



Riverbend Community Park Information Sheet For Community Events

Thank you for considering a Bend Park and Recreation District park for your community event. This information sheet is intended to provide you with details about the park. The Event Guidelines provide you with general park use information. Should you have questions, please don't hesitate to call the district at 389-7275.

PARK AVAILABILITY:

Riverbend Park will be open for events beginning May of 2010. Submissions for new events will be accepted on September 1st 2009 with decisions on approval by September 30th. To submit a proposal for a 2010 event at Riverbend, please include:

- a. Event organization. Is it non-profit or for-profit?
- b. Contact name, telephone numbers and email
- c. Desired event date (include an alternative date as well)
- d. Description of event (vendors, activities, etc.)
- e. Estimated number of attendees

Send proposals to:

Bend Park and Recreation District
Chris Zerger
799 SW Columbia
Bend, Oregon 97702

Or

Email to ChrisZ@bendparksandrec.org

The event season is May 1 – October 15; exceptions may be made.

HOURS:

Park hours are 5:00 am – 10:00 pm

EVENTS PER MONTH:

A maximum of six (6) event days each month can be scheduled, with a maximum of two (2) events/days each week being the limit.

Riverbend Community Park is located within the Old Mill District. All events in the park scheduled in cooperation with the Old Mill District and will require approval of both entities.

Riverbend event organizers should be aware that concerts at the Old Mill Amphitheatre may be scheduled as late as 30 days prior to an event. Pre-scheduled events at Riverbend Park do not prevent concert scheduling at the amphitheatre.

CAPACITY:

- This park has 3.58 acres of turf area conducive to special events.
- Capacity is dependent on event features, layout, activities and traffic flow.

PARKING/VEHICLES:

- Riverbend Park has 120 parking spaces. Parking is shared by trail, river, building and general park users.
- All street parking near the site is on private property owned by the Old Mill District. Permission to extend parking beyond the park's capacity must be approved by the Old Mill District.
- Vendors and event attendees need to be informed on allowable parking.
- Vehicles will not be allowed on park grounds without access permits from the district. (See vehicle permit form)
- Organizers will be asked to develop a parking plan as a component of their event logistics plan.

AMPLIFIED SOUND and NOISE

- Riverbend Park is most suitable for non-amplified music. Proposals for very limited amplified music must be submitted for approval prior to booking. If approved, sound levels shall not exceed 65 decibels at the mix station or at the edge of the approved event area.
- Event organizers must adhere to City of Bend noise ordinances. (Bend Code 5.385) Should amplified sound be approved, it may not begin prior to 7:00 am and must end 10:00 pm. This includes sound test and set up.

AMENITIES:

- 12 and 8 ft wide hard surface pathways around two large lawn areas give vendors easy access to deliveries
- Vendor tents set up along the turf adjacent to pathways allow for ADA accessibility.
- 50 amp electricity is available at five locations around the perimeter of the two meadow areas..
- Potable water is available at the shelter
- A 1900 sq. foot shelter has tables for 50 people; tables may be removed for other shelter uses.
- Large delivery drop off is available on the parking side of the shelter.
- Permanent restrooms are located at the shelter
- Organizers are encouraged to use the wide paved pathways for vendor servicing

ADA:

Event organizers should contact City of Bend Accessibility at 693-2141 to determine regulations and strategies for making events accessible to people of all abilities.

SET UP/TAKE DOWN:

Set up and start time will be determined at the pre-event meeting with the district event team. The event organizer needs to be present for set up and take down.

DOGS:

Dogs are not allowed at special events per city ordinance; the event organizer must post appropriate signage and enforce according to City of Bend Special Event Guidelines.

Any variance from these park use conditions must be pre-approved by the Bend Park and Recreation District.