



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.

The Event and Parks Logistics 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 toilet and garbage deliveries, road closures, race times, entertainment and event activities.

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 site map on our website, indicate where each of the following will be located:

- Tents and pop up canopies. If you have more than one tent size, indicate the size at each location. Note: staging is not allowed in tree wells.
- Vendor and concessionaire locations
- Stages
- Location of banners (i.e. race arches, tear drop/feather banners, promo banners, etc.)
- Event activities: i.e. bouncy houses, games, water activities, climbing wall
- Beer garden area
- Portable restrooms – needed for all events over 150
- 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, their size and how they will be secured. If you are using a professional tent company, please provide the company's name.

Considerations and expectations:

12/31/19

- Weighing down tents: To avoid possible damage to electrical, irrigation and water lines, the district asks that canopy equipment be secured with water or sand weights. Pop up 10 x 10 canopies can be secured using 6” tent stakes.
- If large stakes need to be used, locate where they will be on the site map. **It is required that large stakes be placed no less than 2 feet from the blue irrigation locate lines.**
- Tents and other equipment cannot set up in tree wells.

B. Toilets

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

Considerations and expectations:

- Event organizers are required to provide toilets for event attendees.
- 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 organizer. 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 the door opening towards an 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 a vehicle access permit with district approval.

C. Stages

List the number, the size and provide a photo or drawing. Include how the stage will 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 the 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

Provide a description of the event 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.
- No use of sidewalk chalk on hard surfaces.

F. Walk/Run Event

Provide a route map and list the BPRD parks and trails you are requesting to run through. Describe how you will mark the course.

Considerations and expectations:

- The district prohibits the use of spray paint, chalk or flour. Routes may be marked with duct tape, H-wire signs, sandwich boards or irrigation flags.
- All route markings should be removed within one hour after the event and leave no trace.
- Not all parks/ trails are available/suitable for a run through.
- All trails must be requested and pre-approved. (Eastside of the South Canyon Rivertrail is not suited for foot races)
- The event organizer may be required to mark the trail course with trail 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.

G. Vendors: food, sponsors, commercial and other

Please list vendors. Due to new insurance requirements, the event organizer must require all subcontractors to provide proof of insurance meeting or exceeding the BPRD insurance requirements.

Consideration and expectations:

- **Subcontractors:** By written agreement, Event Organizer must require all subcontractors to agree to be bound by the guidelines, rules and regulations of their reservation form. Event Organizer is solely responsible for obtaining and storing proof of subcontractors' insurance.

H. Alcohol/Beer Garden

Describe how you will manage and create the parameters, as well as what kind of fencing will be used (i.e. free standing, snow fencing, etc.).

Considerations and expectations:

- In addition to the OLCC permitting and guidelines, the district requires events selling alcohol to be contained in a controlled area.
- The district requires a copy of the OLCC Plan to Manage prior to the event date.
- 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 river access area. This is a public safety precaution for the families and kids using the river and tubing area.

I. Electricity

Describe where electricity is needed.

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

Describe where parking will be secured for the event. Please provide a map (if applicable).

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.
- Due to public safety and event type, BPRD management may require parking monitors and certified flaggers for large events.
 - With the added impact to the area, the event organizer is responsible for the safety and traffic flow of the participants both on the property and the outlying roads.

K. Emergency Action Plan (EAP)

An EAP is a written plan, developed by the event organizer, that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent loss of life and property (i.e. active shooter, bomb threat, vehicle ramming, etc.).

Considerations and expectations:

- Notification Chart: Hierarchy for notifying in an emergency (who is to be notified, by whom and in what priority).
- Notification Procedures: Ensure the timely notification of persons responsible for taking emergency actions.
- Responsibilities: Specify the person(s) responsible for declaring an emergency under various circumstances and initiating emergency actions.
- Emergency Identification, Evaluation and Classification: Determine and identify the situation(s) or triggering event(s) that initiate or require an emergency action. If possible, an emergency should be evaluated and confirmed by experienced personnel. The emergency should be classified according to its urgency.

- Prevention Action: Aimed at preventing or minimizing serious emergencies that could cause loss of life or property. (i.e. unimpeded emergency access to event site, arrange on site equipment, labor and materials for use in emergency situations).

L. Security Plan

Please describe and include contact name and company.

Considerations and expectations:

- BPRD may require security personnel at events depending on size and event type.
- BPRD requires security for overnight events with staging.
- Security companies are required to know and enforce BPRD park rules and regulations.

M. Garbage Disposal plan

Please describe and provide the name of the professional company being used (if applicable). BPRD 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.

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. Contact a local garbage disposal vendor for garbage options (trash cans, roll carts, or dumpsters).
- It is the responsibility of the event organizer to make sure roll carts/ dumpsters are placed in the correct location as indicated on the site map.
- Trash cans/dumpsters must be removed within 12 hours following the event.
- 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

Potable water is available in Drake Park and Riverbend Park. Please indicate if you need access to potable water. Explain how you will dispose of grey water, ice and water barrels (if applicable).

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 the turf.
- Bring your own hose if water access is needed.

O. Additional park considerations and expectations

ADA Guidelines:

- 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. BPRD 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.

- Any vehicle entering the park/ turf is required to have a vehicle access permit visible. If a vehicle is on the turf and the permit is not present the event organizer will be charged the appropriate fee for that vehicle.
- Complete a vehicle access permit form and return it **one week** prior to your event date.

Thank you.