



Large Community Event Park Reservation Form

799 SW Columbia Street, Bend, Oregon 97702
541-389-7275

Thank you for your interest in hosting your community event in a Bend Park and Recreation District park. Park reservations may be made up to one year in advance. A reservation will be held for up to three months prior to the scheduled event and finalized following agreement on an event plan.

Application Date: _____

Step 1: Reserve the Park

Name of Organization: _____

Address: _____

Representative Name: _____ Email Address: _____

Contact Numbers: Office: _____ Home: _____ Cell: _____

Event Name: _____

Event Date(s): _____ Event Hours: _____ Estimated Attendance: _____

Event Set Up Date and Time: _____ Event Cleanup Date and Time: _____

Park Site: Drake Park _____ *Riverbend _____ Other _____ Will alcohol be served or sold at your event? Yes No

*Old Mill District Approval _____ Date: _____ Stipulations: _____

Step 2: Reservation Fees: Submit Park Use fee with reservation form. Park Use Fee: \$ _____ (See Fee Structure)
Park Impact Fee \$ _____

Step 3: Performance Deposit \$1000 _____ Due no later than 30 days prior to event.

Cash Check Visa/MC _____ (reference last 4 digits only)

Step 4: Post Event Final Billing: Fees are due 2 weeks from this meeting date.

\$ _____ Vehicle Permits \$ _____ Electrical \$ _____ Additional Staff \$ _____ Garbage Cans/liners \$ _____ Other

Total Due \$ _____ Date Paid: _____ Cash Check Visa/MC

Insurance: Organizations are required to have proof of a certificate of insurance for a Comprehensive General Liability policy of not less than \$2,000,000 combined single limit per occurrence. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage which the district may carry (a certificate naming the district as additional insured.) Proof of insurance must be submitted prior to the event.

Name of Insurance Company: _____ Policy Number: _____

Waiver
I agree to the following and attest that the attached statements are true to the best of my knowledge. I and/or the organization I represent understand that any violation of this and subsequent event plan agreements will result in forfeiture of deposit, immediate termination of event, and jeopardize future use of district facilities. User agrees to indemnify, defend, and save and hold district, its affiliates and their respective directors, officers and employees and agents of the district harmless from and against any claims (including, without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorneys' and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or collecting any sums due hereunder), costs, consultants' fees and experts' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user. "As a condition of use of Bend Metro Park and Recreation District facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age, gender or disability."

Signature: _____ Date _____