by the district twice a month.

Thank you.

12-15-09