



## LARKSPUR COMMUNITY CENTER EVENT ROOM RENTAL PACKET

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Thank you for your interest in a Bend Park and Recreation District (BPRD) facility for your event. General information and steps to making a reservation for the Larkspur Community Center Event Room (LCCER) and the Multi-Purpose Room are detailed below. Please note, due to the nature and multi-generational use of the facility, there may be limitations to your event. We aim to be respectful to all users at Larkspur Community Center.

### FACILITY OVERVIEW

#### Address

1600 SE Reed Market Road, Bend, OR 97702

#### Description

The Larkspur Community Center Event Room is a well-lit large event space with abundant natural light, maple hardwood floors and high ceilings. The LCCER is conveniently located within the Bend Senior Center, adjacent to Larkspur Park. Larkspur Park is a multi-use park with trees, grass, picnic shelter, walking trails, basketball courts, bocce ball court and a large playground.

The Multi-Purpose Room is also located within the Bend Senior Center and is a classroom setting with great natural and LED lighting.

#### Room Dimensions

LCCER:

- Length – 77 feet (North-South)
- Width – 45 feet (East-West)
- Total – 3,500 square feet
- Each half of the room is an identical mirror image

Multi-Purpose Room:

- 1,100 square feet

#### Capacity

- LCCER: 250 people, reception-style setup
- Multi-Purpose Room: 60 people theater seating

#### Amenities

LCCER:

- 275 chairs
- 29 folding tables (6 feet x 2.5 feet)
- 29 round tables (60-inch)
- PA system
- Cordless microphone
- Wi-Fi

- Three pull-down projection screens (must bring own AV equipment)
- Patio
- Commercial kitchen includes:
  - Double sinks with stainless steel counter
  - Gas range/oven, flat top grill, convection oven
  - Commercial refrigerator and freezer
  - Ice machine, microwave and dishwasher

#### Multi-Purpose Room:

- 60 chairs
- 12 conference tables (6 feet x 18 inches)
- Wi-Fi
- Two pull-down projection screens
- Wall-mounted white board

#### Hours of Operation

- Monday – Friday; 5:00 pm – 8:00 pm
- LCCER Saturday 12:00 pm – 6:00 pm
- Multi-Purpose Room Saturday 8:00 am – 6:00 pm
- Setup and cleanup are to be accounted for in rental duration.
- 2-hour minimum

#### GENERAL RULES AND REGULATIONS

Please review the following rules and regulations set by BPRD. Failure to abide by rules and regulations may result in withholding of deposit and/or additional charges for damage to facility.

#### Amplified Sound and Noise

Amplified sound must comport with the [Park Rules and Regulations](#) and respect the surrounding neighbors and park users. BPRD reserves the right to restrict amplified sound should it conflict with other park or area reservations or building use.

#### Cleaning Requirements

Users are expected to return the facility to pre-event layout and cleanliness conditions. All personal items (catering, decorations, event supplies, etc.) must be removed from the facility upon conclusion of the event. Cleaning supplies are provided on-site and the user will receive a detailed breakdown of the [Facility Cleaning Requirements](#).

### Decorations, Setup and Floor Care

- Users are responsible for setup and take down of chairs and tables.
- Do not attach anything to the acoustical panels on the wall or the ceiling beams. The use of nails, staples, tacks, etc. is prohibited.
- Hooks are strategically placed along the walls for hanging decorations.
- Decorations may be attached to windows or chair rails using painter's tape.
- Freestanding decorations are permitted (kiosks, arbors, arches). Please place a rug or other material under the stand to protect the floors.
- Fog machines are strictly prohibited. The machines will set off the fire alarm in the building.
- Loose glitter and confetti in and/or outside of the facility is prohibited.
- Throwing rice or birdseed in and/or outside of the facility is prohibited.
- Candles or flame producing devices are prohibited, with the exception of Sterno fuel containers when used to heat catering dishes and only when the table or countertop is protected from heat or flame. The use of battery-operated candles is encouraged.

### Food and Beverage

- Users can have their event catered by the vendor of their choice.
- Users supply their own dishes, cups, napkins and utensils. We encourage the use of recycled and sustainable products. BPRD does not provide supplies, including utensils, coffee, and other event or meeting materials.
- Charcoal briquette barbecues or fire pits are prohibited.
- Alcohol may be served and requires the following:
  - Additional rider for Host Liquor Liability on the Certificate of Insurance
  - Adherence to OLCC and City of Bend regulations
  - Selling alcohol requires an OLCC Liquor License
  - Bartenders are required to be licensed
  - Alcohol must stay in the room. Alcohol is not allowed anywhere else in the building.

### Insurance

Users must provide a Certificate of Insurance (COI) for General Liability in the amount of \$2,000,000 per occurrence and \$4,000,000 general aggregate, and name Bend Park and Recreation District (799 SW Columbia St, Bend, OR 97702) as additionally insured. The COI is due no later than 30 days prior to your event. Additional details can be found in our [Insurance Requirements](#).

### No Fireworks

Possessing, discharging or using any kind of firework or other pyrotechnic device on BPRD property is prohibited. Whether accidental or intentional, people start wildfires every year in Central Oregon, costing hundreds of thousands of dollars and endangering lives and our natural resources.

### No Smoking

Smoking, vaping, and the use of tobacco or marijuana in any form is prohibited on BPRD property, whether or not in a vehicle.

### Signage

Any signage intended to be affixed to fencing, structures, or staked in the ground must be pre-approved by BPRD. Signs may not block the view of the public, cause a distraction, or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the reservation.

### Vendors

Users may use vendors of their choice. BPRD does not have a preferred vendor list, but a list of area vendors is available upon request.

### Steps to Making a Reservation

Person(s) renting LCCER and the Multi-Purpose Room must be at least 21 years of age.

- Download the [Facility Rental Information Request](#) form and email a completed copy to [FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org).
- Please allow at least two business days for BPRD to review request forms. Once the request form has been reviewed, BPRD will contact the primary patron listed with further information and next steps for booking. All request forms are responded to in the order they are received.
- A \$250 booking deposit (per day reserved) is required at time of booking and is credited toward the overall rental balance. **The booking deposit is non-refundable.**
- The remaining balance of the rental fee is due 30 days prior to the event. If a reservation is made less than 30 days before the event, payment for the rental is due in full.
- All reservations (per day reserved) require a \$500 damage and cleaning deposit that is due 30 days prior to the event. The deposit is fully refundable as long as the user adheres to BPRD rules and regulations, facility cleaning requirements and no damage has occurred to the facility.

### Cancellations and Refunds

- Reservations can be rescheduled up to 30 days prior to the event.
- Refunds for cancellations are issued as followed:
  - Full refund (less the booking deposit) of the rental fee up to 30 days prior to the event
  - No refund of the rental fee within 30 days of the event



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### RATES AND FEES

LCCER and Multi-Purpose Room can be reserved Monday – Saturday, from 12:00 to 8:30 pm, up to 3 months in advance. Rental time must account for setup and cleanup of the facility.

#### Larkspur Community Event Room

Rental Type	Mon-Fri Hourly	Sat (8-10 hours)
Commercial In-District	\$85	\$1,250
Commercial Out-of-District	\$102	\$1,500
Private In-District	\$70	\$950
Private Out-of-District	\$84	\$1,140
501(c)(3) Non-Profit	\$55	\$650

#### Multi-Purpose Room

Rental Type	Mon-Fri Hourly	Sat (8-10 hours)
Commercial In-District	\$50	\$550
Commercial Out-of-District	\$60	\$660
Private In-District	\$45	\$425
Private Out-of-District	\$54	\$510
501(c)(3) Non-Profit	\$35	\$325

### CONTACT US

Reservation and Facility Questions:  
 Bend Park and Recreation District Office  
 Rentals and Events Division  
 799 SW Columbia St, Bend, OR 97702  
[FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org)  
 (541) 706-6149