General Information

Many of Portland's parks have picnic tables available for use on a first-come, first-served basis. If you wish to guarantee a picnic site, please make a reservation in advance. For your convenience, this brochure lists our designated picnic sites and fees. Parks not included in this brochure may be reserved under a Special Use Permit.

Making Reservations

Please call the Customer Service Center to check the availability of dates and sites. The chart to the right can be used to make your selections. Our picnic site maps are located on our website. All of our designated picnic site reservations are from 8am to 9pm. Site capacity is determined by the number of tables. Each table seats 8-10. Shelters have a capacity of 100 unless there are more than 10 tables.

Some reservations may require a park supervisor's approval. Payment of the Application/Processing Fee does not guarantee that the permit request will be approved. If a request is denied, your Application/Processing Fee is non-refundable.

Reservations may be made by:

- **Mail or fax beginning Monday, February 17, 2014 (NOTE: This is a holiday. Our office is closed).** Please download our Picnic Site Application at www.PortlandParks.org.
- **Phone-in reservations using a valid Visa or MasterCard and walk-in reservations will be accepted beginning Monday, March 3, 2014.**

This includes standard picnics as well as Special Use reservations. Please note that Special Use applications must be made a minimum of ten (10) business days before your event date to avoid paying the rush fee.

Cancellations & Rescheduling Policy

You may cancel your permit prior to the scheduled event date or reschedule your event once without paying an additional non-refundable Application/Processing Fee by contacting the Customer Service Center during business hours.Upon cancellation, the Permitee will delete or dispose of the cancelled/rescheduled permit as it is no longer valid.* Refunds may be issued under the following guidelines:

- Contact the Customer Service Center at least 3 business days before your event to receive a full refund of all but the Application/Processing fee.
- Contact the Customer Service Center less than 3 business days prior to your event and receive a 50% refund of all but the Application/Processing Fee.

* If you are found using a cancelled permit, you will be billed for the rental and also fined the amount equal to the rental fee. Accounts with unpaid balances will be forwarded to collections.

Designated Picnic Sites

Chart Key

Black squares = Sheltered site.
K = Kitchenette. Water available. Not suitable for food preparation. Requires key for access.
E = Electricity is included at this location. May require key for access.
D = Damage deposit of $125.00 is required for any reservations at Hoyt Arboretum. Fully refundable provided reserved facilities are left clean and all conditions of use, rules and regulations were followed.

LOCATION		A	B	C	D	E	F	G	H	I
Brooklyn School SE 15th & Bush	# Tables	3	3							
	Fee	$26.00	$26.00							
Colonel Summers SE 17th & Taylor	# Tables	4	**No Tables**							
	Fee	$26.00	$26.00							
Columbia Park N Lombard & Russet	# Tables	7	10	8	26 E	**15 E**	19	10	9	
	Fee	$35.00	$50.00	$40.00	$157.00	$190.00	$97.00	$50.00	$45.00	
Creston Park SE 44th & Powell Blvd.	# Tables	20 E K	10	10	11	4	7			
	Fee	$151.00	$50.00	$50.00	$56.00	$26.00	$35.00			
Dawson Park N Stanton & Williams	# Tables	**No Tables**								
	Fee	$26.00								
Gabriel Park SW 45th & Vermont	# Tables	5	5	7	5	7				
	Fee	$26.00	$26.00	$35.00	$26.00	$35.00				
Grant Park NE 33rd & US Grant Pl.	# Tables	**No Tables**								
	Fee	$26.00								
Hoyt Arboretum 4000 SW Fairview	# Tables	**10 D**	**Meadow** (no tables provided)			**Deck** (no tables provided, restrictions apply)				
	Fee	$503.00	$195.00			$195.00				
Irving Park NE 7th & Fremont	# Tables	3	3							
	Fee	$26.00	$26.00							
Kelley Point Park N Marine Dr. & Lombard	# Tables	4	3	5	12	17	8			
	Fee	$26.00	$26.00	$26.00	$61.00	$90.00	$40.00			
Laurelhurst Park SE 39th & Stark	# Tables	12	3	3	5	10	8			
	Fee	$61.00	$26.00	$26.00	$26.00	$50.00	$40.00			
Lents Park SE 92nd & Holgate	# Tables	6	N/A	3						
	Fee	$30.00	N/A	$26.00						
McCoy Park N Trenton & Newman	# Tables	**No Tables**								
	Fee	$26.00								
Montavilla Park NE 82nd & Glisan	# Tables	**9**								
	Fee	$103.00								
Mt. Scott Park SE 72nd & Harold	# Tables	4	14	6	6	6				
	Fee	$26.00	$71.00	$30.00	$30.00	$30.00				
Mt. Tabor Park SE 60th & Salmon	# Tables	**12 E**	13							
	Fee	$167.00	$66.00	**MT. TABOR CLOSED TO VEHICLE TRAFFIC ON WEDNESDAYS**						
Normandale Park NE 57th & Halsey	# Tables	**No Tables**								
	Fee	$26.00								
Overlook Park N Fremont & Interstate	# Tables	**4**								
	Fee	$50.00								
Peninsula Park N Albina & Rosa Parks Wy.	# Tables	**7 E K**	10							
	Fee	$167.00	$50.00							
Pier Park N Seneca & St. Johns	# Tables	21	22	12	**10**	6	10	4	4	
	Fee	$106.00	$111.00	$61.00	$113.00	$30.00	$50.00	$26.00	$26.00	
Powell Park SE 26th & Powell Blvd.	# Tables	**6 E**								
	Fee	$122.00								
Sellwood Park SE 7th & Miller	# Tables	9	8	6 E K	8	5	8	4	11	8
	Fee	$45.00	$40.00	$112.00	$40.00	$26.00	$40.00	$26.00	$56.00	$40.00
Wallace Park NW 26th & Raleigh	# Tables	**2 E**								
	Fee	$61.00								
Washington Park Head of SW Park Pl.	# Tables	11 E	6	9	**5 E**					
	Fee	$80.00	$30.00	$45.00	$115.00					
Westmoreland Park SE McLoughlin & Bybee	# Tables	6	8							
	Fee	$30.00	$40.00							
Willamette Park SW Macadam & Nebraska	# Tables	**12**								
	Fee	$129.00								
Wilshire Park NE 33rd & Skidmore	# Tables	5	4	**No Tables**						
	Fee	$26.00	$26.00	$26.00						
Woodstock Park SE 47th & Steele	# Tables	18								
	Fee	$91.00								

Fees & Payment

For each site, an Application/Processing Fee must be paid IN ADDITION to the usage fees. Usage fees must be paid in full no less than 30 days prior to your event. If you are making your reservation within the 30-day period, you will be required to pay all fees. We accept cash, check/money order and debit/credit (Visa or MasterCard only). Please make checks payable to the City of Portland.

- Application/Processing Fee: $19.00*
- Special Use Application/Processing Fee: $83.00*
- Special Use Application/Processing Fee for events that are required to provide a site plan: $166.00*
- Rush Application/Processing Fee for events booked less than 10 business days in advance: $166.00*
- Picnic Site Usage Fee: See chart above
- Special Use Fee: $155.00 (*up to 499*)***
- Athletic Field Usage Fee: Varied**
- Vehicle Access Fee: $62.00/vehicle (*Key may be required.*)
- Electricity Fee (if using): $26.00
- Key Deposit: $100.00 (*Refundable if key returned within 2 business days.*)
- Hoyt Damage Deposit: $125.00 (*Refundable.*)

* All Application/Processing Fees are non-refundable.
** 2 hour maximum.
*** Fee increases based on number of attendees

Laurelhurst Park Site (Site B)

Alcohol

It is unlawful to possess or consume alcohol in any Portland Park without a permit. Only BYOB (Bring Your Own Beverage) canned or bottled beer and wine are allowed with a picnic permit. The sale, serving, or providing of alcoholic beverages requires a Special Use Permit, proof of insurance*, and in some cases approval by the Oregon Liquor Control Commission (OLCC).

**The insured must be the park permit holder.*

Athletic Fields

Fields can be reserved in conjunction with your picnic. League use takes precedence over picnic use, so there may be a limited number of fields/times available. Hourly usage fees apply and some will increase **August 16, 2014**.

Barbecues

The use of self-contained barbecues that are a minimum of 6 inches off the ground is permitted. The permittee is responsible for the safe disposal of the coals and/or grease off-site.

Canopies/Tables/Equipment

If you plan to set up equipment in the park, you must reserve the location when you book your event. To prevent tree damage or hitting buried electrical or irrigation lines, please do not tie anything to trees or drive stakes in the ground.

Garbage

The Permittee is responsible for collecting and removing from the park any garbage generated by the event. Please bring extra garbage bags. Scoop and leash laws apply.

Music

If you have a portable music player, please keep the sound at a level that is only audible within the boundaries of your reserved area. If you are planning to have a DJ, band, and/or a PA system, you will need a noise permit. These are issued by the Noise Control Office at (503) 823-7350 or noise@portlandoregon.gov. Additional restrictions apply at Hoyt Arboretum, Peninsula, Mt. Tabor and Washington Park.

Vehicles

A Vehicle Access Pass is required for all vehicles driven into any park. Public roads and parking lots within the park are excluded. **Passes are issued for loading and unloading only** and must be posted in the front window of your vehicle. **Vehicles must stay on hard surfaces and cannot remain in the park during the event.** The vehicle access fee is $62.00 per vehicle. A key ($100 refundable deposit) may be required for vehicle access into the park.

Pier Park Shelter (Site D)

Picnic Packets

Upon payment of all applicable fees, you will receive:

By Mail:

- YOUR PICNIC PERMIT
  This is proof of your reservation and **must be on-site during your event to be valid.**
- PICNIC SITE MAP OF THE PARK
- RESERVATION SIGNS
  It is up to you to post signs at your site on the day of your picnic. This lets other park users know you have reserved the area. A member of your group may wish to be at your site until your event begins. Do not leave any items unattended.
- VEHICLE PASSES
  If requested.

OR

By Email:

- A PDF PICNIC PERMIT
  Please **print this permit** and take it with you to the park. This is the proof of your reservation and **must be on-site during your event to be valid**.

Revised: 12/30/13

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

Commissioner Amanda Fritz
Director Mike Abbaté
www.PortlandParks.org

PP&R Customer Service Center
OFFICE LOCATED ON THE FIRST FLOOR
1120 SW 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-2525 *Fax:* (503) 823-2515
Office Hours: Monday-Friday 8:00am-5:00pm
Phone Hours: Monday-Friday 8:30am-5:15pm

How to Reserve a Park for Your Picnic

- **Rates & Fees Effective January 1, 2014**
- **Portland Parks & Recreation Customer Service Center 503-823-2525**

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