



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 and \$4,000,000 general aggregate. 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 _____