



# Request For Run/Walk Event Course Through A Park

**Request must be completed and approved no later than 2 months prior to your event.**

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 Staging or Start/Finish Location: \_\_\_\_\_

Will alcohol be served or sold at your event YES \_\_\_\_\_ NO \_\_\_\_\_

**Parks/Trail/Area(s) Requested:** \_\_\_\_\_

*\*If your event will go through Riverbend Park, you must have prior approval from The Old Mill District (OMD), (541) 312-0131.*

Date of approval \_\_\_\_\_ Name of OMD Representative \_\_\_\_\_

**Insurance:** Bend Park and Recreation District ("district") requires proof of insurance from Event Organization for a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for all paid run-through events. For non-paid run-through events, district requires a Comprehensive General Liability policy of not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which district may carry, and must name the district as additional insured. **Proof of insurance must be submitted 30 days prior to the event.**

## Run/ Walk Information and Guidelines

Your help is appreciated in caring for our community's parks.

- **Paid Private or staged Public Event reservations take priority over a Run Through request in parks or on trails.**
- **BPRD requires a legible detailed route map attached to the Request Form.**
- 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.
- Do not apply rope or string around trees. Do not use stakes in the turf.
- Due to liability, floater impact and river safety, BPRD is unable to approve any organized in-water tubing/floating events in all river parks.
- Events using district property for minimal staging will be charged \$75 per hour for administrative and or/other services.
- Impact fee may be charged based on size, trail use and staging.
- Not all parks/trails are available or suitable for a run through.
- Contact City of Bend for possible city requirements, (541) 388-5505 or [www.bendoregon.gov](http://www.bendoregon.gov).

**Describe below how the course will be marked:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I, Event Organization, agree to indemnify, defend, and save and hold the 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.

*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 \_\_\_\_\_