2015 RENTAL & EVENT USE MANUAL
DIRECTOR PARK

SW Park and Yamhill Street
DirectorPark@PortlandOregon.gov
www.DirectorPark.org
503.823.8087

PORTLAND
PARKS & RECREATION

Healthy Parks, Healthy Portland

Commissioner: Amanda Fritz
Director: Mike Abbaté

EVENT RENTAL INFORMATION

WELCOME TO DIRECTOR PARK!

Director Park is an intimate venue with an urban vibe and an artistic feel, making it ideal for a variety of mid-size and smaller events. Located in the heart of downtown Portland near hotels, shopping, and public transportation, Director Park is more than just a park or an event space, it's a Portland experience. Designed in the style of a European Piazza with movable cafe furniture and a hard granite surface, it's a gathering place for the community, a theatre to highlight arts and culture, and a space that emanates the best of what Portland has to offer.

FESTIVALS

Seeking a place to attract people for a **festival**? When paired with the adjacent Festival Streets of S.W. Park Ave & S.W. 9th Ave, Director Park opens up and becomes a true community gathering space. Vendor tenting and food carts fit in perfectly in the parking spaces, leaving the streets open for festival guests to linger on and the park works perfectly for entertainment stages, seating, and welcome booths.

CULTURAL EVENTS

For **cultural events**, Director Park is a natural stage for theatre, dance, music or film. Teachers Fountain is a perfect amphitheatre for performances, surrounded by wide Ipe wood benches for the audience. The Lower Terrace offers a natural stage area and is the focal point in the park, with its '25 foot tall glass canopy providing shelter from the sun and light rain.

PRIVATE EVENTS

On summer evenings, a **private dinner, convention event, office celebration, or gala** becomes an elegant, modern event under the artistic light display that gracefully reflects in Teachers Fountain and the Fox Tower. With the MAX train whizzing by and the lights of the city gleaming, your event will take on a breathtaking ambience.

DIRECTOR PARK STAFF

Director Park is managed by Portland Parks & Recreation and has a full-time Urban Parks Coordinator and an Park Hosts to assist you. We will work with you to customize your event to this unique downtown outdoor space. Contact us to schedule a site tour at 503.823.8087

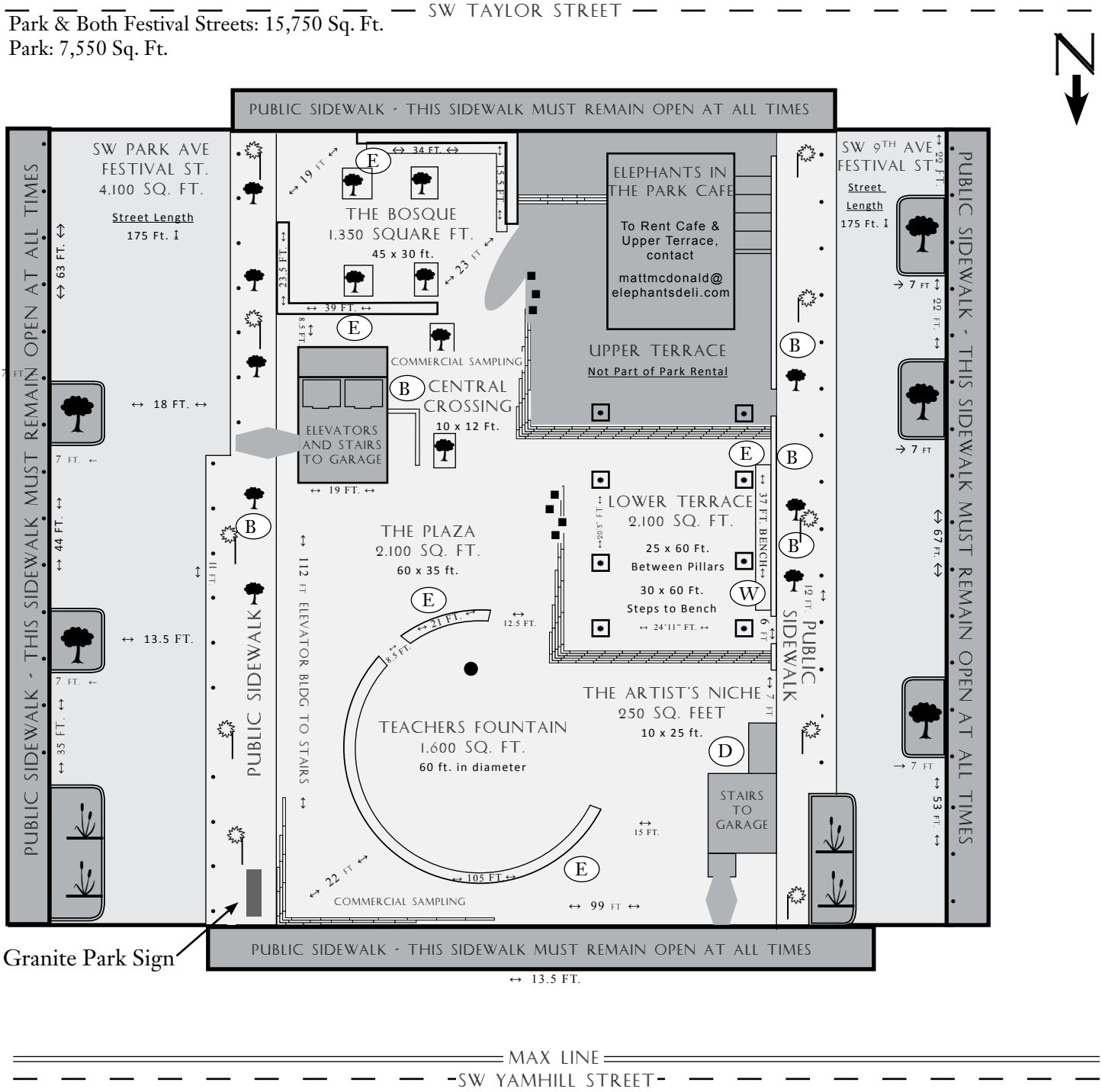
CONTACT US

Phone: 503.823.8087
Fax: 503.823.2358
Email: DirectorPark@PortlandOregon.gov
Address: 815 SW Taylor Street
Portland, OR 97201
Web: www.DirectorPark.org

DIRECTOR PARK MAP*

SW Yamhill Street and Park Avenue
503.823.8087

Park & Both Festival Streets: 15,750 Sq. Ft.
Park: 7,550 Sq. Ft.



MAP LEGEND

- : Storm water planters
- : Trees
- B : Bike Racks
- : Space not rentable
- : Support columns for terrace canopy
- : Street Lights
- : Teachers Fountain Ball
- : Bollards
- D : Drinking Fountain
- : Mini Bench Seats
- E : Electricity
- W : Water

Revised Dec. 2014

*Map is not drawn to scale

RATE CLASSIFICATION FOR YOUR EVENT

- The Rate for your event will be determined by your Application, your Site Plan, and subsequent meetings.
- Rates/Estimates are not quoted until a completed application has been submitted and non-refundable application fee paid.

Rate A	Rate B1	Rate B2	Rate C
Open to the public, and has: • No sales • No entry fees • No concessions • No pledges or donations on-site • No sponsor signage *Funds to produce the event may be obtained from grants, donations or sales that occur off-site prior to the event. *Pledges in support of a charity may be collected off site. This Rate includes Runs/Walks starting and/or ending at the park where no donations are solicited on-site and no entry fee is charged to participate.	**Open to the public, and has:** • Commercial activity or activity intended to generate sales* or, • Open entry without event fencing • Concessions • Donations and/or pledges of future revenues • Sponsor signage allowed • Runs/Walks collecting money on-site for registration, pledges, merchandise or concessions.	**Open to the Public and has limited access due to:** • Event fencing around event • Registration or entry fees • Sponsor signage allowed *Examples: Alcohol/ food festivals, fundraisers, ticketed concerts, etc.	**Closed to the public. Events which provide no public access due to:** • "Private invitation only" events • Sponsor signage allowed * Examples: catered private parties, weddings, receptions, conventions, etc.

Rental Area	Sq. Feet	Capacity ⌖	Half or Full Day?	Rate A	Rate B1	Rate B2	Rate C
Lower Terrace	2,100	285	Full Day Fee	$156	$468	$702	$1,404
			1/2 Day Fee	$94	$282	$423	$846
The Plaza	2,100	285	Full Day Fee	$125	$375	$563	$1,125
			1/2 Day Fee	$75	$225	$375	$675
Teachers Fountain	1,600	228	Full Day Fee	$121	$363	$545	$1,089
			1/2 Day Fee	$73	$219	$329	$657
The Bosque	1,181	85	Full Day Fee	$104	$312	$468	$936
			1/2 Day Fee	$63	$189	$284	$567
Artist's Niche	250	35	Full Day Fee	$42	$126	$189	$378
			1/2 Day Fee	$25	$75	$113	$225
Festival Streets (either) – must be rented with another adjacent area in the park	4,100	585	Full Day Fee	$400	$500	$500	$600
			1/2 Day Fee	N/A	N/A	N/A	N/A
Exclusive Use of all Park Areas	7,550	1,075	Full Day Fee	$536	$1,608	$2,412	$4,824
			1/2 Day Fee	$321	$963	$1,445	$2,889
Exclusive Use of all Park Areas + 1 Festival Street	11,650	1,660	Full Day Fee	$952	$2,108	$3,162	$5,424
			1/2 Day Fee	$721	$1,463	$3,195	$3,489
Exclusive Use of all Park Areas + both Festival Streets	15,750	2,245	Full Day Fee	$1,352	$2,608	$3,912	$6,024
			1/2 Day Fee	$1,121	$1,963	$2,945	$4,089
Commercial Sampling				Commercial Sampling Rate			
Commercial Sampling	120	N/A	< 4 Hours	$100 total per day			
			4-8 Hours	$200 total per day			

⌖ **Capacity:** The capacity listed throughout this section is based on the Fire Marshall's determination of maximum standing capacity without any external physical elements. Any item brought in, such as tables, chairs, tents, stages, etc. will reduce capacity.

HOW TO RENT DIRECTOR PARK & PAYMENT SCHEDULE

1. Submit a **Director Park Event Permit Application** and pay $75 non-refundable application fee. This is required for all events or anyone requesting a cost estimate/quote for use of the space.
   - $150 Rush Application Fee will apply to events applying less than 14 days before load-in date OR needing rush application approval within 7 calendar days.
2. **Director Park will evaluate your application** and will contact you after **14 calendar days.** If approved, Director Park will provide an invoice for your event and a detailed listing of additional event permit requirements.
3. **Pay non-refundable Hold Deposit** (which is 50% of your Rental Fee and applies to your rental fees) within 21 calendar days of site approval email date. Event applications received within 30 days of event start date require payment in full by specified date.
   - **Payments will be accepted by** Visa, MasterCard, Cash or Check payable to the "City of Portland."
   - **Phone:** 503.823.8087 (Visa and Mastercard)
4. **Final Payment & Event Permit Requirements** are due no later than 14 calendar days before your event's first load in.
5. **Final Event Permit and receipt** will be issued upon receipt of your **Final Payment** and **Event Permit Requirements.**

ADDITIONAL FEES

Security Deposit:

The Security Deposit is a refundable fee that covers potential damage and additional event fees encured as part of your rental. This Fee will be refunded minus additional expenses and damage fees within 30 calendar days after load-out of your event. Permittee will be invoiced for the remaining damage costs exceeding Security Deposit.

$250 1 section of the park AND which anticipate <100 people
$500 2 sections of the park OR which anticipate >100 people
$1,000 3 or more sections OR those having a multi-day event OR those that anticipate >250 people

Additional Site Fees

May include security, on-site staffing, additional electricity, water, cleaning fees, porta potty rental, garbage rental, etc.

External Permit Fees

Additional permits may be required including fire, health, noise, and OLCC permits at the expense of the Permittee. All Permittees are required to submit the Additional Insured Endorsement and Certificate of Liability for Director Park.

CHANGES, LATE FEES, & DAMAGE FEES

Change Fee **$75**

Any substantive change to your Application will be assessed a Change Fee. Examples of changes requiring a Change Fee include: change of date, change of Rate Category, or change of areas of the park being used.

Final Payment Late Fees

Failure to obtain and submit all the required additional permits and information from the "Event Permit Requirements Checklist" for your event by the date required on the form will result in the below late fees.

$125 Payment made between 5-13 days before the first load-in date.
$250 Payments made < 5 days before load in must be made by credit card, cash or certified check.

Cancellation Events failing to pay by 3 calendar days prior to the load-in date may be cancelled, at the sole discretion of Portland Parks & Recreation.

Insufficient Funds **$30**

If Permittee's check is returned from the bank for any reason, Permittee will be charged a $30 Check Return Fee in addition to payment of the original amount of the returned check. Should litigation be required, payment of all legal fees will be at the Permittee's expense.

Damage Fees **$88.73/hr Labor Fees + Replacement/Repair Fees**

Damage to park features, facilities, furniture, etc. Damage Fees will be determined, itemized and deducted from your Security Deposit and if exceed Security Deposit, will be billed for.

CANCELLATION/RESCHEDULING

Rescheduled Events: Events rescheduled to an alternate date will be charged a $75 Change Fee.

Permit Cancellations: The Hold Deposit (amounting to 50% of the Rental Fee) and the Application Fee is non-refundable. Cancellations for all events must be received in writing at least 60 calendar days prior to the event to qualify for a refund for any other payments made.

Weather Cancellations: Director Park does not provide refunds/reschedule rentals if a permittee cancels due to weather.

RENTAL AREA INFORMATION

Half Day Fees:
Half Day Fees apply for any events that total 5 hours (0-300 minutes) or less from first load-in through completion of event load-out. Festival Streets do not have half-day rental rates.

Full Day Fees
Events that will take longer than 5 hours (301 minutes or more) from first load-in through completion of event load-out will be charged full day fees.

Day-Before-Event Load-in/Load Out Rate B & C
Additional Load-in and Load-out days on either end of your rental date(s) fall into the Rate category applicable for your event. For example, if your rental is approved as a Rate B1, your load-in rate will be Rate B1 per the rates on page 3, etc. Full-day and half-day rates are availble for load-in/load-out time.

- Half-day Load-In rental times ONLY apply from 5-10pm at night (300 minutes or less.)
- Half-day Load-Out rental times ONLY apply from 7am to Noon (300 minutes or less.)
- Full-day load-in and load-out fees will apply for all other hours loaded-in or out or that exceed five hours.
- Security must be provided at your expense with the Director Park Vendor of Record for Security (Pacific Patrol Security) for the full extent of your load-in, rental, and load-out time if required for your event.

Elephants In The Park Cafe
The cafe building and adjacent outdoor upper terrace patio space is not reservable by Director Park. To rent the cafe and outdoor cafe patio space, contact MattMcDonald@elephantsdeli.com

Multi-Day Events With No Fencing
Multi-day permits with no full-park fencing are allowed in Director Park if there is public access to the park and use of minimal event fencing.

Multi-Day Events With Fencing
Multi-day permits with full-park fencing are not allowed in Director Park.

SERVICES INCLUDED WITH RENTAL OF SPACES IN DIRECTOR PARK

- Pre-event planning, support, and meetings with the Rental Coordinator.
- One Park Host throughout permitted load-in, event, and load-out times. The Park Host will open electricity outlets, familiarize you to the space, and enforce permit requirements.
- One set-up of Director Park furniture per map provided by Permittee a minimum of 14 days before event load-in.
- For Rate B2 & Rate C events using 1-3 areas of the park, free use of Director Park black plastic stanchions and plastic chain to close off the area.
- For Festival Street Closures, Director Park will do the permitting process, put up street closure signs, and tow vehicles not permitted to use the street.
- For Noise Permits, Director Park will do the neighborhood noise notification requirement of the permit.

Lower Terrace

BENEATH A 25 foot high transparent glass canopy, this flat open area is the focal point of the park and can accommodate any number of activities including performances, formal dinner seating, bands, large lectures, dancing, receptions and more. In the evening, the Lower Terrace space comes alive with the multi-colored LED lighting from the canopy above, creating an elegant and vibrant atmosphere on the terrace, surrounding areas of the park, and neighboring buildings. Please note, the glass canopy is water resistant but not water proof.

Excluded Area: The Elephants in the Park outdoor seating area with the red cafe furniture on the Upper Terrace is not part of the Lower Terrace and is not included in the rental of the Lower Terrace. To reserve the cafe, contact Elephants in the Park Catering. Website: www.elephantsdeli.com/catering Phone: 503-224-3955

Amenities included with rental of this space:

- The area measures 25' x 60" between pillars and 30' x 60 from stairs to bench
- Potable water access
- Electricity access (1 electrical box with 4 outlets, 110 volt/20 amps on two circuits)
- Set of 10 café tables with 30 metal chairs (Additional tables and chairs can be rented)
- Black plastic stanchions to designate event space for Rate B2 & Rate C events renting 1-3 areas
- Reception/Cocktail: 250 people
- Banquet/Dinner Seating: 100-140 people

The Plaza

LOCATED IN THE MIDDLE OF THE PARK the plaza is an open space adjacent to the Lower Terrace, Teachers Fountain, and Park Avenue Festival Street. The Plaza provides ample space for tenting, performances, dinner seating, and more!

Amenities included with rental of this space:

- The area measures 60' x 35'
- Potable water access
- Electricity access (1 electrical box with 4 outlets, 110 volt/20 amps)
- Set of 6 café tables with 18 metal chairs (Additional tables and chairs can be rented)
- Black plastic stanchions to designate event space for Rate B2 & Rate C events renting 1-3 areas
- Reception/Cocktail: 250 people
- Banquet/Dinner Seating: 120 People

Teachers Fountain

ENCIRCLED BY HAND-CRAFTED wood benches, this is a natural space for performances, intimate gatherings, dancing, food & beverage tasting, and/or dining. In operating season (April - October,) the fountain can be turned off for events renting the space, creating a natural amphitheater. While in operation, the fountain bubbles and sprays. Note that the sphere in the fountain cannot be moved.

AS TEACHERS FOUNTAIN is a busy summer attraction, there may be times when the fountain will not be available for rent.

Amenities included with rental of this space:

- The area measures 60' in diameter
- Potable water access
- Electricity access (2 electrical box with 4 outlets each, 110 volt/20 amps on a total of two circuits.)
- Black plastic stanchions to designate event space for Rate B2 & Rate C events renting 1-3 areas
- Reception/Cocktail: 200 people
- Banquet/Dinner Seating: 100-120 people

Commercial Sampling Space

Central Crossing: A compact, tree-shaded site in the center of the park, perfect for sampling opportunities.

Teachers Fountain Corner: On the corner of SW Yamhill & Park Ave, adjacent to the fountain, this corner captures passersby from this busy corner caddy corner from Nordstroms!

Amenities included with rental of this space:

- Area(s) measure 10 ' x 12'
- Limit of two people allowed to promote commercial sampling products
- One 10 x 10 tent allowed
- One table up to six feet in length is allowed with rubber feet on the bottoms of the table.
- Only 1 commercial sampling space, Central Crossing or Teachers Fountain Corner, may be used at a time.
- Samplers must stay within designated areas and may not roam within the other park areas.

The Bosque

A TREE-SHADED, bench-lined nook located in the southeastern corner of the park, the Bosque is perfect for smaller gatherings, wine tastings, performances, small cocktail gatherings, and more. The checkerboard paving and our square tables with built in chess board also host a variety of chess events.

Amenities included with rental of this space:

- The area measures 45' x 30' total. Please note, there are four trees included in the area with 16' x 16' tree ground level tree wells.
- Electricity Access (2 electrical boxes with a total of two circuits 110 volt/20 amps)
- Set of 6 café tables with 18 metal chairs (Additional tables and chairs can be rented)
- Black plastic stanchions to designate event space for Rate B2 & Rate C events renting 1-3 areas
- Reception/Cocktail: 75 people
- Banquet/Dinner Seating: 50 people

Artist's Niche

NEED A SMALL nook in the park or just a little more space next to the Lower Terrace? This is it. Located adjacent to the Teachers Fountain and just North of the Lower Terrace, this space is very visible and can fit a band, welcome table, and small tenting.

Amenities included with rental of this space:

- Area measures 10' x 25'
- Potable water access
- There is no electrical outlet directly available for this space, though electricity can be accessed from an adjacent space if needed.
- Set of 4 café tables with 12 metal chairs (Additional tables and chairs can be rented)

Festival Streets

UNIQUE TO DIRECTOR Park, the look and design of the park extends from storefront to storefront, incorporating SW Park Ave. and SW 9th Ave. between SW Taylor & SW Yamhill streets adjacent to Director Park. You can add one or both of these streets to your event. Doing so allows for more tenting, more event amenities, and a larger event foot print. As vehicles cannot be parked in the park itself, the Festival Streets allow for trucks, food carts, and other vehicles to be part of your event. Adding the Festival Streets, opens up the park more and provides a more comprehensive space for your event. There is no access to electricity on the Festival Streets.

The streets must be requested a minimum of seven business days before first date of load-in. From Thanksgiving through New Year's Day, the streets may not be available due to the Downtown Street Closure Moratorium. Each request will be reviewed individually.

Amenities included with rental of this space:

- Potable water access
- Director Park will do the street permitting, street closure, sign placement, and car towing.
- One Park Host will be availalbe in the park from load-in through load-out
- Reception/Cocktail: 300 people per street
- Banquet/Dinner Seating: 200 people per street

Festival Street Restrictions:

- There are no electrical outlets adjacent to the Festival Streets, though the nearest 110V/20A boxes can be used.
- Either one or both Festival Streets MUST be rented with another adjacent area in the park. Permittees may not only rent a Festival street and no other areas in Director Park.

Entire Park

RESERVING THE ENTIRE park provides an array of spaces, providing the most flexibility for your event. With space for tenting, open areas, and the option of having Teachers Fountain on or off, there are many spaces you can fill to create the perfect event experience. Rental of the full park includes all areas within the boundaries of S.W. 9th Ave, S.W. Park Ave, SW Taylor & SW Yamhill Streets. You may also rent the Entire Park plus one or two Festival Streets for a larger footprint.

Excluded Area: The two beige entry/exit structures from the parking lot below the park are also excluded from rental. The Elephants in the Park outdoor seating area with the red cafe furniture on the Upper Terrace is not part of the Lower Terrace or Entire Park rental. To reserve the cafe, contact Elephants in the Park Catering. Website: www.elephantsdeli.com/catering Phone: 503-224-3955

Amenities included with rental of this space:

- Potable water access
- Electricity access (5 electrical boxes, each with 4 outlets, 110 volt/20 amps) on a total of 3 circuits
- Use of on-site Director Park of 25 silver 24" cafe tables and 110 silver cafe metal chairs
- Black plastic stanchions to designate event space for Rate B2 & Rate C events renting 1-3 areas
- Private use of Director Park public restroom for Rate C full park rentals.
- Reception/Cocktail Standing: 900 people (Entire Park + Both Streets = 1,200 people)
- Banquet/Dinner Seated: 400 people (Entire Park + Both Streets = 700 people)
- Full park rentals with many event elements (tabling, catering, stages, etc. OR multiple vendors) may be required to rent one or more Festival Street in addition to Director Park to accommodate multiple event related deliveries for the event. Street traffic may not be blocked for any length of time for the load-in or load-out of vehicles.

Please read these guidelines carefully and share them with all parties involved with producing your event. For questions and clarifications, please contact 503.823.8087.

Alcohol:
- Alcohol in Director Park is limited to beer and wine, except under certain circumstances where limited sales/ service of other alcoholic drinks may be allowed as part of event.
- All Permittees will be required to provide insurance coverage, obtain an Oregon Liquor Control (OLCC) license, and obtain Portland Police Bureau sign-off prior to PP&R issuing a permit
- Permission to serve/sell alcohol is subject to OLCC rules and regulations.
- Director Park reserves the right to require alcohol monitors and/or security at Permittee's expense.

Amplified Music / PA System / Generator:
- Amplified music, generators, and PA systems require Director Park approval.
- A Noise Permit from the City of Portland Noise Control Office is required for all amplified sound, mega phones, and/or drumming, at the Permittee's expense.
- Permittee is required to follow the Park's Quiet Hours.
- Permittee is required to adhere to required decibel sound levels for space as stated on permit.

Canopies / Tents:
- Canopies and Tents are allowed in Director Park in designated areas. Adequate protection (shims) is required under all tent/canopy legs to protect the park's granite surface.
- Staking of tents or canopies is prohibited in Director Park and adjacent SW Park Ave. and SW 9th Ave. Festival St.
- Canopy and tent rental is Permittee's responsibility. Tent/Canopy locations must be pre-approved by staff.

Catering
- On-site catering is available from Elephants Catering & Events (www.ElephantsDeli/catering.com) or the caterer of your choosing.

Commercial Sampling
- Central Crossing and the Teachers Fountain Corner are two options for Commercial Sampling.
- Limit of two people to promote commercial sampling products.
- Samplers must stay within designated sampling space area.
- Commercial sampling items must be pre-approved by Director Park staff.

Damage
- A walk-through prior to the load in, during the event, and after the load out to assess property conditions will be conducted by Director Park staff.
- Permittee is responsible for damage including repairs and/or replacement costs for equipment, furniture, or related items in Director Park/Festival Streets caused by Permittee, subcontractors, or attendees.
- Permittee will be billed for any and all damage. Repairs for damages will be charged for labor and materials.

Deliveries
- Director Park employees may not accept deliveries. On-site monitoring of deliveries & pick-ups is the responsibility of the Permittee.
- All equipment or rentals must be delivered and removed within the time frame of Permittee's load-in and load-out dates and times on the permit.
- Delivery Companies are required to use available loading zones per signed rules and may not park on the park.

Electricity / Generators
- Director Park is equipped with 110V/20Amp electricity on three circuits.
- Events requiring additional power are required to use the Electrical Services Vendor of Record Hollywood Lights 503.232.8855.
- Multiple generators are not allowed in Director Park. If Permittee intends to supply their own generator, the generator must be designated as "quiet" and meet current Noise Control Office rules. Director Park staff must approve generator location.
- Generators may not be placed directly on granite pavers in Director Park and must be placed on a mat or plywood.

Fencing

- Freestanding lattice, picket, event fence, bicycle barricade fencing, and stanchions are allowed. All fencing plans must be submitted and pre-approved in advance.
- Cyclone or chain link fencing, stakes, or posts are not allowed for securing an area. Black privacy screening is not allowed for events in Director Park.
- Shims must be used under all metal fencing legs
- Fencing for alcohol related events must meet OLCC requirements.
- Multi-day full park fencing of Director Park is not allowed for events.
- Full park fencing must include entry/exit points for elevator stairwell buildings and Elephants in the Park tenant space, and upper terrace. Permittee is required to post signage regarding access points to park.
- Event is required to clean-up all zip ties used for fencing or be charged a cleaning fee.

Film & Video

- A separate application and rates exist for film or video shoots. Please see www.DirectorPark.org under "Rentals" for the Film & Video Permit Application, rates, and information.

Open Flame

- Open flame may not be left unattended in Director Park and any use of flame must be pre-approved with Portland Fire and Rescue permits obtained.
- Candles and waxless candles are not allowed in Director Park.

Garbage/Recycling

- Permittee is required to provide one 3-yard drop box for every 250 people estimated to attend your event.
- PP&R can assist with arranging garbage drop-box & collection for your event. Call to inquire.
- Placement and delivery of all temporary drop boxes must be in designated locations and be pre-approved.
- Permittee is responsible for the removal from the Park of all garbage, litter, and debris created by the event.
- Removal of debris, temporary containers, and general park clean up around the tent/activity area should occur immediately after the actual event and be completed within the scheduled hours of the permit.
- Garbage left in the park at the conclusion of event load-out will be removed by Parks Staff and Permittee will be charged for all associated costs.
- Director Park does not provide grey water disposal. Dumping of wine, bleach, chemicals, coffee, grease, etc., anywhere in Director Park including in tree wells, or bioswales will result in a cleaning fee charged to Permittee.
- All recycling materials must be removed by Permittee.
- Products containing or composed of polystyrene foam are prohibited at activities requiring a City Permit in accordance with City Ordinance No. 161061. All organizations and events are subject to this ordinance.

Insurance Requirements

- Permittee is required to provide a Certificate of Insurance and an Additional Insured Endorsement Form. These forms are available at www.DirectorPark.org under the "Rentals" tab.

Load-In / Load-Out

- Vehicles may not block streets, public sidewalks, or public transportation routes for any period of time.
- No vehicles are allowed within Director Park or on adjacent sidewalks.
- Vehicles may use the loading zones for load-in / load-out, but must follow posted time limits and signage requirements. Any parking tickets are the responsibility of the Permittee.
- Permittee may be required to reserve a street or parking spaces to accommodate load-in/load-out needs through the Bureau of Transportation. Director Park reserves the right to determine.
- Permittee must be present at load-in/load-out. Director Park staff can not accept deliveries.
- Load-In may not begin before 7:00am daily.
- Load-Out time on Friday and Saturday must be completed by 11pm.
- Load-Out Time on Sunday, Monday, Tuesday, Wednesday and/or Thursday must be completed by 10pm.

Park Hosts

- A Park Host will be on-site to assist you with your rental needs during your event including answering questions, unlocking electricity/water access, and ensuring the conditions of your permit are met and park rules followed in addition to their overall park duties.
- Director Park will automatically provide one Park Host in Director Park during hours on Permit. Permittees exceeding load-in/out times will be charged for Park Host time at overtime rate.
- Permittees may request the use of additional Park Host staff if available with advanced notice. Permittee will be billed for additional staffing.

Park Lighting

- The Artistic Light Feature on from sundown to midnight daily, and may be turned on with the full rainbow of colors, one color - blue only option, or turned off.
- Canned lighting on the Lower Terrace may be turned on or off with advance notification. Gels may be placed on canned lighting with advanced approval by Director Park staff.
- Trees within the park may not be strung with lights. Up lighting is allowed, though there is no tree well electricity.

Parking Space Reservations - 503.823.7365

- To rent a designated parking space for load-in and load-out for your event, please contact the City of Portland Transportation Permit Center at 503.823.7365.

Paver Protection

- Any element of physical set-up with the potential to scratch, stain or damage the pavers in any way will be required to have a protective covering between it and the pavers.
- Stains left by an event will be subject to cleaning fees charged against the Security Deposit.
- Events cooking food on-site will be required to have paver protection under their BBQ/Oven/Grill and have the entire cooking area covered to pick up grease/food drippings.
- Carts and vehicles on the Festival Streets as part of an event are required to use drip pans. No exceptions.
- Director Park staff at their sole discretion reserve the right to require an adequate barrier between materials/ equipment and pavers as deemed necessary and at the Permittee's cost.

Permits

- It is the responsibility of the Permittee to adhere to all city, county, state and park requirements, laws, and codes. See the following web sites for details: http://www.portlandonline.com/auditor/index.cfm?c=28184 http://www.portlandonline.com/auditor/index.cfm?c=27450&a=246383

Photo Policy

- Portland Parks & Recreation (PP&R) reserves the right, and may give permission to the media, to photograph classes, programs, and participants at any of our facilities and properties or any sponsored activity. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know. If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image, and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

Public Art

- Installations of public art, sculptures or similar pieces can be facilitated. Call to inquire.

Rentals

- Tents, tables, chairs, staging, catering, catering equipment, plates, dinnerware, etc may be rented from the vendor of your choosing. Permittee is responsible for the actions including any damages of all subcontractors hired for the event.
- Security services and Electrical services must be hired from the PP&R Vendor of Record - Hollywood Lights.
- Director Park staff can assist you in the rental of garbage dumpsters and porta-potties.
- Director Park has a Black Floor Lectern available to rent for $35.00/day. 46-3/4th" h x 20"w x 14"d with reading surface area of 20" w x 14" l for $35.00/day.

Restrooms

- Permittees are required to provide 1 portable restroom for every 125 people estimated to attend their event.
- A minimum of 1 portable restroom must be accessible for people with disabilities or ADA compliant. If more than one portable restroom is needed, at least (5%) of restrooms must be ADA approved.
- Director Park is equipped with one public restroom and this counts as the first ADA restroom required.
- PP&R can assist with arranging rental of portable restrooms for your event. Call to inquire.

Security

- Portland Parks & Recreation reserves the right to require on-site security for events, based upon information provided in the Permit Application.
- Permittee is required to contract with Pacific Patrol Services (PPS) the Vendor of Record for Security and Alcohol Monitoring at Director Park. Director Park will contact and coordinate the security needs for your event with PPS upon receipt of application.
- All Security costs will be at the Permittee's expense and will be included in the Director Park permit fees.
- Permits requiring equipment to remain overnight will be billed overnight security at expense of the Permittee.
- For events required to have security, security will be required from the start of load-in, the entire event time, and until the end of load-out at Permitees expense.

Signage

- Signs may NOT be hung from or attached in any way to any permanent structures, pillars, trees, rain chains or buildings in Director Park or adjoining Festival Streets.
- Event & sponsorship signage may be hung from free standing structures provided by the Permittee during your permitted event time.

Smoking

- Director Park and permitted Festival Streets are smoke-free spaces (including electronic cigarettes) from bollards to bollards and in between red sidewalks.
- Permittee is required to enforce this policy with all attendees, contractors and vendors.

Street Closure - Festival Streets

- Permitting of Festival Streets is done by Director Park staff, please DO NOT CONTACT Portland Bureau of Transportation directly. The cost for street closures is included in the festival street rental fees.
- Street closures of SW Park Avenue and SW 9th Avenue between SW Yamhill and SW Taylor streets follow Portland's Bureau of Transportation (PBOT) moratorium on street closures during the two weeks of Rose Festival in June and from the Friday before Thanksgiving to January 1st each year for the holidays. It is possible to have events during this time, with approval from PBOT's Street Closure Exemption Committee. The Director Park Cultural & Event Coordinator will submit necessary request upon receipt of your application.
- Director Park reserves the right to require Permittees to reserve one or both Festival Street in addition to their park rental for load-in and load-out based on number of deliveries and vendors involved.

Tables & Chairs

- Director Park on-site cafe tables and chairs may be reserved for events. Ask for rates and quantity available.
- Surfaces of tables must be protected from direct contact with hot items so as not to burn the table finish.
- Permittee is responsible for cleaning tables & chairs after event.

Tree Protection

- Permittee shall make every effort to protect all trees, shrubs and other vegetation in Director Park and adjacent festival streets.
- Permittee may not attach anything to, lean anything against nor break branches, trim or prune trees under any circumstances
- Permittee must ensure all engine and cooking exhausts are directed away from tree canopies.
- Permittee may not leak or discard anything (i.e. grey water, cooking oil) within canopy drip line, or anywhere within the park, adjacent festival streets, festival street tree wells or storm water planters on the north ends of Park Ave. and 9th Ave. adjacent to Director Park.

Vehicle Access

- Vehicles (including mobile food trucks) are not allowed in Director Park during load-in, load-out or during any event; however they may be located on the Festival Streets, when one or both streets are rented.
- Vehicles necessary for set-up, take-down, and for operation of an event must obtain necessary parking permits from the Portland Bureau of Transportation.
- Vehicles that are an intrinsic part of the event must be shown on the Director Park Site Plan.
- Stationary vehicles as part of a film/commercial shoot or sponsor recognition may be allowed on a case-by-case basis and is up to the sole discretion of Director Park staff.

Weddings

- All weddings in Director Park require a permit and are considered Rate C events.

Water & Electricty.

- Water rates of $43/day apply. Electricity rates are $25/day.

Vendors

- Permittees are responsible for all vendors at their event, including damage caused by the vendor during load-in, load-out, set-up, tear down and during event activities, as well as any other violations of PP&R policy.
- Permittees are responsible for all of their vendors following the requirements of any other city, county, state or federal license, permit, regulation, or law.
- Mobile food trucks are not permitted in the park but may located in the Festival Streets. Smaller non-vehicular food carts associated with a permitted event may be allowed in the park proper.
- Food concessions in the park as an independent concession will not be allowed, except for the leased Café space.
- The only commercial activity that will be allowed in the park (besides the leased Café) will be that associated with a permitted event or activity.
- All events that have food (whether for sale or otherwise) will need to ensure pavers are protected from food spillage at food serving areas, (i.e. at cart, tent, or table where food is prepared, sold, or distributed).
- Permittee may not leak or discard grey water or cooking oil in Director Park or the street storm water areas on SW Taylor and SW 9th Avenues. These items must be removed from the park and properly discarded.

General

- All fees and costs associated with an event will be the responsibility of the Permittee. Permittee is also responsible for any damages to the site. Permittee agrees to pay for all costs or attorney fees associated with defending or enforcing any provisions or rights under this Permit Agreement.
- Director Park Staff have final say in placement of materials, stages, and other equipment to ensure the safety and security of the park, furniture, park users and attendees.
- Director Park Staff may permit the use of other spaces within the park or festival street(s) not rented by your group to other rentals or on-site programs within Director Park during your permitted event.
- Permittee must be in compliance with ADA rules and regulations.
- Access to the Cafe, the on-site office, parking garage structures, and the public restroom must be maintained at all times.
- Director Park Staff must approve all sales items.
- Director Park Staff may have additional requirements. These will be communicated with you as part of the permit process.
- Violation of any of the policies and/or procedures will result in your Permit being revoked and may jeopardize future applications for rental of any PP&R park or facility.