



PUBLIC EVENT RENTAL GUIDELINES

Bend Park and Recreation District (BPRD) provides parks and public facilities to connect people to nature and to each other. BPRD appreciates the value that special events have in people's lives and in building strong communities. These guidelines were created to ensure that events are successful while our parks and facilities remain healthy and well-cared-for, for all to enjoy.

Please visit our public event webpage for additional information regarding fees, the step-by-step process and park specific guidelines, www.bendparksandrec.org/facility-rental/#events.

GENERAL INFORMATION

Applicants must be at least 21 years of age and assume responsibility for all aspects of event planning, management and fees.

Public Event Season

April 15 – October 15

Event Hours

5:00 am to 10:00 pm

Community Parks Suitable for Public Events

Alpenglow Park, Drake Park and Riverbend Park. Please see each individual park guidelines for park specific rules and guidelines.

Number of Events per Month

A maximum of six event days per month, including setup and cleanup days, will be permitted, with a maximum of two event days per week. A single event may not exceed two days, which includes setup and cleanup.

Capacity

Capacity for each event will be based upon a variety of factors including available space, park features, event features, public safety, impact to the park and neighbors and crowd management strategies.

Services Provided by BPRD

These services are provided as part of a basic reservation fee:

- Routine maintenance of park
- Power and park lighting
- Potable water, hose bib or drinking fountains
- Irrigation locate and sprinkler schedule adjustment
- Gates unlocked

Additional support services provided by BPRD

The services listed below are provided at an additional cost:

- Vehicles access
- Emergency assistance for park-related problems during the event
- Additional administrative staff time

Insurance

BPRD requires a Comprehensive General Liability policy of no less than \$2,000,000 combined single limit per occurrence, \$4,000,000 general aggregate, and name Bend Park and Recreation District as additionally insured. A Certificate of Insurance (COI) is due no later than 30 days prior to the event date. Please reference the [Insurance Requirements](#) for more details.

Additional Permit Requirements

City of Bend, Deschutes County and Oregon Liquor Control Commission (OLCC) permits may be required for any reservation. It is the responsibility of the event organizer to obtain all necessary permits.

FEES & CANCELLATIONS

Park Use Fees and Damage Deposit

The fees and deposit must be submitted with the signed facility use agreement in order to secure the event date. Certain fees, guidelines and restrictions apply to the reserved use of each park. See park-specific guidelines and [Public Event Fees](#).

Damage Deposit Refunds

Refundable damage deposits are held until the event organizer and BPRD conduct a post-event evaluation. BPRD will evaluate the condition of the park to determine if the deposit needs to be retained in order to return the event site to pre-event condition. The event organizer may be liable for additional fees should damage exceed the deposit amount.

Cancellation and Refund Policy

Events may be refunded in full if canceled no less than three months prior to the event date. No refund will be granted if the event is canceled less than three months prior to the event date.

BPRD reserves the right to cancel an event at any time due to extenuating circumstances (such as water line break, extreme weather impact on a park, etc.) and will not be responsible for any expenses or lost revenue due to cancellation of event.

GUIDELINES FOR PARK USE

All [park rules and regulations](#) must be followed in addition to the guidelines listed below. Other facilities such as restrooms, sidewalks, drinking fountains and footbridges must remain open to non-event users during reserved events.

Tents and Popup Canopies

All tents and canopies must be secured using weights, sandbags, water barrels or stakes. Any stakes larger than six inches must be placed at least two feet from blue irrigation lines. Tents may not be setup in tree wells.

Portable Toilets

Portable toilets are required for events with more than 100 attendees. With prior approval, portable toilet companies are allowed to drive on the turf without vehicle access payment. Portable toilets must be removed from the park site within 24 hours of the event date. If there is an event scheduled the following day, the portable toilets must be removed by the end of the event day.

Vendors and Concessionaires

Event organizers may contract with food, craft and other types of vendors as part of their scheduled event. All vendors must follow the rules and regulations set forth by the City of Bend, Deschutes County and BPRD. The event planner must require all subcontractors to provide proof of insurance meeting or exceeding the BPRD insurance requirements. See the Facility Use Agreement for requirements.

Trash Management

The park site must be kept clean of debris during and after the scheduled event. This includes bagging and removing all trash associated with the event. BPRD encourages all events to recycle. All garbage, recycling and dumpsters must be removed within 12 hours after the event.

Event Activities (large inflatables, rock wall, booths, etc.)

The placement of inflatables, rock walls and other event activities must be pre-approved by BPRD to ensure care of turf and landscape. Stakes larger than six inches must be placed at least two feet from blue irrigation lines. Chalk is prohibited on sidewalks and pavers. Due to the impact to the turf and amount of water used, misters will not be permitted in the park.

Electricity Needs

When using the electrical boxes, event organizers must use the side or bottom flaps as access to plug into the box. The flaps ensure that front door can be secured shut.

Trees

Setting up, parking a vehicle or staking rebar into a tree well is prohibited. No signs, ropes, nails, etc. can be attached to any tree or light post. Ice must be disposed of in tree wells and not on the turf.

Stage(s)

Stages must be at least four inches off of the ground to allow for air circulation.

Americans with Disabilities Act (ADA)

BPRD abides by ADA guidelines that are intended to ensure equal access for people with disabilities. Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. See [Accessibility Plan Guidelines](#) for more information.

Inclusivity at Events

Events must be welcoming to all persons regardless of race, ethnicity, sexual orientation, and socio-economic status. Keep in mind how you will make your event welcoming to everyone and how to create a safe space for all. BPRD can provide organizers with resources on creating a diverse, equitable and inclusive event.

Vehicle Access

Vehicle access to park grounds requires paid fees and pre-approval by BPRD. See park-specific guidelines for more details on parking and vehicle access. Vehicle access will be charged for each day vehicle(s) enter the park. A vehicle is any motorized equipment used for transporting people or goods including but not limited to cars, trucks, vans, food trucks, etc. The use of golf carts is strongly encouraged and does not require any additional fees.

Parking and Traffic Control

Event organizers are responsible for monitoring and informing event staff, vendors, participants and visitors of the parking expectations. Due to public safety and event type, BPRD may require parking monitors and certified flaggers for large events. With the added impact to the area, the event organizer is responsible for the safety and traffic flow of the participants both on the property and the outlying roads. A 20-foot fire lane must be maintained for access on all roadways.

Security

Security and/or traffic control may be required depending on the type of event and the number of expected participants. Security personnel are not allowed to carry firearms. Organizers are responsible for providing overnight security if preferred.

Emergency Plan

Event organizers are required to create a detailed plan that identifies potential emergency situations (i.e. active shooter, bomb threat, vehicle ramming, etc.). An emergency plan is not mandatory to include in the logistics plan, but it is important to think about. See the Facility Use Agreement for requirements.

Alcohol Sales and/or Consumption

No person shall possess or consume alcoholic beverages on BPRD property without authorization from BPRD. If granted, insurance is required to possess or consume alcohol on BPRD property. The type of liability insurance required will depend on the nature of possession and consumption.

If alcohol is either being provided by the event organizer, free of charge, or is brought to an event by an attendee, an additional rider on the COI for Host Liquor Liability is required.

If alcohol is being sold or if any type of fee, including race and event entry fees, is being charged at an event and alcohol is being provided to attendees only, a liquor license must be obtained from the Oregon Liquor Control Commission (OLCC) and an additional rider on the COI for Liquor Liability insurance is required. BPRD also requires the area to be fenced.

Sound and Noise

Events must adhere to [City of Bend noise ordinances](#) (Bend Code 5.50). Sound may not begin prior to 7:00 am and end no later than 10:00 pm (except Drake Park, see park-specific guidelines). This includes sound check and setup. Applications must be submitted to the City of Bend 45 days prior to the event date to allow sufficient

time for notice. If the City of Bend determines the noise permit has been violated, the BPRD event permit will be revoked.

Run/Walk Events

Any routes using sidewalks or roads outside of designated special event space will need approval from the appropriate agencies ([City of Bend](#) and/or [Old Mill District](#)).

- Routes may not be marked with chalk, spray paint or flour, as these markings are difficult to remove. Colored duct tape, sandwich boards, H wire or irrigation locate flags are approved for use.
- All route markings must be removeable, leave no trace after the event and must be removed within one-hour post event.
- Due to liability, floater impact and river safety, BPRD is unable to approve any organized in-water tubing/floating events in all river parks.
- Routes may utilize the west side of the Deschutes River Trail – South Canyon Reach connecting to the Haul Road turn off; however, routes are prohibited from using the trail on the east side of the river due to safety concerns.

Generators

Generators must be UL approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. A fire extinguisher must be available and “kitty litter” or similar fire-retardant product should be on hand in case of fuel spills. Fuel may NOT be refilled on turf area or during the event while the public is present. Generators may not be placed under trees due to possible tree damage from the exhaust. It is best to use an exhaust deflector to protect the turf.

Glass Containers

Glass containers are not allowed at special events, including for food, beverages or other items.

Animals at Events

Event organizers may prohibit individuals from bringing animals into the special event area except service animals. Dogs must be leashed in all BPRD parks and facilities except in designated off-leash areas.

For additional event requirements, please see the [Logistics Plan Guide](#).

Questions?

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