

## PARK RENTAL EVENT CHECKLIST

Please use this guide to ensure you are completing the necessary information for your event. The [park rental webpage](#) is also a great resource. If at any time you have questions please reach out!

ITEM	DUE DATE
Submit a <a href="#">Park Rental Request Form</a> (and race route map if applicable)	More than three months prior to the event
<b>Riverbend Park events only:</b> Obtain event approval from the Old Mill District	Prior to paying fees and signing FUA.
<b>If applicable:</b> Apply for a special event permit with the <a href="#">City of Bend</a> , <a href="#">Deschutes County</a> , <a href="#">Deschutes National Forest</a> or other property owner	Check agency websites for requirements and due dates.
Pay <a href="#">park rental fees</a> and return signed FUA	Within five days of receiving the invoice from BPRD.
Schedule the pre-event meeting with BPRD representative	Meeting must be 1 – 2 months prior to the event
<b>Drake Park events only:</b> Use the <a href="#">City of Bend Event Parking Toolkit</a> to coordinate parking needs  <b>Alpenglow Park events only:</b> Use the <a href="#">BLSD facility use website</a> to coordinate use of the Caldera High School parking lot.	This process should be started once the event is secured with BPRD. This must be completed prior to the pre-event meeting.
Complete and submit your <a href="#">Logistics Plan</a>	Three days prior to the pre-event meeting
Non-commercial, single-day park rentals require a certificate of insurance (COI) that meets the <a href="#">Basic Insurance Requirements</a> . Commercial and/or multi-day park rentals require a COI that meets the <a href="#">Commercial and Multi-Day Insurance Requirements</a> .	Due 30 days prior to the event, though we recommend sending sooner to alleviate any late issues.
Contact BPRD representative to schedule post-event meeting	Request meeting within one week after the event
Pay remaining additional service fees and BPRD will process the deposit refund (if applicable)	Determined at the post-event meeting

Questions?

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