



Guidelines for Public Events in Community Parks

The Bend Park & Recreation District (BPRD) provides parks and public facilities to connect people to nature and to each other. The district appreciates the value that special events have in people's lives and in building strong communities. These guidelines were created to ensure that events are successful while our parks and facilities remain healthy and well-cared-for, for all to enjoy.

Community parks suitable for event reservations: Riverbend Park, Drake Park, Compass Park and Pine Nursery Park. *See park specific guidelines.

GENERAL RESPONSIBILITIES AND EXPECTATIONS

Services provided by BPRD

These services are available from April 15th through October 15th and are provided as part of the basic reservation fee when and where available:

- Routine maintenance of the park before each reservation
- Restrooms cleaned, opened and stocked
- Power and park lighting
- Potable water, hose bib or drinking fountains
- Sprinkler schedules adjusted
- Gates unlocked
- Irrigation locate

Additional District Support Services

The district provides optional services with an additional cost that will be billed to the event organizer at the post-event meeting, or can be deducted from the damage deposit. Additional services include:

- Rental of barricades used within the park boundaries and "No Parking" signs
- Rental of extra trash cans and trash bags for events with less than 150 participants
- Vehicle access permits
- Provide emergency assistance for park power source, irrigation, cleanup or other park related problems during the event
- Additional administrative staff time

RESERVATIONS

*The reservation form, fees and planning process must be **completed** no later than 3 months prior to your event date.* Applicants must be at least 21 years of age and assume responsibility for all aspects of event planning, management and fees/deposits.

Reservations are finalized after the event proposal is approved, the reservation form is completed and fees are paid. Next, the event organizer is responsible for scheduling the pre-event meeting with the event team. At the pre-event meeting the logistics plan will be reviewed and approved. BPRD reserves the right to deny use of parks, trails and/or facilities.

Recurring Events: Reservations for recurring events will be based upon satisfactory compliance with district regulations and guidelines, and the collective impact on a park site and/or adjacent neighborhoods.

Additional Permit Requirements

City, County and OLCC permits may be required for any reservation that involves the following:

- Sale of food (County)
- Serving, selling or giving away alcohol (OLCC)
- Event security (OLCC/City)
- Noise permit (City)
- Business License (City)
- Fire code inspection (City Fire Dept.)
- **All Drake Park events are required to be additionally permitted by the City of Bend**

It is the responsibility of the representative signing the reservation form to obtain all necessary permits.

Bend City Hall: (541) 388-5505

Oregon Liquor Control Commission (OLCC): (541) 388-6292

Deschutes County Community Development Department: (541) 388-6575

Reservations of Riverbend Park: Riverbend Park is located in the Old Mill District. Events at Riverbend Park require approval from Wm. Smith Properties to ensure that event conflicts do not occur. Call The Old Mill District, (541) 312-0131, for approval.

Due to our agreement with the Old Mill District, music is limited to acoustic only.

Insurance

Insurance is required for all events or activities open to the public. Event Organizers are required to provide proof of a Comprehensive General Liability insurance 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, and must name the district as additional insured. **Proof of insurance must be submitted to the Public Event Coordinator no later than 30 days prior to the event.** See sample policy on BPRD website. Failure to maintain insurance coverage shall be cause for immediate termination of the park reservation.

PARK USE GUIDELINES

Event Hours

Parks are open from 5:00 am to 10:00 pm unless otherwise posted.

Americans with Disabilities Act (ADA)

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. ADA compliant restrooms must be made available. 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.

Security and Traffic Control

Security and/or traffic control may be required of event organizers depending on the type of event and the number of expected participants. The City of Bend will review the security plan and traffic control plan proposed by the organizer. The event organizer is responsible for obtaining a traffic engineering stamp of approval on the traffic control plan, prior to City staff review. *If security is*

required, it is the responsibility of the event organizer to make all arrangements and to provide the district with contact names and numbers prior to the event. Security personnel are not allowed to carry firearms. Call the City of Bend at (541) 388-5505 for guidelines.

Toilets

Event organizers are required to provide portable toilets for event attendees.

Garbage Disposal

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.

BPRD expects all events to recycle aluminum, plastic and cardboard by providing garbage and recycling containers for both event attendees and vendors.

Emergency Action Plan (EAP)

Event organizers are required to create a detailed EAP that identifies potential emergency situations (i.e. active shooter, bomb threat, vehicle ramming, etc.).

Concessions, and selling or giving away food

Event organizers may contract with food, craft and other types of vendors as part of their scheduled event. All vendors must follow the rules and regulations set forth by the City of Bend, Deschutes County and Bend Park and Recreation District.

Subcontractors: By written agreement, Event Organizer must require all subcontractors to agree to be bound by the guidelines, rules and regulations of this reservation. All subcontractors must provide to Event Organizer proof of insurance meeting or exceeding the requirements of this reservation. Event Organizer is solely responsible for obtaining and storing proof of subcontractors' insurance.

Alcohol

Event organizers are allowed to serve or sell alcohol in parks with proper permitting, insurance and fencing.

Trees

It is unlawful for any person to cut, injure, deface or damage any trees on park property. Please observe the following:

- No signs or related hardware (ropes, wires, nails, etc.) are to be attached to any tree or post.
- Animals or bicycles shall not be attached, tied or locked to trees or posts.
- No chemicals, cleaners or other liquids are to be deposited near trees or in the turf.
- BBQ's, portable gas grills or heat generating equipment or materials shall not be placed near any tree trunk or under the branches of any tree.
- No stakes, rebar etc. are to be driven into the ground under the tree drip line.
- Absolutely no staging in tree wells.
- Ice may be disposed of by distributing in tree wells. (Ice left on turf will damage the turf.)
- Trees may not be pruned for special events. If a tree interferes with pedestrians, public travel or constitutes an immediate public hazard, contact Park Services, (541) 388-5435, for treatment.

Sound and Noise

Special events must follow City of Bend Sound Ordinance Number 5.50 unless otherwise indicated for specific park sites. Amplified sound must end by 10:00 pm. Applications must be submitted to the City of Bend 45 days prior to the event date to allow sufficient time for notice and review.

Maintaining Public Access to Park Facilities

Public facilities such as restrooms, sidewalks, drinking fountains, and footbridges must remain open to non-event users during reserved events. A twenty-foot (20') fire lane must be maintained for access on all roadways.

Glass Containers

Glass containers for food, beverage or the like are not allowed at special events. Broken glass on turf and playgrounds can cause injuries, can be a serious health issues and is difficult to remove.

Generators

When a generator is used at an event, it must be UL-approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. A fire extinguisher must be available and "kitty litter" or similar fire retardant product should be on hand in case of fuel spills. Fuel may NOT be refilled on turf areas or during the event while the public is present. Generators may not be placed under trees where the exhaust may be damaging. It is best to use an exhaust deflector to protect the turf.

Animals at Events

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.

Dogs must be leashed in all district parks and facilities except in designated off-leash areas.

Bouncy Houses /Large Inflatable Play Toys

- Placement of blow up toys must be pre-approved by the district to ensure care of turf and landscape; include in your logistics plan.
- Blow up toys must be held down with weighted containers; no stakes may be used to anchor them unless installed by professional rental company.
- Blow up toys may not be placed under or close to trees.

Run/Walk Events

- Please provide a legible detailed route map
- Routes may not be marked with spray paint, sports chalk or flour, as these markings are difficult to remove. You may use colored duct tape, sandwich boards, H wires or irrigation locate flags.
- All route markings must be removable and leave no trace after the event. Remove markings within one-hour post event.
- Not all parks/ trails are available or suitable for a run through.
- Event organizer may be required to mark the course with trail use warning signs seven days prior to the event.
- Due to liability, floater impact and river safety, BPRD is unable to approve any organized in-water tubing/ floating events in all river parks.
- Run/walk events using city streets must contact the City of Bend for possible permitting requirements, (541) 388-5505.

FEES AND DEPOSITS

Park Use Fees and Damage Deposit: *Must be submitted with Reservation Form to secure your event date.*

District parks and facilities are available for reservation on a space available basis. Certain fees, guidelines and restrictions apply to the reserved use of each park. See park specific guidelines.

Fees for public events:

- The Basic Park Fee covers the cost of direct program administration.

- The Impact Fee assesses a fee for physical park impact based on event size and risk.
- Damage Deposit: All public events pay a refundable damage deposit due with reservation form.

Event Cancellation

A full refund will be honored for a written cancellation 6 months prior to the event date.

Damage Deposit Refunds for Public Events

- Refundable fees are held until the event organizer and the district conduct a post-event evaluation.
- District staff will evaluate the condition of the park/facility to determine if charges need to be made to return the park/facility to pre-event condition. Part or all of a deposit may be retained if the event site is not returned to the pre-event condition.
- The event organizer may be liable for additional fees should damage exceed the deposit amount.
- Unauthorized changes from the agreed upon logistics plan may result in added fees and/or non-renewal of subsequent reservation requests.
- The district reserves the right to cancel an event at any time due to extenuating circumstances (such as water line break, extreme weather impact on a park, etc.) and will not be responsible for any expenses or lost revenue due to cancellation of event.
- Refund checks are issued by the district twice a month.