HOLLINSHEAD BARN
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 Hollinshead Barn are detailed below.

FACILITY OVERVIEW

Address 1235 NE Jones Rd, Bend, OR 97701

Description
Hollinshead Barn is located in 16.5-acre Hollinshead Park, a former homestead operated from 1939 to 1983. The Barn is surrounded by open pastures, orchard-like groves of trees and an off-leash dog park and has two floors of gorgeous hardwood interior. Double doors on the first floor open to exterior patios in the front and back. The second floor has high, vaulted ceilings which are great for acoustic music. The outdoor space and event lawn feature a dedicated, fenced-in area. It is a great setting for meetings, corporate retreats, family gatherings, and small weddings.

Room Dimensions
- Length – 38 feet
- Width – 32 feet
- First floor ceiling height – 12 feet
- Second floor ceiling height – vaulted
- Total sq. ft. – 1,216 feet

Capacity
- First floor – 55 people reception style; 110 chairs only
- Second floor – 49 people max, regardless of setup, due to fire code

Amenities
- 110 black folding chairs
- 16 folding banquet tables (11 - 8 feet x 2.5 feet; 5 – 6 feet x 2.5 feet)
- 1 child's high chair
- Accessible restrooms and ADA elevator to second floor
- Wireless internet
- Heating/AC
- Kitchen includes:
    - Commercial single door refrigerator
    - Electric oven
    - Four burner gas stove top
    - Microwave
    - Small freezer

Hours of Operation

- Seven days a week
- 9:00 am – 10:00 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 40 parking spaces shared by park, trail and Hollinshead Barn 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.
- Two ADA parking spots are beyond the gate next to Hollinshead Barn.
- Vehicles may not be driven on park land.
- Accessible restrooms and ADA elevator to second floor.
- Animals are prohibited from the facility, with the exception of 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 water barrels, sandbags, or concrete ballast.

Elevator

There is an elevator for ADA accessibility to the second floor of the Barn. Using the elevator for anything other than ADA purposes (i.e. freight elevator, toy, etc.) is prohibited. Please help us keep this equipment in working order for its intended patrons by abiding by rules.

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.

Decorations, Setup and Floor Care

- Users are responsible for setup and take down of chairs and tables. Please do not slide tables across floor as it may cause scratches on hardwood.
- Items may be attached to the wall with painters' tape only. The use of nails, staples, tacks, etc. is prohibited.
- 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.

Gate
The pathway gate can be opened using the same key provided to access the facility. The gate must be closed when the event is concluded. The pathway cannot be blocked by vehicles or closed to park users.

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 is an electric thermostat panel located on both floors of the barn. The first-floor thermostat is located to the left of the kitchen entrance. The second-floor thermostat is located to the left of the wet bar. The renter is permitted to adjust the thermostat 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.

No Smoking
Smoking, vaping, and the use of tobacco or marijuana in any form is prohibited on BPRD property, whether in a vehicle.

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 Hollinshead Barn rental webpage.

Steps to Making a Reservation
Person(s) renting Hollinshead Barn 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 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
FacilityRentals@bendparksandrec.org
(541) 706-6149

RATES AND FEES

Hollinshead Barn can be reserved for weekdays and weekends, from 9:00 am – 10:00 pm, up to 18 months in advance. Rental time must account for setup and cleanup of the facility. **Early entry is not permitted.**

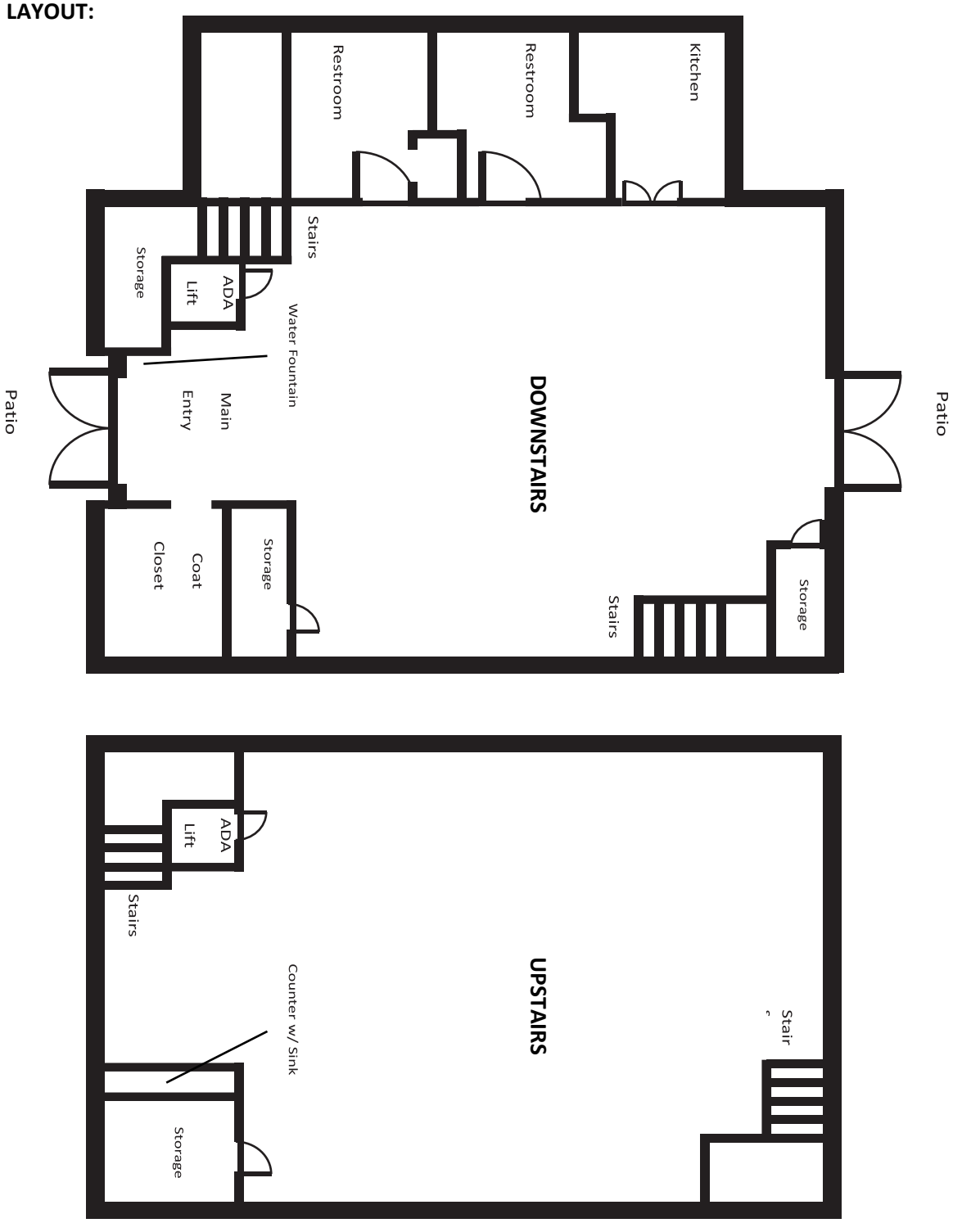
Primary Season: April through October

Rental Type	Mon-Fri Hourly	Mon-Fri Full Day	Sat/Sun (Full Day Only)
Commercial In-District	$120	$1,455	$1,805
Commercial Out-of-District	$145	$1,745	$2,170
Private In-District	$100	$1,185	$1,435
Private Out-of-District	$120	$1,420	$1,735
501(c)(3) Non-Profit	$70	$690	$855

Winter Season: November through March

Rental Type	Mon-Fri Hourly	Mon-Fri Full Day	Sat/Sun (Full Day Only)
Commercial In-District	$100	$1,245	$1,540
Commercial Out-of-District	$120	$1,490	$1,850
Private In-District	$85	$1,010	$1,285
Private Out-of-District	$100	$1,210	$1,540
501(c)(3) Non-Profit	$65	$640	$800

LAYOUT:


Restroom
Restroom
Kitchen
Stairs
Storage
ADA
Lift
Water Fountain
Patio
Entry
Main
DOWNSTAIRS
Patio
Closet
Coat
Storage
Stairs
Storage
ADA
Lift
Stairs
Counter w/ Sink
UPSTAIRS
Stair
Storage