



EVENT LOGISTICS PLAN & GUIDELINES

EVENT NAME:

PARK:

EVENT DATE:

EVENT ORGANIZER:

PHONE NUMBER:

EST. ATTENDANCE:

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 times, trail warning sign posting, etc.

PART 2: SITE MAP

Using the blank site maps found on the [park rental webpage](#), please indicate the location (when applicable) of each of the following below. The site map will help us work with you to ensure that irrigation lines and landscaping are not negatively impacted.

- 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.)
- Signage and flagging
- Stage(s)
- ADA parking
- Fencing
- Beer garden
- Emergency access routes
- Run/walk start/finish location

PART 3: DESCRIPTION OF EVENT DETAILS

Please provide details in the sections below using the included rental guidelines and [park rules and regulations](#). Please keep in mind that other facilities such as restrooms, trails, sidewalks and footbridges must remain open to non-event users during reserved events.

Tents and 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 set up in tree wells.

List the number of tents and their size, and how they will be secured (i.e. weights, size of stakes, water barrels, etc.). If using a professional tent company, please provide their name. Be sure to include delivery date/times in the timeline above.

Portable Toilets

Portable toilets are required for events with more than 100 attendees. Portable toilets must be removed from the park site within 24 hours of the event date.

List the number of portable toilets (standard and ADA) and the rental company providing the toilets. Be sure to include delivery date/times in the timeline above.

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

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.

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).



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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, including event trash in BPRD trash cans. If using BPRD trash cans, you must use 36" x 58", 55-gallon bags. BPRD encourages all events to recycle. BPRD encourages all events to recycle. All garbage, recycling and dumpsters must be removed within 12 hours after the event. There are two garbage and recycling collection companies that offer garage roll cart and dumpster rentals. [Republic Services](#) provides service to the Bend area North of Greenwood Ave/Newport Ave. [Cascade Disposal](#) provides services to the Bend area South of Greenwood Ave/Newport Ave.

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. Be sure to include delivery date/times in the timeline above.

Event Activities

The placement of inflatables, rock walls and other event activities must be pre-approved by BPRD to ensure the 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 on the turf and the amount of water used, misters are not permitted in the park.

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

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 the front door can be secured shut. The use of a spider box is likely needed for high powered electricity needs.

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

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 areas or during the event while the

public is present. Generators may not be placed under trees where the exhaust may be damaging. Please use an exhaust deflector to protect the turf.

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.

Signage and Flagging

List the type of signage, banners and/or flagging used and how they will be secured.

Stage(s)

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

List the number and size of each stage and how they will be anchored.

Water Access Needs and Disposal

Leftover ice must be distributed evenly in tree wells and not on the turf as it will burn the grass.

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

Americans with Disability 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.

Describe how you will make your event ADA accessible.

Inclusivity in Events

Events must be welcoming to all persons regardless of race, ethnicity, sexual orientation, gender identity 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 for creating a diverse, equitable and inclusive event.

Describe how you will make your event equitable for all community members to feel welcome.

Vehicle Access

Vehicle access to park grounds requires paid fees and pre-approval by BPRD. See park-specific guidelines on the [park rental webpage](#) for more details on parking and vehicle access. Vehicle access will be charged for each vehicle(s) that is parked on the turf. 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 will not require any additional fees. Vehicle access fees are charged after the event at the post event meeting.

List the number of vehicles you expect to drive onto park land for the event. We strongly recommend having a volunteer monitor the vehicle access entrance into the park to ensure only approved vehicles drive into the park.

Parking and Traffic Control Plan

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 on the outlying roads. A 20-foot fire lane must be maintained for access on all roadways.

Describe where parking will be secured and how parking will be managed for the event. If requesting the use of a Bend La Pine School District parking lot, you will need prior approval. Please visit the [school district facility use webpage](#) to complete their application. All Drake Park events must coordinate parking needs with the City of Bend using the [Event Parking Toolkit](#).

Security

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

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

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.

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

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.

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.



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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.

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

Any routes using sidewalks or roads outside of designated the event space will need approval from the appropriate agencies or property owner ([City of Bend](#), [Old Mill District](#), [Deschutes County](#) and/or [Deschutes National Forest](#)).

- 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.
- Trail warning signs maybe be required to be posted one week prior to the event to inform the public of the heavy use on the trail. BPRD will provide the template for creating the warning sign.

Describe how you will mark the course. Be sure to include in the timeline above when the trail warning signs will be posted (if applicable).

Other (Include any other info that might be pertinent to the event that was not included already)

Questions?

Contact Katy Aceto
(541)706-6125

Katy@bendparksandrec.org