



# Request For Run/Walk Event Course Through A Park

Request must be completed and approved no later than 2 months prior to your event.

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 Staging or Start/Finish Location: \_\_\_\_\_

Will alcohol be served or sold at your event YES \_\_\_ NO \_\_\_

**Parks/Trail/Area(s) Requested:** \_\_\_\_\_

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

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

**Insurance:** Organizations are required to have proof 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 30 days prior to the event.**

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

### Run/ Walk Information and Guidelines

Your help is appreciated in caring for our community's parks.

- **Paid Private or staged Public Event reservations take priority over a Run Through request in parks or on trails.**
- **BPRD requires a legible detailed route map attached to the request form**
- Routes may not be marked with spray paint, sports chalk or flour. You may use colored duct tape, sandwich boards, H wires or irrigation locate flags.
- Concrete and pavers are very porous; chalk and flour do not come off easily. If you need to mark a route on pavers, use an alternative marking solution.
- All route markings should be removable and leave no trace after the event. Remove markings within one hour post event.
- Do not apply tape; wrap rope or string around trees.
- Do not use stakes in the turf.
- Events using District property for minimal staging will be charged \$75per hour for administrative and or/other services.
- Impact fee may be charged based on size, trail use and staging.
- Parks approved for Run-Throughs, if available: Drake, Riverbend, Farewell, Columbia, Millers Landing, McKay and Discovery.
- Contact City of Bend for possible city requirements. (541) 388-5505 [www.bendoregon.gov](http://www.bendoregon.gov)

**Describe below how the course will be marked:**

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

Staff use only	City of Bend _____	Accounting/RecTrac _____
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