

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 at the pre-event meeting with BPRD. If you have any questions while creating this document, please reach out for help. We are happy to provide direction, samples and support throughout this process.

For Public Events

The public event logistics plan must be created utilizing the [Public Event Rental Guidelines](#), park-specific guidelines and site maps found on the public event webpage, www.bendparksandrec.org/facility-rental/#events. The completed logistics plan is due one week before your scheduled pre-event meeting.

For Tournaments

The tournament logistics plan must be created using the [Athletic Facility Rental Guidelines](#) and site maps found on the sport field use webpage, www.bendparksandrec.org/facility-rental/#sports. The logistics plan is required to be sent to BPRD 30 days prior to your event date.

PART 1: EVENT TIMELINE

Please provide a detailed timeline for your event, from setup through cleanup. Include a schedule of all event details such as deliveries, vendor concession setup/clean up times, event activities, road closures, race/game times, etc.

PART 2: SITE MAP

The site map will help us work with you to ensure that irrigation lines and landscaping are not negatively impacted. Please indicate the location of each of the following (when applicable):

- Tents and pop-canopies
- Locations of portable toilets
- Vendor and concessionaire locations, loading and unloading areas, and parking areas
- Locations of garbage cans, recycling containers and dumpsters
- Event activities (i.e. inflatables, rock wall, obstacle course, etc.)
- Electricity needs
- Signage and flagging
- Stage(s)
- Water access needs
- ADA parking
- Fencing
- Beer garden
- Emergency access routes
- Run/walk routes (public events only)
- Field layouts, locations and equipment (tournaments only)
- Field grooming schedule (tournaments only)

PART 3: DESCRIPTION OF EVENT DETAILS

In addition to including the applicable items listed below on your site map, please provide details on the following:

Tents and Canopies

List the number of tents and their size, and how they will be secured (i.e. weights, stakes, water barrels, etc.). If using a professional tent company, please provide their name. **IMPORTANT:** Stakes larger than six inches must be placed two feet from blue irrigation lines.

Portable Toilets

List the number of portable toilets (regular and ADA) and the rental company providing the toilets.

Vendors and Concessionaires (includes food, sponsors, commercial and other vendors)

List the approximate number of vendors and describe them. Include a description of the vendor loading and unloading area, and vendor parking (if different than general participant and attendee parking).

Trash Management

List number and type of trash cans, recycling containers and dumpsters, and how trash will be managed during and after your event. If applicable, provide the name of the company being used.

Event Activities

Provide a description of all activities that will take place during the event. All activities are subject to BPRD approval.

Electricity Needs

Describe where electricity is needed and when it needs to be available for use.

Signage and Flagging

List the type of signage, banners and/or flagging used and how they will be secured. **IMPORTANT:** it is prohibited to tie or tether string, rope, etc. to a tree or light pole.

Stage(s)

List the number and size of each stage and how they will be anchored. **IMPORTANT:** Stages must be at least four inches off of the ground to allow for air circulation.

Water Access Needs and Disposal

Describe your potable water needs and when it needs to be available for use. Explain how you will dispose of gray water.

Americans with Disability Act (ADA)

Describe how you will make your event ADA accessible. See [Accessibility Plan Guidelines](#) for more information.

Inclusivity in Events

Describe how you will make your event equitable for all community members to feel welcome. BPRD can provide you with resources to help make your event diverse, equitable and inclusive.

Vehicle Access

List the number of vehicles you expect to drive onto park land for the event. **IMPORTANT:** The final vehicle access list is due to BPRD 48 hours before the event.

Parking and Traffic Control Plan

Describe where parking will be secured and how parking will be managed for the event. If you are not sure where to start, please reach out for assistance. We have sample plans! If requesting the use of a Bend La Pine School District parking lot, you will need prior approval. Please visit, www.bend.k12.or.us/district/organization/facility-use-catering, to complete the BLPSD application.

Security

If security is provided, the user must provide BPRD with contact names and information.

Emergency Access and Contact

In the case of an emergency or disaster, describe where police, fire and/or ambulance vehicles will access the event. Include who will be in charge of emergencies, their contact information and your communication plan in case of a disaster or emergency.

Alcohol Sales and/or Consumption

Describe how you will manage and create parameters to handle alcohol consumption. Include what type of fencing will be used (i.e. free standing, snow fencing, etc.) and/or how many signs will be posted.

Sound and Noise

Describe any amplified sound (i.e. live band, music playing on speakers, MC, etc.) and how the sound will be managed. Include the City of Bend noise variance permit, if received.

Run/Walk Events

Describe how you will mark the course. If applicable, list when the trail warning signs will be posted. Please include course markings in the event timeline.

Field Layouts, Locations and Equipment (Tournaments only)

Provide a list of field layouts needed including type, location, number, size(s), measurements, etc. Include locations of goals, benches and other necessary equipment.

Field Grooming (for baseball/softball tournaments only)

Field grooming during the tournament is the responsibility of the user. Please describe your grooming schedule and procedures, including equipment and supplies you plan to use.

Questions?

Contact Rentals & Events

(541)706-6149

FacilityRentals@bendparksandrec.org