Bend Park & Recreation DISTRICT

PARK RENTAL LOGISTICS PLAN & GUIDELINES

EVENT NAME: | **PARK:** | **EVENT DATE:**

DAY-OF CONTACT: | **DAY-OF 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 setup/cleanup times, sound check, event activities, road closures, race times, trail warning sign postings, etc.

PART 2: SITE MAP

On a Park Site Map, 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
- Portable toilets
- Vendor and concessionaire locations, loading and unloading areas, and parking areas
- Garbage cans, recycling containers and dumpsters
- Event activities (i.e. inflatables, rock wall, obstacle course, etc.)
- Signage and flagging
- Stage(s)
- ADA parking
- Fencing
- Location of 'No Alcohol Beyond This Point' signs and location of alcohol monitors
- Emergency access routes
- Run/walk start/finish location
- Indicate which items require large stakes

PART 3: DESCRIPTION OF EVENT DETAILS

Please provide details in the sections below using the included rental guidelines and park rules and regulations. **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. If you are approved to use large stakes, they must be placed at least two feet from blue irrigation lines. Tents may not be set up in tree wells.

Number and size of tents: How will tents be secured? (i.e. weights, water barrels, etc.)

Name of rental company: Delivery date: Pick up date:

Portable Toilets

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

Number of portable toilets: Standard: ADA:

Name of rental company: Delivery date: Pick up date:

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. BPRD encourages all events to recycle.

Name of rental company:

*There are two garbage and recycling collection companies that offer garbage 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.

Number of roll-carts, dumpsters, etc.: Delivery date: Pick up date:

Will you be using BPRD trash cans or covering them? *If using BPRD trash cans, you must use 36" x 58", 55-gallon bags.

Describe trash management plan during and after event:

For sustainable options, Deschutes County has free EventCycle Solutions stations and a Towards Zero Waste Event Guide. The Environmental Center has free reusable plates, cups and flatware to borrow.

Vendors and Concessionaires (including 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 Rental Agreement for requirements.

List the type and number of food vendors (i.e. food truck, food tent, packaged food, etc.):

List and describe the number of non-food vendors:

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. 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. All activities are subject to BPRD approval.

Number of inflatables (including arches): Name of rental company:

How are inflatables secured? Number of each size of inflatable:

- 400 square feet (20x20) and smaller = one additional service fee
- Over 400 square feet (20x40) = two additional service fees

Provide a description of event activities:

Deschutes River

Event organizers must obtain an Oregon State Marine Board Permit if the Deschutes River is incorporated in the event. For BPRD signature (2nd signature), please send form to BPRD event contact.

Electrical

Event organizers must use the side or bottom flaps as access to plug into electrical boxes at Drake Park. 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.

List where and when electricity is needed:

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.

How many generators will be used at the event?

Trees

Setting up, parking a vehicle or staking rebar into a tree well and tree drip line is prohibited. No signs, ropes, nails, etc. can be attached to any tree or light post.

List the type of signage, banners, flagging, etc.: List how these are secured:

Stage(s)

Stages must be at least four inches above the turf to allow for air circulation.

Number and size of each stage: Height off the ground:

How they will be anchored:

Water Access Needs and Disposal

Potable water is available at some parks. Leftover ice must be distributed evenly in tree wells and not on the turf as it will burn the grass.

Is access to potable water needed? [ ] What will it be used for? [ ]

How will grey water be disposed of? [ ]

To reduce plastic water bottles at events, offer refillable water stations. Water Monster units and water coolers are available for rent through bendmarathoninfo@gmail.com and info@hydrationstationsystems.com.

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 people 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. The Equity Checklist for Events is a good resource. BPRD has other resources upon request.

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 in specific parks. Vehicle access will be charged for each vehicle(s) that is parked on the turf during the event. **All vehicles (not including mobile food trucks and trailers) must be out of the event area as soon as unloading and loading has taken place.**

A vehicle is any motorized equipment used for transporting people or goods including but not limited to cars, trucks, vans, food trucks, food trailers, 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. As a reminder, do not drive on frozen/frosty grass. Vehicles must be driven at or below 3 MPH, require a spotter and must stop for all pedestrians that may need to cross in front. Vehicles must have hazard lights on while in motion.

List the number and type of vehicle(s) requested to access the park for setup and cleanup:

[ ]

List the number and type of vehicle(s) requested to access the park during the event (If vehicle access is approved, events must have 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 managed:

Drake Park events only

All Drake Park events must coordinate parking needs with the City of Bend using the **Event Parking Toolkit** prior to the pre-event meeting, if applicable.

Have you coordinated parking needs with the City? If yes, how many parking spaces along Riverside Blvd?

Drake Park events may need to coordinate use of the parking lot at Highland Elementary School with the Bend La-Pine School District. Visit the school district facility use webpage to complete an application.

Is parking at Highland Elementary School secured?

Alpenglow Park events only

BPRD will provide a "No Event Parking" a-frame sign to be placed at the entrance of the Bridges Neighborhood on Gateway Drive. This is required for most events.

Alpenglow Park events may need to coordinate use of the parking lot at Caldera High School with the Bend La-Pine School District. Visit the school district facility use webpage to complete an application.

Is parking at Caldera High School secured?

Security

Security and/or traffic control may be required depending on the type of event and the number of expected participants. Organizers are responsible for providing overnight security if preferred.

Name of company: Company phone number:

Emergency Plan

Event organizers are required to create a detailed plan that identifies potential emergency situations (i.e. lost kids, 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 Rental Agreement for requirements.

Do you have a plan in place and how is it communicated to volunteers and staff?

Will Medical Staff or volunteers trained in First Aid/CPR be on site? If yes, what organization?

Name and phone number of staff person in charge of emergencies:

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 approval from BPRD. Approval requires a Certificate of Insurance (COI) that meets the requirements in the Rental Agreement and includes an additional rider for:

- **Host Liquor Liability**: Alcohol is either provided by the event organizer, free of charge, or is brought to an event by an attendee.

- **Liquor Liability**: Alcohol is being sold or if any type of fee is being charged at an event, including race and event entry fees where alcohol is free to participants; A liquor license must be obtained from the OLCC.

Requirements for alcohol at events is listed in the Rental Agreement under the Park Exhibit A, and includes, but not limited to: OLCC and City of Bend regulations; bartenders must be OLCC permitted; alcohol monitors and no alcohol signs may be required; if more than 501 people are at the event, the area where alcohol is consumed must be fenced in (except races). Include locations of 'No Alcohol Beyond This Point' signs and alcohol monitors on the site map.

Is alcohol free? Is alcohol for purchase? (included in registration fee, sold, etc.)

Describe alcohol management (wristband, stamp, etc.):

Type of fencing used (free standing, snow fencing, etc.):

What type of signage will be used? (A-frame, signs on stanchions, etc.)

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 (sound at Drake Park and Alpenglow Park cannot begin prior to 10:00am, see park-specific guidelines). This includes sound check and setup. Noise Variance Permit 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. **Amplified music is not allowed at Riverbend Park**.

Describe any amplified sound (i.e. live band, music playing on speakers, MC, etc.):
*Sound cannot exceed 65 decibels from the edge of the park.

How will sound be managed:

Did you receive an approved noise variance permit from the City of Bend?

Run/Walk Events

Any routes using sidewalks or roads outside of the designated 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. 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 may 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.

How will the course be marked (i.e. H-wire signs, cones, duct tape, etc.)?

Date the trail warning signs will be posted: