Print Form

CUSTOMER SERVICE CENTER USE ONLY				
DATE RECEIVED:	APPLICATION FEE:	☐$18.25	☐$80	☐$160
	USAGE FEE (S):	☐PICNIC $_____	☐FIELD $_____	☐OTHER $ _____
	EXTRA FEES:	☐$25 ELECTRICTY	☐$60 VEHICLE	☐$155 OVERBOOKING
	REFUNDABLE DEPOSITS:	☐$100 KEY	☐$125 SECURITY	☐OTHER $ _____
ENTERED BY:	TOTAL DUE:			

PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

PICNIC WORKSHEET/APPLICATION

CUSTOMER SERVICE CENTER 503-823-2525 FAX 503-823-2515

CONTACT INFORMATION

PRIMARY CONTACT NAME:	BUSINESS OR ORGANIZATION NAME:		
PRIMARY CONTACT DATE OF BIRTH: / /	EMAIL:		
PRIMARY ADDRESS:	CITY:	ST:	ZIP:
DAY PHONE:	CELL PHONE:	FAX:	
DESIRED NAME OF EVENT:	WHAT IS YOUR EXPECTED ATTENDANCE?		
WILL YOU BE SELLING ANYTHING? ☐NO ☐YES	WILL YOU BE COLLECTING ANY DONATIONS? ☐NO ☐YES		
ARE YOU ADVERTISING THIS EVENT? ☐NO ☐**YES- *STOP! THIS EVENT REQUIRES A SPECIAL USE PERMIT FROM PUBLIC EVENTS STAFF***			

DATE & TIME: AS OF 2013 WE DO NOT OFFER HALF DAY RESERVATIONS. ALL PICNIC AREAS ARE RESERVED FOR *FULL DAYS ONLY 8A- 9P*
PLEASE SEE OUR PICNIC BROCHURE FOR DESIGNATED PICNIC SITES & FEE INFORMATION (Customer Service Center Only)

DATE (1ST CHOICE):	TIME:	AVAILABLE: Y: ☐ N: ☐
DATE (2ND CHOICE):	TIME:	AVAILABLE: Y: ☐ N:☐
DATE (3RD CHOICE):	TIME:	AVAILABLE: Y: ☐ N:☐

LOCATION: ARE YOU BOOKING MORE THAN 1 LOCATION? ☐YES ☐NO

PARK (1ST CHOICE):	LOCATION :	AVAILABLE: Y: ☐ N:☐
PARK (2ND CHOICE):	LOCATION :	AVAILABLE: Y: ☐ N:☐
PARK (3RD CHOICE):	LOCATION :	AVAILABLE: Y: ☐ N:☐

SET UP: PLEASE SEE THE PICNIC BROCHURE FOR FEES

☐	ALCOHOL (BEER & WINE ONLY - NO KEGS) ☐ GUESTS BRING THEIR OWN ☐ HOST OR PROVIDE	☐	GAMES, VOLLEYBALL NETS, INFLATABLES, PONY RIDES, ETC. (*CIRCLE ALL APPLICIABLE ITEMS*) (NO STAKES ALLOWED)
☐	AMPLIFIED SOUND/ MUSIC TYPE:	☐	PORTABLE RESTROOM REQUIRED - 1 PER EVERY 125 PEOPLE
☐	ATHLETIC FIELDS: 2 HOURS LIMIT - TIME: ____ TO ___ ☐ BALLFIELD (FEES VARY) ☐SPORTS FIELD (FEES VARY)	☐	VEHICLES (LOAD/UNLOAD ONLY) **$60.00 PER VEHICLE** # OF VEHICLES DRIVING INTO PARK:
☐	CANOPIES (NO STAKES ALLOWED) # & SIZE:	☐	ADDITIONAL TABLES YOU WILL BRING TO THE PARK: # & SIZE:
☐	FOOD WILL THE EVENT BE ☐CATERED OR ☐POTLUCK?	☐	OTHER:
☐	ELECTRICITY: INCLUDED AT SITES WITH AN "E" IN THE BROCHURE. *(OTHER LOCATIONS, WHERE AVAILABLE - $25.00 FEE, KEY & DEPOSIT MAY BE REQUIRED)*	☐	OTHER:

PAYMENT INFORMATION - IN ORDER TO HOLD A DATE & LOCATION, A MINIMUM OF THE APPLICATION FEE IS DUE
IF FAXING APPLICATION PLEASE PROVIDE PAYMENT INFORMATION. DO NOT EMAIL CREDIT CARD INFORMATION

NAME AS IT APPEARS ON THE VISA OR MASTERCARD:	AMOUNT APPROVED: $_____
CARD NUMBER:_____ -_____ -_____ -_____	EXPIRATION DATE: _____/_____

RENTAL #