PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

2013 DIRECTOR PARK

ARTS & CULTURAL PROGRAM

Thank you for your interest in presenting a program or event in Director Park. To support the mission of Director Park, we encourage arts and cultural organizations, groups and individuals to share their talents with the community in the form of free performances. To help you decide if this is something you/your organization would like to do, please read the below information. If you have further questions, please contact us at **DirectorPark@PortlandOregon.gov** or by phone at **503.823.8087**.

For use of Director Park for your program or event, please complete the Director Park Arts & Cultural Program Application.

MISSION OF DIRECTOR PARK

A public piazza providing an elegant, clean, safe, and versatile space that is actively programmed to compliment downtown, support arts and culture, and highlight Portland Parks & Recreation.

WHAT TYPES OF GROUPS & PERFORMANCES HAVE BEEN HELD IN DIRECTOR PARK?

- Theatre
- Orchestral Performances
- Choir Performances
- Acoustic Music
- "Flash" Events
- Ballet/Modern/Jazz/Aerial/Modern Dance
- Opera
- Poetry Readings
- Open Art Painting

WHY PERFORM IN DIRECTOR PARK

Share your talent with a variety of Portlanders and tourists! Looking for a place to promote your program or upcoming ticketed performances? Want to rehearse with an audience to work out the kinks? Want to promote your upcoming season? Have students that need more performance experience? Director Park was designed to be a culturally rich space - a space for easy access to the arts & Portland's diverse culture. Help make it so!

WHO CAN APPLY?

We encourage arts and cultural organizations, schools, non-profits, up and coming performers, etc., to apply. Performances are intended to be open to the public and actively advertised to the public by the applicant. Please note, installations of public art, sculptures or similar pieces do not fall under this program. Call to inquire.

HOW TO APPLY?

Complete the application and return it to Director Park by e-mail or fax. Performance applications will be reviewed and accepted based on the fit to the mission of Director Park and Portland Parks & Recreation, availability of space, date requested, and fit to the physical space.

WHEN TO APPLY?

2013 Winter, Spring & Fall Performances - January, February, March, April, May, October, November, and December
Applications will be accepted on an on-going basis for performance dates happening in Winter, Spring, and Fall.

2013 Summer Performances - Performance Dates in June, July, August, & September:
Applications will be accepted from November 1, 2012 through May 1, 2013. Applications will be reviewed and accepted on a case by case basis based on date availability, date interest from paid rentals, and month requested. August and September Arts & Cultural single-day events may not be confirmed until May. Please note, summer performance applications received after May 1, 2013 may still be accepted based on date availability but will not be listed in the summer events flier for the park.

*For multi-day Arts & Cultural Programs, applications will be accepted up to 12-months in advance.

IS THERE A FEE TO APPLY?

Free: Performances up to 3 hours in length from load-in, performance, and load-out time
$15: Performances 3 hours up to 5 hours in length from load-in, peformance, and load-out time
$75: More then five hours in length and multi-day arts & cultural performances

IS THERE A FEE TO PERFORM?

Approved performances less than five hours in length including set-up and clean-up time will not be charged a site usage fee. Depending on the size, scope, length, and nature of the performance, some hard costs may be incurred (noise, portable restrooms, etc.) Performances more then five hours in length and multi-day performances, will incur site hard costs and site usage fees at the rate of 25% the regular rental fee for the space(s). See Event and Rental Use packet for fees.

DETERMINING WHICH LOCATION TO USE IN THE PARK

Director Park has many locations available for performances. Which space will work best for your performance depends on the day, date, time, size and nature of your event, as well as the availability of the space. We will work with you to determine which space will best meet your performance needs, the park needs, and what is available.

PERFORMANCE CONDITIONS

Groups, performers, and artists are required to abide by the following conditions for their performances. Failure to follow the below performance conditions or omission of intent of performance, may result in cancellation of scheduled performance, application of regular rental rates, and/or the inability to return to Director Park,

- Performances and programs are presented outdoors and may or may not have access to shelter.
- Performances and programs are to be open to the public and appropriate for a wide variety of audiences including children. Performances are to be actively marketed to the public by the performing group.
- Alcohol concessions are prohibited as part of the arts & cultural performance or program.
- Performances are to be acoustic. If amplified, the programs or performances will require a noise permit at the expense of the performer or sponsor.
- Performers are not to sell their CDs, T-shirts, or any other merchandise/concessions, nor collect tips.
- Programs must be able to load-in and load-out their equipment the same day as the performance. Equipment storage space is not available.
- Performers are to adhere to Director Park rules and Rental & Event Use guidelines.
- Performances and programs are to enhance the mission of Director Park.

WHO USES DIRECTOR PARK?

Director Park is a busy park, filled with downtown workers enjoying their lunch, families playing in the fountain, tourists exploring the city, friends meeting upbefore catching a movie, and for people to just relax and enjoy the vibe of the park.

WHAT DIRECTOR PARK CAN PROVIDE YOU

- **Park Hosts!** Director Park on-site Park Hosts are ambassadors to the park and will help provide support and guidance for your group as you set-up, perform, and load-out after your event.
- **An Audience!** Supportive and enthusiastic audience with premium downtown exposure.
- **Visibility!** Your name and performance dates will be advertised on the web site, Facebook page, in our outreach e-mails, on-site marketing, etc.

OTHER THINGS TO KNOW

Weather: Director Park is an outdoor venue and subject to the cold, wind, and moisture.

Downtown: As a Downtown location, the park attracts a varied demographic; be prepared for the unexpected!

Drumming: Drumming is not allowed in Director Park, with the exception of permitted performances with a noise permit.

Parking: Metered street parking, a Smart Park, and private parking lots are adjacent to the park.

Cancellation: Director Park reserves the right to cancel and reschedule free arts and cultural events with advance notice due to paid rental requests, weather, maintenance, or unforeseen conflicts.

Permitted Event Rentals: Arts and cultural performances and programs to be hosted in Director Park must meet this park's mission to compliment downtown, support arts and culture and highlight this facility. Determination regarding the alignment of a performance or program with Director Park's mission is at the discretion of PP&R. Those events not directly meeting the mission goals will be considered a rental event and charged at rental rates.

Public Transportation: We encourage the use of public transit when accessing Director Park.

- **Max**: Blue Line & Red Line **Streetcar:** Stop at Yamhill & 10th

Updated Nov 2012

PORTLAND PARKS & RECREATION
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DIRECTOR PARK

ARTS & CULTURAL PROGRAM APPLICATION

DATE OF APPLICATION: _____

APPLICANT INFORMATION

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Applicant Name: _____

Other Organizations Involved: _____

Daytime Phone: _____ Cell: _____ Pager: _____

E-mail: _____ Fax: _____

Website: _____

Day of Event Contact Name: _____ Cell: _____

PERFORMANCE INFORMATION

Performance Date(s) -1st Choice: _____ 2nd Choice: _____

Performance Title: _____

Audience numbers expected? _____ # of Performers: _____

What is the… Set-up time: From _____ to _____

Performance Time: From _____ to _____

Tear-down time: From _____ to _____

Event activities, Set-up and Tear-down must follow these Quiet Hours.

Day of Week	All Day: 7:30 am - 9:00 pm	9 pm - 10 pm	10 pm -11 pm	11 pm - 7:30 am
Sun.	Set-Up / Load-In and Event activity OK until 9 pm	Tear-Down / Load-Out Time Must end by 10 pm	Quiet Hours No event activity allowed	
Mon.				
Tues.				
Wed.				
Thu.				
Fri.	Set-Up / Load-In and Event activity OK until 10 pm		Tear-Down Time Must end by 11 pm	
Sat.				

What will you need to set-up? Please explain (staging, flooring, furniture, piano, etc.,)

_____

PERFORMANCE INFORMATION

Will this be a "Flash Event": ☐ Yes ☐ No

If yes, where will you be arriving from to start your show?_____

Would you like to do a dress rehearsal or walk through of the space? ☐ Yes ☐No

If YES, please list your top two choices (please note, depending on other events planned, it may not be possible)

1st choice: Date & Time _____

2nd Choice: Date & Time_____

What location in the park would you like to perform in? (Check all that apply):

☐ Lower Terrace ☐ The Bosque ☐Central Crossing ☐Plaza

☐Teachers Fountain (availability depends on season) ☐ Artists Niche

☐ Entire Park (excluding streets)

(Note: the leased café space, the upper terrace, and the parking garage exit structures are not available for use.)

Would you like to use the built in furniture or structures in your performance (benches, pillars, Teachers Fountain Ball, planters, etc) ☐ Yes ☐ No

If YES, please explain how you will be using them: _____

_____

What location in the park would you like the audience to observe from? (Check all that apply):

☐ Lower Terrace ☐ The Bosque ☐ Central Crossing ☐Plaza

☐Teachers Fountain* ☐ Artists Niche ☐ Entire Park (excluding streets)

(Note: the leased café space, the upper terrace, and the parking garage exit structures are not available for use.)

Do you need access to shade for your performance? ☐ Yes ☐ No

Will you be using tents or canopies for your event? ☐ Yes ☐ No Size: _____#_____

Will you need water on site? ☐ Yes ☐ No Location: _____

Will you be using a stage? ☐ Yes ☐ No

If YES, please show on Site plan and indicate the size and location of stage you would bring.

Will you require any delivery trucks for your performance? ☐ Yes ☐ No

If YES, please explain what they are delivering:_____

_____

EVENT EQUIPMENT

Director Park has the following equipment that can be used by performers with advance notice and availability. Please indicate which you'd like to use. These are provided at no additional cost unless in the event of loss or damage as a result of your performance. (Check all that apply)

☐ Electricity (110V/20A) ☐ Passport 300 ProNew (amplification system)

☐ Use our potable water spigot ☐ Use our stanchions

☐ Wireless microphone & microphone stand ☐ 6 foot tables (4 available): How many? _____

☐ Extension cords (3 available): How many? ____

☐ Other facility requests and details? _____

EVENT EQUIPMENT, CONTINUED

Will you require electricity? ☐ Yes ☐ No

Will you have amplified sound or music? ☐ Yes ☐ No

What will you be using electricity for? _____

*Director Park has 110v/20amp power on three outlets. If you need more then one generator (diesel not allowed), you must use our Vendor of Record for electricity, Hollywood Lights. mike.pratt@hollywoodlights.biz or by phone at 503.232.8855.

Will you be using one generator? ☐ Yes ☐ No

MARKETING INFORMATION

How will your group promote the performance? _____

Are sponsors involved? ☐ Yes ☐ No

Will there be sponsor visibility/signage? ☐ Yes ☐ No

Will goods / promotional materials be distributed for free? ☐ Yes ☐ No

If YES, please describe: _____

Please write a 1-2 sentence description of your performance that we can put on our Facebook and website calendars and our email newsletter: _____

_____

_____

Who can the PUBLIC contact for more informaton? Name: _____

Phone: _____ Email: _____

Website: _____

ORGANIZATION INFORMATION

Type of Performance - please describe: _____

_____

_____

What is the mission of your organization? _____

_____

_____

Why would you like to perform in Director Park? _____

_____

_____

Are you a non-profit organization? ☐ Yes ☐ No Non Profit Tax I.D. #: _____

How did you hear about the Arts & Cultural Program at Director Park?

☐ Website ☐ In the Park ☐ Other: _____

SITE PLAN

A SITE PLAN MUST BE COMPLETED AND TURNED IN WITH YOUR APPLICATION. Please complete the site plan. Please show which spaces you would like to use and include how each space would be used (stage, audience area, etc). We understand this may change over time but it gives us an idea of the size and scope of what you'd like to do. Please include all furniture (tenting, staging, chairs, tables, etc). A final site plan is due no later than 14 days before your event if there are major changes from this initial site-plan. Your application will not be processed witout a submitted site plan.

ARTS & CULTURAL PERFORMANCE CONDITIONS AGREEMENT

I have read and understood the Performance Conditions in the Arts & Cultural Program information sheet.

I understand and agree that if I make changes or omit to share information about the intent of my arts and cultural event that do not follow the Performance Conditions, my permit will be changed and I will be charged the regular rental rates for the space. I understand that Arts & Cultural performances are not allowed to sell items nor collect tips or solicit donations in Director Park. I agree I have also read the Director Park Rental & Event Use "Guidelines For All Director Park Events" pages 12-16 and agree to abide by these conditions.

SIGNATURE: _____ DATE:_____

SUBMITTING YOUR APPLICATION:

Submit your application in **one** of the following three ways:

By Fax: 503.823.2358.
Please e-mail DirectorPark@PortlandOregon.gov to confirm your fax was received

By E-mail: Please e-mail your complete proposal and supplementary materials to:
DirectorPark@portlandoregon.gov
Include appropriate attachments for PC download (MS Word, Excel, or PDF)

By Mail: Director Park – Portland Parks & Recreation
2909 SW 2nd Avenue, Portland, OR 97201

PHOTO POLICY

PP&R reserves the right, and may give permission to the media, to photograph classes, programs, events, and participants at all our facilities and properties. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. By participating in PP&R classes and programs, or your presence in a public space, you consent to the taking and publication of your photograph for these purposes.

QUESTIONS?

If you have a question that is not answered here, please call the Director Park Events Department at 503.823.8087 or e-mail **DirectorPark@portlandoregon.gov**

THANK YOU FOR YOUR INTEREST IN DIRECTOR PARK!

Updated: Nov. 2012

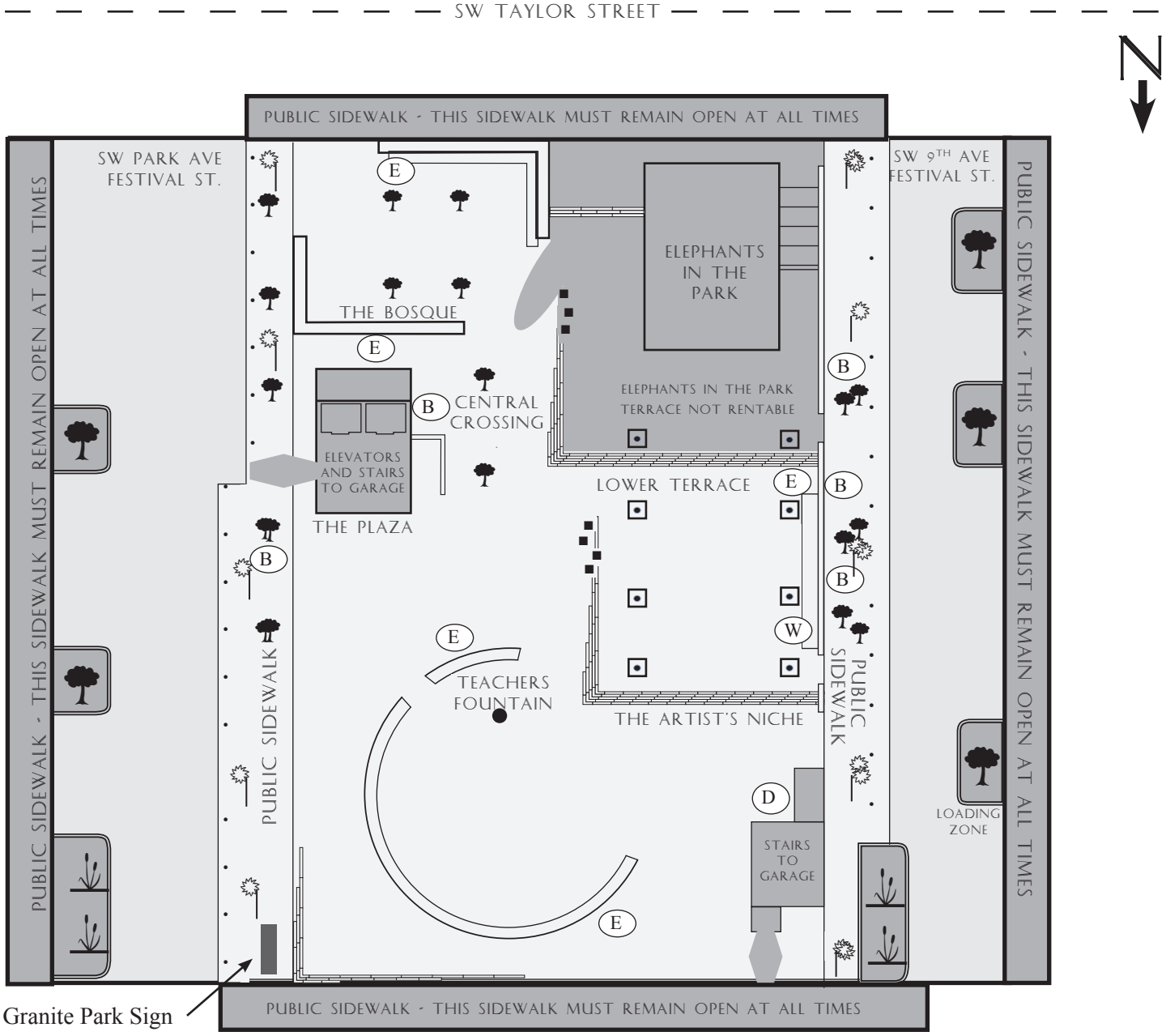
ARTS & CULTURAL SITE PLAN

DIRECTOR PARK MAP*

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

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

*Map is not drawn to scale