ASPEN HALL
RENTAL PACKET

Thank you for your interest in a Bend Park and Recreation District (BPRD) facility for your event. General information and steps to making a reservation for Aspen Hall are detailed below.

FACILITY OVERVIEW

Address
18920 Shevlin Park Road, Bend, OR 97703

Description
Aspen Hall's idyllic setting and spacious grounds are a wonderful venue for events, from meetings to weddings. The hall has a lodge-like feel with exposed beams, large wood burning fireplace and wood framed windows. The spacious kitchen makes it easy to handle food preparation and limited cooking of large meals. A large paver patio with three round picnic tables overlooks Shevlin Pond, a grassy lawn and pathways. In this quiet, serene location, you won't believe you are only four miles from downtown Bend.

Shevlin Park is a public park. While the renter has exclusive use of the building and patio area, they cannot stop park goers from using the park, trails, or pond in the surrounding area.

Room Dimensions
- Length – 60 feet
- Width – 44 feet
- Ceiling height - vaulted
- Total sq. ft. – 2,640 feet

Capacity
- 150 people, reception style setup

Amenities
- 150 black folding chairs
- 25 folding banquet tables (8 feet x 2.5 feet)
- 1 additional folding table (4ft x 2.5ft)
- 1 child's high chair
- Stone fireplace
- Wireless internet
- Heating/AC
- Kitchen includes:
  - Electric, commercial double oven
  - Six stove-top burners
  - 24-inch x 24-inch grill top
  - Double sinks with stainless steel counter
  - 8 feet x 30 inches counter height table on casters
  - Commercial refrigerator and large freezer
  - Ice machine, microwave, dishwasher

Hours of Operation

- Seven days a week
- 9:00 am – 11:00 pm; early entry is not permitted. This is not negotiable.
- Setup and cleanup are to be accounted for in rental duration.

GENERAL RULES AND REGULATIONS

Please review the following rules and regulations set by BPRD. Failure to abide by rules and regulations may result in withholding of deposit and/or additional charges for damage to facility.

Accessibility and Parking

- There are 64 parking spaces shared by park, trail and Aspen Hall users. Users may not deny access to the public parking lots or the park.
- We encourage guests to carpool or find other modes of transportation.
- There are two ADA and five parking spaces beyond the gate, directly outside the hall that are exclusive for the renter.
- Vehicles must not be driven on park land without a special permit. Do not drive on the pavers.
- There are three "Event in Progress" sandwich board signs that can be placed around the park and trail entrances.
- Animals are prohibited from the facility, except for service animals.

Tents and Canopies

Tents and canopies may be set up on the patio and/or adjacent lawn. The use of stakes in the ground is prohibited. Tents can be anchored by sandbags or concrete ballast.

Cleaning Requirements

Users are expected to return the facility to pre-event layout and cleanliness conditions. All personal items (catering, decorations, event supplies, etc.) must be removed from the facility upon conclusion of the event. Cleaning supplies are provided on-site and the user will receive a detailed breakdown of the Facility Cleaning Requirements.

Fireplace

- The fireplace can be used only during the winter season (November – March).
- Fireplace will be cleaned up by staff before each use.
- Users should leave any live coals in the fireplace. Users are not responsible for cleaning out the fireplace after use, to avoid any accidental fires. Forest fires are a serious concern in Shevlin Park and all due care should be taken to avoid them.
- Firewood is located outside the hall. Users must provide own kindling, matches, or paper.
- Renter must restock the wood rack inside to replenish any firewood that was depleted during use

No Smoking

Smoking, vaping, and the use of tobacco or marijuana in any form is prohibited on BPRD property, whether in a vehicle.

Decorations, Setup and Floor Care

- Users are responsible for set up and take down of chairs and tables.
- Items may be attached to the wall with painters' tape only. The use of nails, staples, tacks, etc. is prohibited. Hooks are provided on the ceiling beams.
- There are outlets above each storage closet for plugging in string lights. The outlets can be turned on by the light switch in each closet.
- Loose glitter and confetti in and/or outside of the facility is prohibited.
- Throwing rice or birdseed in and/or outside of the facility is prohibited.
- Candles or flame producing devices are prohibited, except for Sterno fuel containers when used to heat catering dishes and only when the table or countertop is protected from heat or flame. The use of battery-operated candles is encouraged.
- All exits must remain accessible.

Food and Beverage

- Users can have their event catered by the vendor of their choice (food trucks included).
- Users supply their own dishes, cups, napkins and utensils. We encourage the use of recycled and sustainable products. BPRD does not provide supplies, including utensils, coffee, and other event or meeting materials.
- All food items must be disposed of in proper garbage receptacles. Food may not be left outside the building.
- Charcoal briquette barbecues or fire pits are prohibited.
- Alcohol may be served and requires the following:
    - Additional rider for Host Liquor Liability on the Certificate of Insurance
    - Adherence to OLCC and City of Bend regulations
    - Selling alcohol requires an OLCC Liquor License
    - Bartenders are required to be licensed

Heating and A/C

There are four electric thermostats located in a metal beige box labeled "temperature controls." If you are facing the main hall, this is located to the left of the kitchen pass-through. The renter is permitted to adjust the thermostats during their reservation.

Insurance

Users must provide a Certificate of Insurance (COI) and name Bend Park and Recreation District (799 SW Columbia St, Bend, OR 97702) as additionally insured. The COI is due no later than 30 days prior to your event. Additional details can be found in our Rental Insurance Requirements.

Amplified Sound and Noise

Amplified sound must comport with the Park Rules and Regulations and respect the surrounding neighbors and park users. BPRD reserves the right to restrict amplified sound should it conflict with other park or area reservations or building use.

No Fireworks
Possessing, discharging or using any kind of firework or other pyrotechnic device on BPRD property is prohibited. Whether accidental or intentional, people start wildfires every year in Central Oregon, costing hundreds of thousands of dollars and endangering lives and our natural resources.

Signage
Any signage intended to be affixed to fencing, structures, or staked in the ground must be pre-approved by BPRD. Signs may not block the view of the public, cause a distraction, or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the reservation.

Vendors
Users may use vendors of their choice. BPRD does not have a preferred vendor list, but a list of area vendors is available upon request.

Tours and Open Houses
For a complete list of open house dates, please visit our Aspen Hall rental webpage.

Steps to Making a Reservation
Person(s) renting Aspen Hall must be at least 21 years of age.

- Check the Rental Calendar on the BPRD website for availability.
- Complete the Rental Hall Request Form Please allow at least two business days for BPRD to review request forms. Once the request form has been reviewed, BPRD will contact the primary patron listed with further information and next steps for booking. All request forms are responded to in the order they are received.
- A $250 booking deposit (per day reserved) is required at time of booking and is credited toward the overall rental balance. **The booking deposit is non-refundable.**
- The remaining balance of the rental fee is due 90 days prior to the event. If a reservation is made less than 90 days before the event, payment for the rental is due in full.
- All reservations (per day reserved) require a $500 damage and cleaning deposit that is due 90 days prior to the event. The deposit is fully refundable if the user adheres to BPRD rules and regulations, facility cleaning requirements and no damage has occurred to the facility.

Cancellations and Refunds

- Reservations can be rescheduled up to 90 days prior to the event.
- Refunds for cancellations are as follows:
    - Renter will receive a full refund (of refundable amounts) if they communicate their rental cancellation to the district 90 or more days prior to the event date.
    - Renter will not receive any refund if rental cancellation is less than 90 days from the event date.

Contact Us
Reservation and Facility Questions:

Bend Park and Recreation District Office
Rentals and Events Division
799 SW Columbia St, Bend, OR 97702
(541) 706-6149

RATES AND FEES

Aspen Hall can be reserved for weekdays and weekends, from 9:00 am - 11:00 pm, up to 18 months in advance. Rental time must account for setup and cleanup of the facility. **Early entry is not permitted.**

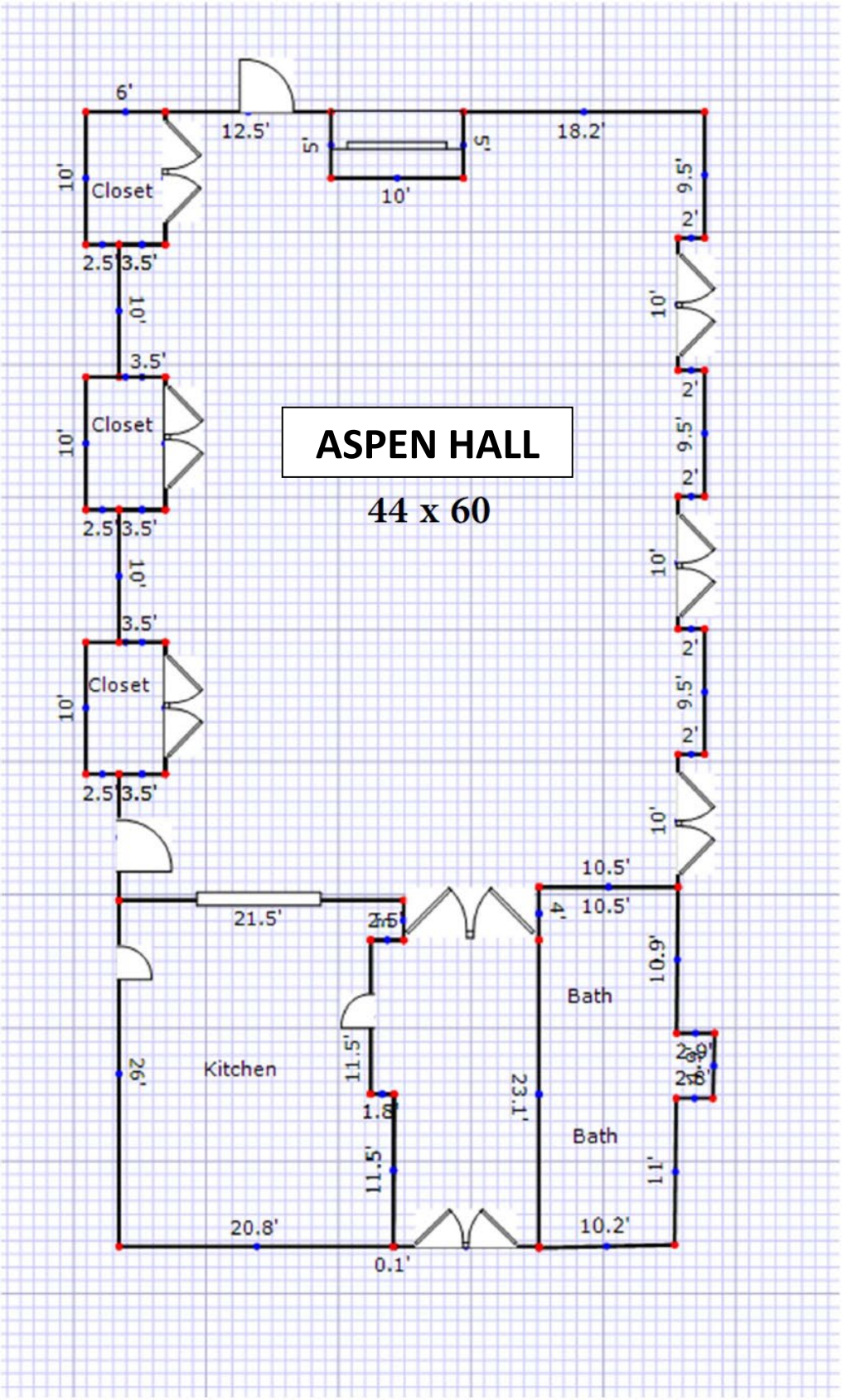
Rates

Primary Season: April through October

Rental Type	Mon-Thurs Hourly	Mon-Thurs Full Day	Fri/Sat/Sun (Full Day Only)
Commercial In-District	$195	$2,485	$3,190
Commercial Out-of-District	$230	$2,985	$3,825
Private In-District	$170	$2,125	$2,460
Private Out-of-District	$205	$2,545	$2,955
501(c)(3) Non-Profit	$100	$1,285	$1,495

Winter Season: November through March

Rental Type	Mon-Thurs Hourly	Mon-Thurs Full Day	Fri/Sat/Sun (Full Day Only)
Commercial In-District	$170	$2,275	$2,655
Commercial Out-of-District	$200	$2,730	$3,190
Private In-District	$150	$1,830	$2,140
Private Out-of-District	$180	$2,225	$2,570
501(c)(3) Non-Profit	$85	$1,015	$1,280


ASPEN HALL
44 x 60
Closet
Closet
Closet
Kitchen
Bath
Bath
6'
12.5'
5'
5'
10'
18.2'
9.5'
2'
10'
2.5'
3.5'
10'
3.5'
2.5'
3.5'
10'
3.5'
2.5'
3.5'
21.5'
10.5'
10.5'
10.9'
11.5'
23.1'
11.5'
20.8'
10.2'
0.1'