



## PUBLIC EVENT RENTAL REQUEST

### CONTACT INFO

Organization (if applicable): \_\_\_\_\_

501(c)3 non-profit? Yes or No If yes, IRS tax ID #: \_\_\_\_\_

Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Secondary phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

### RESERVATION INFO

Type of event: Fundraiser Festival Race Church Service Other \_\_\_\_\_

Event name: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Event hours: \_\_\_\_\_

Setup date and time: \_\_\_\_\_ Cleanup date and time: \_\_\_\_\_

Requested park: Alpenglow Drake Riverbend\* Other \_\_\_\_\_

*\*If your event is scheduled for Riverbend Park you must have approval from The Old Mill District; contact Alice Johnson, Alice@theoldmill.com or (541) 312-0131 ext. 5.*

Estimated number of attendees (including participants, staff, volunteers, etc.): \_\_\_\_\_

Will alcohol be sold? Yes or No Will alcohol be served (free)? Yes or No

**Submit completed request form via email to [Katy@bendparksandrec.org](mailto:Katy@bendparksandrec.org) at least 3 months prior to requested date**

Event fees will be determined once the request form is approved. Please review the [Public Event Fees](#) for more information. Please contact the City of Bend for possible city requirements, [www.bendoregon.gov/specialevents](http://www.bendoregon.gov/specialevents).

Please allow three business days for district staff to contact you.

Date Submitted: \_\_\_\_\_