Bend Park & Recreation DISTRICT

PARK RENTAL EVENT CHECKLIST

Please use this guide to ensure you are completing the necessary information for your event. The park rental webpage is a great resource. If you have any 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 Rental Agreement.
If applicable: Apply for a special event permit with the City of Bend, Deschutes County, Deschutes National Forest, Oregon Marine Board or other property owner.	Check agency websites for requirements and due dates.
Pay Park Rental Fees and sign Rental Agreement.	Fees are due 90 days prior to the event date. RA due 1 week after reservation is received.
Schedule the pre-event meeting with BPRD representative.	Meeting must be 3 – 5 weeks prior to the event.
Drake Park events only: Use the City of Bend Event Parking Plan to coordinate parking needs **Alpenglow Park events only:** Use the BLSD 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.	3 - 5 days prior to the pre-event meeting.
A Certificate of Insurance (COI) is required if the event meets any of the following criteria: - Has more than 100 total persons at the event - Alcohol is served or sold - Inflatable or other large equipment is at event - BPRD deems it necessary Please see the Rental Insurance Requirements table.	Due 30 days prior to the event, though we recommend sit ending sooner to ensure requirements are met.
Schedule post-event meeting with BPRD contact.	Schedule meeting within two weeks 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 or FacilityRentals@bendparksandrec.org