



Event and Park Logistics Plan

Thank you for working with us to ensure that your event is successful and our community's parks remain healthy. This plan will be the basis of your discussion with District staff regarding your event. **For efficiencies, the BPRD event team requires your completed final logistics plan be e-mailed or mailed one week prior to your scheduled pre event meeting. Please bring event plan with you to the pre-event meeting, which must take place no later than 3 months prior to your event date.**

[\(Step by Step Guide\)](#)

The event plan has four sections:

Part 1: Event timeline

Part 2: Site map, showing your event's layout in the park and off site staging

Part 3: Description of event details and emergency management

Part 4: Vehicle access permits

Part 1: Event Timeline

Please provide a detailed timeline for your event, from set-up through clean-up. Please include a schedule of all event details such as deliveries, road closures, race times, entertainment and event activities. If this is a recurring event, please also share a copy of your vendor packet and promotions.

Part 2: Site Map

This will help us work with you to ensure that things such as irrigation lines and landscaping are not negatively impacted. Using the designated BPRD [park map](#) on our website, indicate where each of the following will be located:

- Tents and Pop ups. If you have more than one size of tent, indicate the size at each location.
- Vendor and concessionaire locations
- Stages
- Event activities: i.e. bouncy houses, games, water activities, climbing wall
- Beer garden area
- Portable restrooms – needed for all events over 100
- Vendor loading and unloading areas
- Vendor parking
- Dumpsters/recycling containers for both attendees and vendors
- Electrical needs – see park map for locations
- Emergency access to the site
- ADA parking and access to your event features
- Public parking and road closures

Part 3: Description of Event Details and Emergency Management

In addition to indicating these items on your park map please describe how you will address the following:

A. Tents and Pop Up 10x10 Canopies

Provide a master list of all tents and pop up canopies that will be set up in the park. Please include number of tents and size.

Considerations and expectations:

- Weighing down tents: To avoid possible damage to electrical, irrigation and water lines, the District requires that canopy equipment be secured with water or sand weights rather than stakes (unless otherwise approved). Pop up 10 x 10 canopies can be secured using 6" tent stakes.

B. Toilets

List number of regular and ADA toilets and company providing the service

Considerations and expectations:

- Toilets must be removed within 24hrs post event. If your event is a back to back booking your portable toilets must be removed by the end of your event day.
- The City of Bend Health Department requires that portable restrooms and portable hand washing facilities be provided by the event organization. ADA accessible restrooms must be provided; be sure to allow space for accessible access to washing stations.
- Toilets should be placed on hard surfaces or grass with door opening towards accessible surface. Toilets must be accessible from the roadway or a hard surface for servicing.
- Toilet companies are allowed to drive on the turf without VA permit with District approval.

C. Stages

List number, size and provide a photo or drawing. How will the stages be anchored?

Considerations and expectations:

- To avoid possible turf damage the District requires stages to be elevated 4" off the ground to allow for air circulation.

D. Musical Entertainment

Describe type of music being played and how the sound will be managed?

Considerations and expectations:

- See park specific guidelines for amplified sound and noise regulations.
- Due to the agreement with the Old Mill District, Riverbend Park is limited to acoustic music only. Electric guitars, drums, large amplifiers and sound boards are prohibited.

E. Special Event Features or Activities

Considerations and expectations:

- The District requires a description and prior approval for any activity that may impact or potentially damage the park and turf, i.e. bounce houses, slack line, water activities, climbing wall, games etc.

F. Walk/Run Event

Provide route map and list parks and trails you are requesting to run through.

Considerations and expectations:

- Routes may be marked with duct tape, H-wire signs, sandwich boards or irrigation flags. The District prohibits the use of spray paint, chalk or flour.
- All route markings should be removed within one hour after the event and leave no trace.
- Approved run through parks if available: Drake, Riverbend, Farewell Bend, Columbia, McKay and Millers Landing.
- All trails must be requested and pre-approved. (Eastside of the South Canyon Rivertrail is not suited for foot races)

G. Vendors: food, sponsors, commercial and other

Please list and describe.

H. Alcohol/Beer Garden

Describe how you will manage and create the parameters.

Considerations and expectations:

- In addition to the OLCC permitting and guidelines, the District requires events selling alcohol to be contained in a controlled area.
- See your park information sheet for site specific guidelines.
- If alcohol is being sold and served in Riverbend Park the District requires the area to be hard fenced and located close to the shelter away from the beach area. This is a public safety precaution for the families and kids using the beach and tubing area.

I. Electricity

Describe your electrical needs.

Considerations and expectations:

- Electricity is available although limited in parks and facilities. Event organizers must supply all electrical needs, such as spider boxes and cords for vendors and suppliers.

J. Parking Plan

Considerations and expectations:

- Event organizers are responsible for monitoring and informing event staff, vendors, participants and visitors of the parking expectations.
- Parking is allowed in designated parking lanes only, one vehicle per space. Vehicles parked in “no parking” areas may be towed at the owner’s risk and expense.
- For safety purposes parking monitors are required for large events in Riverbend Park and a traffic plan may be required.

K. Emergency Plan

In the case of an emergency, describe where police, fire or ambulance vehicles and personnel will access your event. Include who will be in charge of the scene and their contact information on event day.

Considerations and expectations:

- All roadways are fire lanes and space must be kept open for emergency vehicles to access the park in the event of an emergency.
- Lost child plan

L. Security Plan

Please describe and include contact name and company.

Considerations and expectations:

- BPRD may require security personnel at events over 1000 depending on size and event type.
- BPRD requires security for overnight events with staging.

M. Garbage Disposal plan

Please describe.

Considerations and expectations:

- Event organizer will be held responsible for clean-up of park site and facilities during and after their scheduled event, including bagging and removing all trash associated with the event. The event organizer will be responsible for making arrangements for roll around trash

cans and or dumpsters including being placed on hard surfaces. Dumpsters must be removed within 12 hours following the event.

Dumpster size Event Visitors

6 yd. or roll around trash cans	300 -2000 people
10 yd.	2000 - 3000 people

- Bend Park & Recreation expects all events to recycle aluminum, plastic and cardboard by providing recycling containers for both event attendees and vendors. Disposal of such material is free and can be taken to the Knott Landfill Recycling Center.
- Hazardous materials are prohibited from entering the trash for disposal at a sanitary landfill. It is the responsibility of the event organizer to identify proper disposal options and utilize them.

N. Water and Disposal Plans

Water is available in Drake and Riverbend Park. Please indicate if you have needs for drinking or non-potable water. Explain how you will dispose of grey water.

Considerations and expectations:

- Disposing of water/ice and grey water: City health and storm water codes require all grey water, other wastewater, and all cooking grease to be contained and/or properly disposed of in waste and grease disposal barrels. Event organizers are responsible for the proper disposal of all liquid wastes from an event, including those of their vendors.
- Wastewater may not be poured on the ground or in any waterway. Clean water in small amounts may be spread across landscaping and turf areas.
- Deposit ice in tree wells, not on turf.

O. Additional park considerations and expectations

- The City of Bend and the Bend Park & Recreation District abide by ADA guidelines that are intended to ensure equal access for people with disabilities. Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. The District will provide you with general guidelines to help you make your event accessible. This includes maintaining access to sidewalks and curb cuts and the provision of designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. We will discuss your compliance plan at both the pre and post event meetings. See City of Bend ADA regulations and/or call the Accessibility Division Manager at (541) 693-2141 if your event extends beyond the parameter of the park District property.

Part 4: Vehicle Access Permits

Vehicles can cause both short and long term damage to a park in the form of turf compaction and destruction and damage to trees. Although the District understands that vehicles on the turf are often necessary, we ask that you do your best to keep vehicles off the turf to the highest extent possible. Bend Park & Recreation will work with you to ensure that your event needs are met with the least impact on the park. For help identifying other delivery, set up or clean up options, you are welcome to call the Public Event Coordinator at (541) 706-6220.

Complete the [Vehicle Permit Log](#) and return it **one week** prior to your event date.

Thank you.