



PASS-THROUGH RENTAL REQUEST

CONTACT INFO

Organization (if applicable): _____

501(c)3 non-profit? Yes or No If yes, IRS tax ID #: _____

Contact name: _____

Email address: _____

Primary phone number: _____ Secondary phone number: _____

Mailing address: _____

EVENT INFO

Event name: _____ Event staging or start/finish location: _____

Event date(s): _____ Event hours: _____

Begin time on park/trail: _____ End time on park/trail: _____

*Requested park(s)/trail(s): _____ Estimated attendance: _____

**If your event passes through Riverbend Park you must have approval from The Old Mill District, (541) 312-0131.*

Describe how the course will be marked:

Pass-Through Reminders:

- Picnic shelter rentals and public events take priority over a pass-through request.
- A legible detailed route map is required to be attached with the request form.
- Routes may not be marked with spray paint, chalk or flour as these markings are difficult to remove. You may use colored duct tape, sandwich boards, H wire or irrigation locate flags.
- All route markings must be removed within two hours after the event and leave no trace.
- An impact fee may be charged based on size, trail use and staging. Please see [Public Event Fees](#) for details.
- Please contact the City of Bend for possible city requirements, www.bendoregon.gov/specialevents.

Submit completed request form via email to Katy@bendparksandrec.org

District staff will contact you within three business days regarding approval for your event request.

Date Submitted: _____