



## 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
- Estimated number of attendees
- Admission or entry fee to the event
- Event Type (i.e. festival, walk/run, etc)
- Proposed park
- Proposed event date
- Event Description
- Timeline (including set up thru clean up)
- Vendors (how many and what type)
- Music Type (describe)
- Other Details
- Layout – Site Map
- Proposed run/walk route

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: [Chris@bendparksandrec.org](mailto:Chris@bendparksandrec.org) and Katy Aceto [Katy@bendparksandrec.org](mailto: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 and \$4,000,000 general aggregate. Refer to the sample policy posted on the BPRD web site, [www.bendparksandrec.org](http://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](mailto:Chrisz@bendparksandrec.org).

**Katy Aceto**, Program Assistant, (541) 706-6125 [Katy@bendparksandrec.org](mailto:Katy@bendparksandrec.org).