



# Reservation for Public Event in a Park

*The reservation and planning process must be completed  
No later than 3 months prior to your event date*

Application Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Numbers: Office: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Set Up Date and Time: \_\_\_\_\_ Event Cleanup Date and Time: \_\_\_\_\_

Park Site:  Drake Park  \*Riverbend  Compass  Other \_\_\_\_\_

*\*If your event is scheduled for Riverbend Park, you must have approval from The Old Mill District, (541) 312-0131*

Date of approval \_\_\_\_\_ Name of OMD Representative \_\_\_\_\_

Will alcohol be served at your event? Yes \_\_\_\_\_ No \_\_\_\_\_ Sold at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Please contact City of Bend for possible city requirements. (541) 388-5505 [www.bendoregon.gov](http://www.bendoregon.gov)

**Submit Basic Park & Impact fees with reservation form.** Basic Park fee \$ \_\_\_\_\_  
Park Impact fee \$ \_\_\_\_\_

**Damage Deposit \$1000/\$500:** A refundable damage deposit is due with event fees and is based on event size.

**Insurance:** Organizations are required to have proof of a certificate of insurance for a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the district may carry (a certificate naming the district as additional insured.) **Proof of insurance must be submitted no later than 30 days prior to the event.** See sample policy on BPRD website.

Name of Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Post Event Final Billing:** Fees for optional additional district services are due 2 weeks after post- event evaluation meeting.

**Event Cancellation:** Full refund for cancellation 6 months prior to event date.

Staff use only  
City of Bend \_\_\_\_\_ Accounting/RecTrac \_\_\_\_\_ Other \_\_\_\_\_

**Waiver**  
I agree to the following and attest that the attached statements are true to the best of my knowledge. I and/or the organization I represent understand that any violation of this and subsequent event plan agreements will result I forfeiture of deposit, immediate termination of event, and jeopardize future use of district facilities. User agrees to indemnify, defend, and save and hold district, its affiliates and their respective directors, officers and employees and agents of the district harmless from and against any claims (including, without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorneys' and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or collecting any sums due hereunder), costs, consultants' fees and experts' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly form the use of the facilities by user. "As a condition of use of Bend Park and Recreation District facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age, gender or disability."

Signature: \_\_\_\_\_ Date \_\_\_\_\_