



Riverbend Park Information Sheet For Public Events

Thank you for considering Riverbend Park for your public event. This information sheet is intended to provide you with details about Riverbend Park. The *Guidelines for Public Events in Community Parks* (available at bendparksandrec.org) has general park use information.

PARK AVAILABILITY:

The event season is April 15 – October 15.

HOURS:

Park hours are 5:00 am – 10:00 pm

EVENTS PER MONTH:

A maximum of six (6) event days including set-up days, each month can be scheduled, with a maximum of two (2) events/days per week. A single event may not exceed two days, which includes set up days.

Riverbend Park is located within the Old Mill District. All events in the park are scheduled in cooperation with the Old Mill District and will require approval of both entities.

Event organizers should be aware that concerts at the Les Schwab Amphitheatre may be scheduled as late as 30 days prior to an event. Pre-scheduled events at Riverbend Park do not prevent concert scheduling at the amphitheater.

CAPACITY:

- Capacity for each event will be based upon a variety of factors including space available, park features, quantity and size of tents, stages, cars, people traffic flow, public safety, impact to the park, impact to neighbors, and crowd management strategies.
- This park has 2.75 acres of turf area/pods available for special events.

PARKING/VEHICLES:

- Riverbend Park has 120 parking spaces. Parking is shared by trail, river, building and public park users.
- All street parking near the site (Columbia and Shevlin Hixon) is on private property owned by the Old Mill District. Permission to extend parking beyond the park's capacity must be approved by the Old Mill District.
- Vendors and event attendees need to be informed as to allowable parking.
- Event organizers will be asked to develop a parking plan as a component of their event logistics plan.
- Any vehicle entering the turf is required to have a vehicle access permit visible. If the permit is not present in a vehicle while on the turf the Event Organizer will be charged the appropriate fee for that vehicle.
- Vehicles are allowed on the hard surface/walkway in the designated event pods for loading and unloading purposes.
- The event organizer is allowed to reserve up to twenty (20) parking spaces during event hours only. The organizer cannot block traffic flow.
- Depending on size and event type, organizers may be required to supply traffic control and security throughout the scheduled event.

AMPLIFIED SOUND and NOISE

- **Riverbend Park is suitable for acoustic music only - no electrically enhanced or modified.** Sound levels shall not exceed 65 decibels at the edge of the approved event area. Electric guitars, drums, large amplifiers and sound boards are prohibited.
- Event organizers must adhere to City of Bend noise ordinances (Bend Code 5.50). Sound may not begin prior to 7:00 am and must end no later than 10:00 pm. This includes sound test and set up. Applications must be submitted to the City of Bend 45 days prior to the event date to allow sufficient time for notice and review.

AMENITIES:

- 12 ft. and 8 ft. wide hard surface pathways around two large lawn areas give vendors easy access to deliveries.
- Vendor tents set up along the turf adjacent to pathways allow for ADA accessibility.
- 50 amp electricity is available at five locations around the parameter of the two lawn areas.
- Potable water is available at the shelter.
- A 1900 sq. ft. shelter has tables for 50 people; tables may be removed for other shelter uses.
- Large delivery drop off is available on the parking side of the shelter.
- Permanent restrooms are located at the shelter.

ADA:

ADA: The American's with Disability Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities and opens doors for full participation in all aspects of everyday life. BPRD will provide guidelines that are intended to help event organizers design events to accommodate people of all abilities. This information is not intended to be an all-inclusive guide to ADA compliance. It is the responsibility of the event organizer to understand and comply with all federal regulations that pertain to the Americans with Disabilities Act.

Contact the City of Bend to determine regulations and strategies for making event accessible if your event extends beyond the park district property. (I.e. foot races)

SET UP/TAKE DOWN:

Set up and start time will be determined at the pre-event meeting with the district event team. The Event Organizer needs to be present for set up and take down.

PARK ENTRANCE GATE: Will be unlocked at 5:00 am and locked at 10:00 pm

ALCOHOL:

If alcohol is being sold and served in Riverbend Park, the district requires the area 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.

ANIMALS AT EVENTS:

Dogs must be leashed in all district parks and facilities except in designated off-leash areas. Event organizers may prohibit individuals from bringing animals into an area where a special event is being held. This prohibition does not apply to service animals.

Due to liability, floater impact and river safety, BPRD is unable to approve any organized in-water tubing/floating events in all river parks.

Any variance from the park use conditions must be pre-approved by the Bend Park & Recreation District.