Bend Park & Recreation DISTRICT

PARK RENTAL FEES

Fees charged for a park rental consider the administrative cost of reserving the park, the event's size and impact, and any direct services that are required or requested to support the rental. Rentals that provide open access and community-wide benefit recover a lower percentage of the costs associated with supporting the event, whereas events with more limited access and that primarily benefit invited or ticketed guests are expected to recover a higher percentage of the costs.

The fees listed below are per day. A 20% fee increase is charged for rentals hosted by or for out-of-district residents.

Payment Due Dates

- Up to 100 attendees: Time of booking
- 101 to 500 attendees: Time of booking
- 501 to 2,000 attendees: Before 90 days of the event
- 2,001 or more attendees: Before 90 days of the event

PUBLIC EVENTS

Open Access	Basic	Expanded
Less than 31 attendees:	$22	$27
31 to 60 attendees:	$48	$92
61 to 100 attendees:	$80	$162
101 to 500 attendees:	N/A	$350
501 to 2,000 attendees:	N/A	$700*
2,001 or more attendees:	N/A	$1,400*

Limited Access	Basic	Expanded
Less than 31 attendees:	$32	$65
31 to 60 attendees:	$65	$120
61 to 100 attendees:	$90	$185
101 to 500 attendees:	N/A	$595
501 to 2,000 attendees:	N/A	$1,210*
2,001 or more attendees:	N/A	$2,200*

PRIVATE EVENTS

Non-Commercial	Basic	Expanded
Less than 31 attendees:	$32	$65
31 to 60 attendees:	$65	$120
61 to 100 attendees:	$90	$185
101 to 500 attendees:	N/A	$690
501 to 2,000 attendees:	N/A	$1,350*
2,001 or more attendees:	N/A	$2,860*

Commercial	Basic	Expanded
Less than 31 attendees:	$50	$100
31 to 60 attendees:	$100	$190
61 to 100 attendees:	$160	$330
101 to 500 attendees:	N/A	$935
501 to 2,000 attendees:	N/A	$1,760*
2,001 or more attendees:	N/A	$3,535*

***Park rentals with more than 500 attendees require a non-refundable $250 booking deposit.**

DEFINITIONS

Basic (meets all criteria):

- Less than 4 hours, and;
- shelter use not included, and;
- no more than 3 days per week, and;
- no more than 100 attendees.

There are no restrictions on the total number of occurrences per 90 days for Basic rentals

Public Events

- The primary purpose and audience for the event is the general public or community as a whole.
- Any person may attend or participate in the event.
- The event is promoted and advertised primarily to the broad community.

Expanded (meets any criteria):

- More than 4 hours, or;
- shelter use space available, or;
- more than three days per week, or;
- more than 100 attendees.

Limited to no more than six occurrences in a 90-day period
*Restrictions vary for youth camps

Private Events

- The primary purpose is for members of an organization or invited guests.
- The event is promoted and advertised primarily to a specific audience or group of people. Inviting or allowing the general public as spectators or guests does not make a mostly private event public.

ADDITIONAL SERVICES

Inflatables, large play amenities, food vendors, vehicles, etc.: $40 per item*
Not permitted at all parks. Includes inflatable arches and trailers. Does not include stages, vehicles necessary for set-up and takedown, or tents.
* Fees for inflatable sizes are as follows:

- 400 square feet and smaller = one additional service fee
- 401 + square feet = two additional service fees

Set-up/clean-up day: 10% of rental fee per hour

Property damage: Staff time and materials vary based on damage assessed during and after the rental

Day-of rental staff support fee: Varies based on staff assistance

Replacement key: $35

Pre-rental irrigation locate: $50 per hour

Renter property left on-site: 10% of rental fee per hour

DEPOSITS, REFUNDS, AND INSURANCE

Deposits

Deposits will be used to cover expenses incurred beyond pre-paid rental fees and additional services. Remaining amount will be refunded.

- Up to 100 attendees: $0
- 101 to 500 attendees: $0
- 501 to 2,000 attendees: $500
- 2,001 or more attendees: $1,000

Refunds

- Up to 100 attendees: Full refund granted if canceled before 30 days of the event
- 101 to 500 attendees: Full refund granted if canceled before 30 days of the event
- 501 to 2,000 attendees: Full refund granted, minus booking deposit*, if canceled before 90 days of the event
- 2,001 or more attendees: Full refund granted, minus booking deposit*, if canceled before 90 days of the event

*Park rentals with more than 500 attendees require a non-refundable $250 booking deposit

Insurance

General liability insurance may be required. For more information about which rentals require insurance, see the Insurance Requirements packet.