



STEP BY STEP GUIDE TO
COMMUNITY OR LARGE EVENT RESERVATIONS AND USE PERMIT
FOR NEW AND RETURNING EVENTS

New Events

Step #1 – to be completed no later than three months prior to a proposed event day. Event organizer submits a new event proposal.

The proposal should include:

- a. Event organization. Is it non-profit or for profit?
- b. Contact name, telephone numbers and email
- c. Prospective event date
- d. Description of event
- e. Estimated number of attendees
- f. The park you hope to hold the event

Submit the proposal by mail, in person, email or fax to:

Chris Zerger, Community Outreach Coordinator
Bend Park and Recreation District Office
799 SW Columbia Street
Bend, Oregon 97702

Email: ChrisZ@bendparksandrec.org Telephone: 541.706.6118 Fax: 541.330.1019

The district will review your application to determine suitability to it being held in a park. You will be notified by Chris within 2 weeks of submittal regarding approval to move forward with the reservation process. It is a good idea to schedule the Event Logistics Plan meeting at this time.

New and Returning Events

Step #2. Complete the reservation application form; submit and pay your Basic Park Fee to hold your rental date/time pending Event Logistics Plan meeting. Should your event not be approved, the Basic Fee is refundable.

Step #3. Complete your Event Logistics Plan. The information you need is in your event packet.

Your event packet includes:

1. Event Guidelines
2. Event Logistics Plan
3. Vehicle Permit Form
4. Maps and other information specific to the park site.

If you have questions regarding district expectations or if you would like help in event logistics problem solving, don't hesitate to contact the district. We are here to help you make your event successful.

Step #4: Meet with BPRD to review your Event Logistics Plan and form your event agreement. Bring the completed packet with you to the event planning meeting. During this meeting you will discuss park related event details and arrange for services needed by the district. This appointment must occur no later than 3 months prior to your event. Your event date is not secure until this meeting has occurred and an agreement is signed.

Step #5. 30 days prior to your event, submit your refundable \$1000 Performance Deposit and any fees to pay for pre-arranged district services. If you pay by Visa or Mastercard, the card will be run through.

Step #6. The week before your event, call Mike Duarte at Park Services to set up a time to do a site walkthrough.

Post Event Evaluation

Step #7: Within one month following the event, meet with district event staff to do a post-event evaluation. Call Chris Zerger to make arrangements for this meeting. This meeting is crucial if you plan on holding your event on a recurring basis.

Final billing and/or refunds will be made following the post-event meeting.

District Contacts:

Chris Zerger, Community Outreach Coordinator, (541) 706.6118
ChrisZ@bendparksandrec.org.

For park site specific questions, call Mike Duarte, Landscape Manager, (541)388-5435
miked@bendparksandrec.org