



## TOURNAMENT LOGISTICS PLAN & GUIDELINES

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**EVENT NAME:**

**PARK(S):**

**EVENT DATE:**

**EST. ATTENDANCE:**

**EVENT ORGANIZER:**

**DAY-OF PHONE NUMBER:**

### **PART 1: TOURNAMENT TIMELINE**

Please provide a detailed timeline for your tournament, from setup through cleanup. Include a schedule of all details such as deliveries, vendor setup/cleanup times, sound check, event activities, road closures, game times, etc.

### **PART 2: SITE MAP**

Using a blank 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
- Beer garden
- Emergency access routes
- Run/walk start/finish location
- Indicate which items require large stakes
- Field layouts, locations and equipment



## TOURNAMENT LOGISTICS PLAN & GUIDELINES

### PART 3: DESCRIPTION OF TOURNAMENT 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, pathways and sidewalks must remain open to non-event users during the tournament.**

#### 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, size of stakes, etc.) \_\_\_\_\_

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

#### Portable Toilets

Portable toilets may be required for tournaments with more than 100 attendees. Portable toilets must be removed from the park site within 24 hours of the tournament 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 tournament. 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: \_\_\_\_\_

#### Vendors and Concessionaires (includes food, sponsors, commercial and other vendors)

Tournament organizers may contract with food, craft and other types of vendors as part of their event. All vendors must follow the rules and regulations set forth by the City of Bend, Deschutes County and BPRD. The tournament organizer must require all subcontractors to provide proof of insurance meeting or exceeding the BPRD insurance requirements. See the Facility Use Agreement for requirements.



## TOURNAMENT LOGISTICS PLAN & GUIDELINES

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

List and describe the approximate number of other 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. Unless pre-approved, inflatables larger than 20'x20' are prohibited. Chalk is prohibited on sidewalks and pavers. Due to the impact on the turf and the amount of water used, misters and slip-n-slides are not permitted in the park. All activities are subject to BPRD approval.

Number of inflatables (including arches):

Size of inflatables:

Name of rental company:

How are inflatables secured?

Provide a description of event activities (other than gameplay):

### Electricity Needs

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 is prohibited. No signs, ropes, nails, etc. can be attached to any tree or light post.

### Signage and Flagging

List the type of signage, banners, flagging, etc.:

List how these are secured:

### Stage(s)

Stages must be at least four inches off the ground to allow air circulation.

Number and size of each stage:

Height off of 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, not on the turf, as it will burn the grass.

Is access to potable water needed?

What will it be used for?

How will gray water be disposed of?

### Americans with Disability Act (ADA)

BPRD abides by ADA guidelines that are intended to ensure equal access for people with disabilities. Tournament 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

Tournaments must be welcoming to all persons 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. BPRD can provide organizers with resources for creating a diverse, equitable and inclusive event.

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. 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 have 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.



## TOURNAMENT LOGISTICS PLAN & GUIDELINES

---

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

List the number and type of vehicles(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**

Tournament organizers are responsible for monitoring and informing tournament staff, vendors, participants and visitors of the parking expectations. Due to public safety and event type, BPRD may require parking monitors and certified flaggers. With the added impact on the area, the tournament 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:

#### Big Sky Park events only

Events at Big Sky Park will likely need to coordinate the use of the parking lot at Buckingham Elementary School with the Bend La-Pine School District. Visit the [school district facility use webpage](#) to complete an application.

Is parking at Buckingham Elementary School secured?

#### Pine Nursery Park events only

Events at Pine Nursery Park will likely need to coordinate the use of the parking lot at Ponderosa Elementary School with the Bend La-Pine School District. Visit the [school district facility use webpage](#) to complete an application.

Is parking at Ponderosa Elementary School secured?

#### Skyline Park events only

Events at Big Sky Park will likely need to coordinate the use of the parking lot at Cascade Middle School with the Bend La-Pine School District. Visit the [school district facility use webpage](#) to complete an application.

Is parking at Cascade Middle School secured?

### **Emergency Plan**

Tournament organizers are required to create a detailed plan that identifies potential emergency situations (i.e. active shooter, bomb threat, vehicle ramming, etc.). An emergency plan is not mandatory in the logistics plan, but it is important to consider. See the Facility Use Agreement for requirements.

In the case of an emergency or disaster, describe where police, fire and/or ambulance vehicles will access the event:

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



## TOURNAMENT LOGISTICS PLAN & GUIDELINES

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 authorization from BPRD. If granted, insurance is required to possess or consume alcohol on BPRD property. The type of liability insurance required will depend on the nature of possession and consumption.

If alcohol is either provided by the tournament organizer, free of charge or brought by an attendee, an additional rider on the certificate of insurance (COI) for Host Liquor Liability is required.

If alcohol is being sold or if any type of fee, including tournament entry fees, is being charged at an event and alcohol is being provided to attendees only, a liquor license must be obtained from the Oregon Liquor Control Commission (OLCC) and an additional rider on the COI for Liquor Liability insurance is required. BPRD also requires the area where alcohol is served and consumed to be fenced.

Is alcohol free?

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

Describe how you will manage alcohol consumption:

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

### Sound and Noise

Tournaments 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. 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.

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](#), [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. Colored duct tape, sandwich boards, H wire or irrigation locate flags are approved for use.
- All route markings must be removable, leave no trace after the event, and 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 of 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:

### **Field Layouts, Locations and Equipment**

Provide a list of field layouts needed including type, location, number, size(s), measurements, etc.:

### **Field Grooming (for baseball/softball tournaments only)**

Field grooming during the tournament is the responsibility of the user.

What equipment will used to groom the field?

What supplies and materials will be used?

Describe the field grooming procedures:

### **Other**

Include any other information or notes that are not listed above.