



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 Park Rental Request Form (and race route map if applicable)	More than three months prior to the event
Riverbend Park events only: Obtain event approval from the Old Mill District (OMD). If your event goes onto OMD property, you will need to complete an OMD Event Application .	Prior to paying fees and signing FUA.
If applicable: Apply for a special event permit with the City of Bend , Deschutes County , Deschutes National Forest or other property owner.	Check agency websites for requirements and due dates.
Pay park rental fees 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
Drake Park events only: Use the City of Bend Event Parking Toolkit to coordinate parking needs Alpenglow Park events only: Use the BLSO facility use website 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 Logistics Plan	Three days prior to the pre-event meeting
Non-commercial, single-day park rentals require a certificate of insurance (COI) that meets the Basic Insurance Requirements . Commercial and/or multi-day park rentals require a COI that meets the Commercial and Multi-Day Insurance Requirements .	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? Contact Facility Rentals, (541) 706-6149, FacilityRentals@bendparksandrec.org