PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

2014 DIRECTOR PARK EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Date of Application: _____

Event Title: _____

Client/Organization Name: _____

Client/Organization Address: _____

City:_____ State: _____ Zip: _____ Phone: _____

Event Organizer Primary Contact: _____

Daytime Phone: _____Cell: _____Pager: _____

E-mail: _____Fax: _____

If you are working with a Professional Event Producer/Company, please list their contact information:

Professional Event Producer/Company Contact: _____

Daytime Phone: _____Cell: _____ Fax: _____

E-mail: _____

EVENT INFORMATION

Event Date(s) Requested: 1st Choice: _____ 2nd Choice: _____

Estimated Total Event Attendance: _____ Estimated Total Number On-Site Staff/Volunteers: _____

Park Areas Requested (check all that apply):

- ☐ Artist's Niche
- ☐ Lower Terrace
- ☐ The Bosque
- ☐ Plaza
- ☐ Teachers Fountain
- ☐ Entire Park (excluding streets)
- ☐ Festival Street - Park Ave
- ☐ Festival Street – 9th Ave
- ☐ Commercial Sampling: Teachers Fountain Corner
- ☐ Commercial Sampling: Central Crossing

Event Start: Time: _____ Date: _____

Event End: Time: _____ Date: _____

Load-in Start: Time:_____ Date: _____

Load-out Start: Time: _____ Date: _____

Load-out End: Time: _____ Date: _____

Event activities, Load-In and Load-Out 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.				

Is the event open to the public? ☐ Yes ☐ No

Will sales of any type occur during your event? ☐ Yes ☐ No

If YES, what will you be selling? ☐ Food ☐ Beverage ☐ Other _____

Will the event have an Admission/Entry Fee? ☐ Yes ☐ No

Is the event ticketed? ☐ Yes ☐ No

If the program is ticketed, is there a fee? ☐ Yes ☐ No

Will you be collecting or handling money on-site (entry fee, sales, donations, etc.)? ☐ Yes ☐ No

Is the event free of charge? ☐ Yes ☐ No

Will food be sold at the event? ☐ Yes ☐ No

If YES, please explain: _____

Are sponsors involved in the event? ☐ Yes ☐ No

If YES, please list the sponsors: Sponsor: _____

Sponsor: _____

Sponsor: _____

Will there be sponsor visibility/signage at the event? ☐ Yes ☐ No

If so, what and where do you have in mind? _____

Will there be any commercial/promotional product sampling? ☐ Yes ☐ No

Do you expect future sales and/or income from this event? ☐ Yes ☐ No

If YES, please explain: _____

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

Will a new product or business be introduced? ☐ Yes ☐ No

Is any portion of the event closed to the public? ☐ Yes ☐ No

If YES, explain for what portion of the event will be closed to the public:

_____

Will the perimeter of the event be fenced? ☐ Yes ☐ No

Will there be an entry gate ☐ Yes ☐ No

Is this an "Invite Only" event? ☐ Yes ☐ No

Is this a fundraiser? ☐ Yes ☐ No

If YES, who is the fundraiser for?: _____

EVENT EQUIPMENT & SITE AMENITIES

Will there be tents? ☐ Yes ☐ No

If YES, please show on site plan: # of tents: _____ Size of tents: _____

Will there be propane heaters? ☐ Yes ☐ No

Will food be served? ☐ Yes ☐ No

If YES, check all that apply: ☐ Catered ☐ Cooked on-site ☐ Food carts ☐ Other: _____

Will the following food preparation equipment be used at the event? ☐ BBQ ☐ Grease Fryers

What food will you be selling at your event? _____

Will there be music in the park? ☐ Yes ☐ No

Will there be amplified sound in the park? ☐ Yes ☐ No

If YES, please explain: Hours of sound: _____ to _____

What will be amplified?: _____

Will alcohol be served? ☐ Yes ☐ No

If YES, check whichever applies: ☐ Serving ☐ Selling

Will the event require use of electricity? ☐ Yes ☐ No

If YES, what will you be drawing electricity for? _____

How much electricity will be required? _____

Do you plan on bringing a generator? ☐ Yes ☐ No

Will there be stages? ☐ Yes ☐ No

If YES, please show on Site Plan: # of Stages: _____Size & Location of Stages: _____

Do you plan on using some type of event fencing around your event? ☐ Yes ☐ No

If YES, please show on site plan: ☐ What Type:_____

Would you like to rent additional Director Park Silver Café Park chairs? ☐ Yes ☐ No

If YES, how many? _____

Would you like to rent additional Director Park Silver Café Park silver cafe tables? ☐ Yes ☐ No

If YES, how many? _____

Will event equipment be left overnight in the park as part of the event, load-in or load-out? ☐ Yes ☐ No

If YES, please explain: _____

Will you need water on site ? ☐ Yes ☐ No

For which purpose: ☐ Fill buckets for tent weights ☐ Other: _____

If your event includes use of Teachers Fountain (operational March - October), how would you like it to be?

Please check one: ☐ Spraying (with spouts on) ☐ Reflecting pool (standing water) ☐ Drained

How many delivery trucks do you anticipate for your event? _____

EVENT DETAILS

MUST BE COMPLETED: Please describe below the activities you have planned in detail. List all items to be distributed (sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, etc.).

_____

_____

_____

_____

_____

MARKETING PLAN

How will the event be promoted? (check all that apply) ☐ Radio ☐ Print ☐ TV ☐ Web

☐ Facebook ☐ Twitter ☐ Posters ☐ Promo ☐ Other: _____

Are you planning a press conference or press release to announce the program/event? ☐ Yes ☐ No

If yes, please provide details: _____

Who can the PUBLIC contact for more information?:

Name: _____ Phone: _____

Email: _____ Website: _____

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

_____

_____

_____

SITE PLAN - MUST BE COMPLETED AS PART OF APPLICATION

MUST BE COMPLETED: **On Page 5 of this Permit Application is a Site Plan of the park for you to fill out.** To the best of your ability, please show which spaces you anticipate your event using. Please include all furniture for your event including tenting, seating, stages, etc. as well as 'behind the scenes' needs that will use up space. Remember, to include garbage drop boxes, portable restrooms, vehicles as part of your event (on festival streets only), etc. We recognize your site plan may evolve prior to your event. A final site plan is due no later than 14 days before your event. Your application will not be processed without a submitted site plan.

APPLICATION FEE:

A non-refundable application fee is required to process each Director Park Event Permit Application.

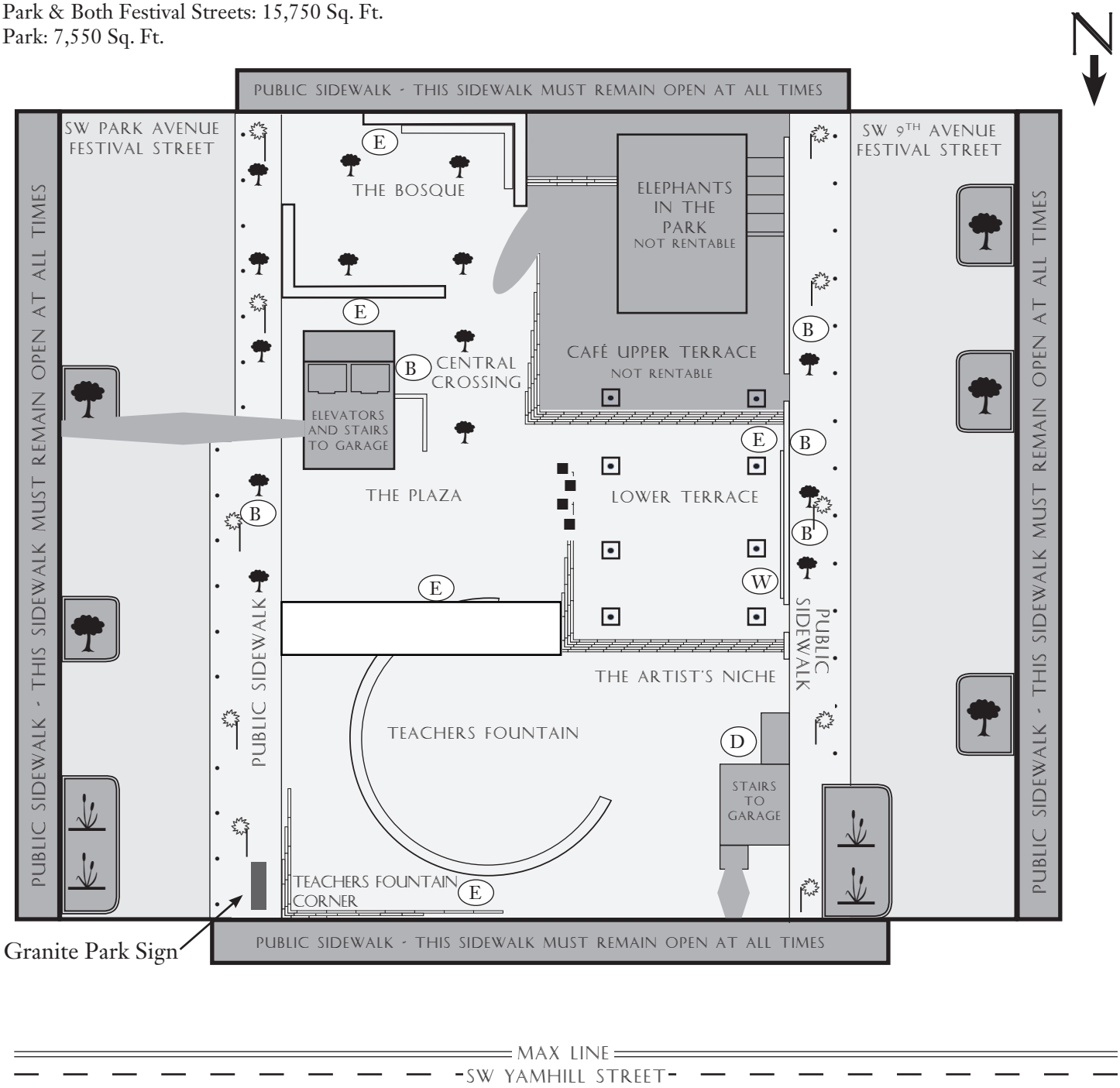
$75	Application Fee	Applications submitted 14 or more calendar days prior to first load-in date that will be reviewed and contacted 14 days after receipt of application.
$150	Rush Application Fee	Applications submitted less than 14 calendar days before first load-in date or applications requiring review in less than 14 calendar days.

DIRECTOR PARK SITE PLAN

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	: Space not rentable	: Street Lights	• : Bollards	(E) : Electricity
(B) : Bike Racks		: Support columns for terrace canopy		(D) : Drinking Fountain	(W) : Water

Revised Dec. 2013

*Map is not drawn to scale