



Step by Step Guide To Public Event Reservations For New and Returning Events

Thank you for your interest in hosting your public event in a Bend Park & Recreation District park. This **Step by Step Guide** will take you through the reservation and planning process. Please review the Guidelines for Public Events in Community Parks and park specific descriptions to learn the rules and regulations.

Park reservations must be approved, completed and paid **no later than three months** prior to the event. Community parks suitable for public event reservations: Riverbend Park, Drake Park, Compass Park and Pine Nursery Park.

Steps #1 - #4 must be completed no later than 3 months prior to your proposed event. We recommend you allow sufficient time to complete all steps.

Step #1 – New Event Proposal (Returning events, skip to Step #2).

The event organizer must submit a proposal.

A description of your event vision including:

- Name of event
- Contact name, telephone numbers and email
- The organization's status as non-profit or commercial
- Proposed event date
- Proposed park
- Layout – Site map
- Timeline, including set up thru clean up
- Vendors – how many and what type
- Music
- Food or food vendors, how many
- Event activities/entertainment
- Proposed run/walk route
- Estimated number of attendees
- Admission or entry fee to the event

Submit the proposal by mail, in person, email or fax to:

Chris Zerger, Public Event Program Coordinator and **Katy Aceto**, Program Assistant
Bend Park & Recreation District Office
799 SW Columbia St.
Bend, Oregon 97702
Telephone: (541) 706-6220
Email: Chrisz@bendparksandrec.org and Katy Aceto Katy@bendparksandrec.org
(Include **both** emails in all correspondence regarding your event)

The district will review your proposal to determine suitability of the event being held in a park. You will be notified of submittal regarding approval to move forward with the reservation process.

Step #2 – Reservation

Returning events with changes: Any new changes to your event requires a written description to be submitted with the reservation form for approval. Changes may impact your event fees.

1. Upon approval of your event it is the event organizer's responsibility to schedule the pre-event logistics meeting (Step #4) and post event meeting (Step #7).
2. Complete the reservation form
3. Submit and pay your Basic Park Fee and Impact Fee to **hold your rental date/time** pending the pre-event logistics plan meeting. Please refer to the BPRD Fees for Public Events in Community Parks document.
4. Pay your refundable damage deposit in the amount of \$500-1000.00 based on event size.

Step #3 – Event and Park Logistics Plan

For efficiencies, the BPRD event team requires your final completed plan to be email one week prior to your scheduled meeting. Please do not send early.

This plan will be the basis of your discussion with district staff regarding your event and will include an event timeline, site map, activities schedule and all pertinent details of your use of the park. Please bring your completed plan to your scheduled pre-event meeting. The document Event and Park Logistics Plan includes instructions, considerations and expectations. Please review the Event Accessibility Tips for your planning. If your event will have vehicles on the grounds other than parking lots or access roads, you are required to complete a Vehicle Access Permit Form.

If you have questions regarding district expectations or if you would like help in event logistics problem solving, don't hesitate to contact the Public Event Coordinator. We are here to help you make your event successful.

Step #4 – Schedule Your Pre-Event Meeting.

During this meeting you will go over your completed Event and Park Logistics Plan, discuss park related event details, arrange for any other district services you may need, and schedule a site walkthrough if needed.

Step #5 – Insurance no later than 30 days prior to your event.

Submit proof of COMPREHENSIVE GENERAL LIABILITY insurance policy with coverage of not less than \$2,000,000 combined single occurrence. Refer to the sample policy posted on the BPRD web site, www.bendparksandrec.org.

Step #6 – Have a successful and fun event!

Step #7 - Post-Event Evaluation

It is the event organizers responsibility to schedule the post event meeting within two weeks following your event. **This meeting is crucial if you plan on holding your event on a recurring basis.**

Final billing and/or refunds will be made following the post-event meeting.

District Contacts:

Please include both e-mails when corresponding regarding your event

Chris Zerger, Public Event Program Coordinator, (541) 706-6220 Chrisz@bendparksandrec.org.

Katy Aceto, Program Assistant, (541) 706-6125 Katy@bendparksandrec.org.



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.



2020 Fees for Public Events in Community Parks

Reservation Form, Basic Park Fee and Impact Fee must be submitted to secure your event date and no later the 3 months prior to your event. Failure to do so may jeopardize the event reservation and or future rentals.

1. Basic Park Fee: This fee contributes to the cost of the administration of the public event program and care for the park system.

Non-profit organization or public agency; **no fee charged** to event participants.

- \$525 first day
- \$400 additional day

Non-profit organization or public agency; **admissions/entry fee is charged** to participants (i.e. foot race)

- \$675 per day of admission charged
- \$450 additional day

Non-profit organization or public agency; **foot race less than 150 participants** with park use less than 4hrs.

- \$315

***Commercial, for-profit** business, organization, private group or individual; **no admission/entry fee is charged** to participants.

- \$925 per day
- \$750 additional day

***Commercial, for-profit** business, organization, private group or individual; **admission/entry fee is charged** to participants (i.e. foot race or production).

- \$1800 per day of admission charged
- \$1000 additional day

2. Impact Fee: Events have varying degrees of impact to a park, depending on: quantity of park visitors, impact on turf, event footprint, quantity of vendors/booths, and inflatables. Price is per day and may vary based on daily impact (set up and take down, for example).

High Impact	\$725
Moderate Impact	\$350
Low Impact	\$150
Minimal Impact	\$ 75 (i.e. foot races less than 150 participants)

3. Optional BPRD Services: *Balance to be paid at post-event meeting*

Garbage Can Rental	\$ 10 each (events less than 150)
Barricade Rental	\$ 10 each (no street barricade rental, only within the park property)
No Parking Sign Rental	\$ 2 each - Drake Park streets (event organizer will be charged for missing signs)

Vehicle Access Permit

Car & Pickup truck	\$ 30 each
Truck-trailers	\$ 50 each
Large delivery trucks	\$100 each

Emergency onsite event staff support: **\$75 per hour** (irrigation, power, clean up other park-related problems)

NOTE: Events NOT staged on district property but needing services on district property such as staging for a walk/run through a park event, will be charged **\$75 per hour** for administrative and/or other services.



Reservation for a Public Event in a Park

***The reservation and planning process must be completed
no later than 3 months prior to your event date***

Application Date: _____ Event Name: _____

Name of Organization ("Event Organization"): _____

Address: _____

Event Representative: _____ Email Address: _____

Contact Numbers: Office: _____ Cell: _____

Event Date(s): _____ Event Hours: _____ Estimated Attendance: _____

Event Set Up Date and Time: _____ Event Cleanup Date and Time: _____

Park Site: Drake _____ *Riverbend _____ Compass _____ Other _____

**If your event is scheduled for Riverbend Park, you must have prior approval from The Old Mill District (OMD), (541) 312-0131*

Date of approval _____ Name of OMD representative _____

Will alcohol be served at your event? Yes _____ No _____ Sold at your event? Yes _____ No _____

Please contact City of Bend for possible city requirements, (541) 388-5505 or www.bendoregon.gov

Submit Basic Park & Impact fees with reservation form

Basic Park fee \$ _____
Park Impact fee \$ _____

Damage Deposit \$1000/\$500: A refundable damage deposit is due with event fees and is based on event size and risk.

Insurance: Event Organizations 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 no later than 30 days prior to the event.** See sample policy on BPRD website.

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

Post Event Final Billing: Fees for optional additional district services are due 2 weeks after post event evaluation meeting.

Event Cancellation: Full refund for cancellation 6 months prior to event date.

I, Event Organization, agree to the following and attest that the provided statements are true to the best of my knowledge. I and/or the organization I represent understand that any violation of this and subsequent event plan agreements will result in forfeiture of deposit, immediate termination of event, and jeopardize future use of district facilities. I agree to indemnify, defend, and save and hold district, its affiliates and their respective directors, officers and employees and agents of the district harmless from and against any claims (including, without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorneys' and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or collecting any sums due hereunder), costs, consultants' fees and experts' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by Event Organization. "As a condition of use of Bend Park and Recreation District facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age, gender or disability."

By signing below, the undersigned hereby certifies they understand and agree to adhere to all guidelines, rules and regulations outlined in the public event guidelines, along with general park rules and regulations, district policies, as well as observe all federal and Oregon state laws and regulations.

Signature: _____ Date _____



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:

- 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.



Certificate of Liability Insurance

The district requires all event organizers to provide proof of a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence, and name Bend Park and Recreation District as additionally insured. A Certificate of Insurance (COI) is due no later than 30 days prior to your event. Please reference the information below when speaking with an insurance provider.

Additionally Insured Language:

Certificate Holder Address on lower left-hand corner must always be:

*Bend Park and Recreation District
799 SW Columbia St.
Bend, OR 97702*

Liability Coverage:

Minimum amount of Primary Liability Coverage:

	\$2,000,000	General Liability			
OR	\$1,000,000	General Liability	+	\$1,000,000	Umbrella Liability

Description of Operations:

Please include: The event date, event name, and event location on the COI.

Alcohol Consumption:

Host Liquor Liability: If alcohol is being served, the event organizer is required to specify an additional rider for host liquor liability on the COI.

Liquor Liability: If alcohol is being sold, the event organizer is required to have the OLCC Liquor License present at the event and specify an additional rider for liquor liability on the COI for \$2 million.

For more information please contact:

Justin Sweet

Bend Park & Recreation District, Business Analyst

(541) 706-6102

JustinS@bendparksandrec.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2010

PRODUCER Insurance Agent Name & Address		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED Name of Insurance holder		INSURERS AFFORDING COVERAGE		NAIC #
		INSURER A: Name of insurance company		
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE	\$ 2,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 1,000,000	
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 4,000,000
						PRODUCTS - COMP/OP AGG	\$ 4,000,000
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy number	01/01/2010	01/01/2011	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		BODILY INJURY (Per person)				\$	
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: Name of Event, Date of Event, Location of Event

Bend Metro Park & Recreation District is listed as additional insured as required by contract but only as respects the Liability for the above reference event.

CERTIFICATE HOLDER

Bend Metro Park & Recreation District

799 SW Columbia Street
Bend, OR 97702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2010

PRODUCER Insurance Agent Name & Address		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Name of Insurance holder		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Name of insurance company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Policy number	01/01/2010	01/01/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	X	EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	Policy number	01/01/2010	01/01/2011	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: Name of Event, Date Event to be held, Location of Event

Bend Metro Park & Recreation District is listed as additional insured as required by contract but only as respects Liability for the above referenced event.

CERTIFICATE HOLDER

Bend Metro Park & Recreation District
799 SW Columbia Street
Bend, OR 97702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Vehicle Access Permit Form

Note: 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.

Event Name: _____

Event Date(s): _____

		Car & Pick up	Truck/ Trailer	Large Delivery Truck	Park Services
PERMIT #	VENDOR NAME	\$30.00	\$50.00	\$100.00	Approved
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

Signature: BPRD Representative

Date

Signature: Event Organizer

Date



Tips for Making Your Event Accessible

The Americans 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. These guidelines are intended to help event organizers design events to accommodate people of all abilities. This handout 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.

The Basics:

- Include on your BPRD logistics plan how and where you will provide accessible parking, ADA-compliant toilets and accessible pathways. Include other accommodations you are making, such as the provision of ramps, accessible seating, etc. to make your event accessible.
- All print materials promoting your event must include the Request for Accommodation notice with the international symbol for accessibility (ISA-blue and white symbol of a wheelchair icon) as well as a contact name and phone number for a patron to request accommodation from you.
- Plans should be in place to provide sign language interpreters, assistive listening devices, Braille or other alternative formats should it be needed.
- Staff, volunteers and others should be trained on how to involve, assist and accommodate people with disabilities.

Making the Venue Accessible

Particular attention should be given to the accessibility of the event location. Understanding how visitors arrive at and move through your event will go a long way in identifying and removing barriers. The ADA regulations recommend the following priorities for barrier removal:

- Provide access from public sidewalks, parking areas, and public transportation
- Provide access to the booths, displays/exhibits and activities at your event
- Provide access to public restrooms and portable toilets
- Avoid barriers to other public amenities, such as drinking fountains and benches

Accessible Routes

The path a person with a disability takes to enter and move through your event is called an accessible route. This route must be at least three feet wide and not be blocked.

- All pathways should remain clear of protrusions.
- Attention should be given to avoid trip hazards.
- Cords, wires, hoses, etc. located on a pathway must be covered with a cord cover or other similar device (such as an industrial rug taped to the surface).
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions. Where possible, the alternate path of travel should be parallel to the disrupted pedestrian access route and on the same side of the street.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.

- Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a portable barricade.
- If a raised area (stage, podium, dais, etc) will be used by event attendees, accessible access to the raised area must be provided.
- If crowd control measures are to be used, plans must be in place to ensure that the path of travel is not blocked and that people who are blind or have low vision do not encounter trip hazards.
- Temporary/portable ramps that do not exceed an 8.33% (1:12) grade may be used to provide an accessible path of travel. (Example: the slope of pedestrian crossing curb ramps)
- Turf/ground may serve as an accessible pathway as long as it is not on sloped land. (ADA requires running slopes are less than 5% and cross-slopes less than 2%). Booths on slopes should be avoided.

Parking

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility (ISA).
- Signs with the international symbol for accessibility (ISA) are to be mounted where they are visible.

Sales or Service Counters and Displays

- There should be an accessible pathway to each display or exhibit.
- There should be at least 5' of turning space in front of each display/exhibit.
- If sales or service counters are provided for the event, a portion of the counter must be no more than 36" above the finished floor or the ground and the width must be at least 36" wide.
- Vendors should be instructed to consider access to their displays by people with mobility devices.

Seating

- If patron seating is provided, accessible seating and companion seating must be provided.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility (ISA) and placed for maximum visibility.
- Portable tables are to be arranged far enough apart so a person with a mobility device can maneuver between them when patrons are seated.

Portable Toilets

The total number of portable toilets to be provided for an event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event can there be less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.

- If portable toilets are provided, accessible units shall be located on a level area.
- An accessible path of a minimum of 36" to each accessible portable toilet is required.
- Access to the door of a portable toilet must not be impeded by any barriers. Pay attention to ensure that portable toilet doors do not open outward and thus protrude, onto pathways.
- Accessible portable toilets must be identified with the international symbol of accessibility (ISA).

Service Animals

Event organizers must allow people with disabilities to bring their service animals into all areas of the event open to other event patrons. Service animals are animals that are individually trained to perform tasks for people with disabilities. Service dogs include animals in training being guided by a trainer. Service dogs in training should be identified by a vest or other clearly marked garment on the dog.

Steps for Success

Making events accessible and welcoming to people of all abilities is the right thing to do. Taking proactive and thoughtful measures will insure compliance with the law and contribute to a quality event. Emphasize with your event staff and event vendors the importance of maintaining an accessible environment for customers and patrons with disabilities.

Additional resources:

Listed below are resources to answer your questions and/or help you make your event accessible.

- ADA National Network (DBTAC) - <http://www.dbtacnorthwest.org>
- US Access Board US.Access-board.gov
- U.S. Department of Justice - www.ADA.gov