PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

2015 DIRECTOR PARK

ARTS & CULTURAL PROGRAM

MISSION OF DIRECTOR PARK

The mission of Director Park is to be a public piazza that provides an elegant, clean, safe, and versatile space that is actively programmed to complement downtown, support arts and culture, and highlight Portland Parks & Recreation.

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 or want to do a performance at the end of a camp experience? It's a wonderful opportunity for performers to experience what it is like to perform in an outdoor, urban environment where anything can and will happen!

ARTS & CULTURAL PERFORMANCES IN DIRECTOR PARK

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

WHO CAN APPLY?

We encourage arts and cultural organizations, schools, non-profits, up and coming performers, etc., to apply. Please note, installations of public art, sculptures or similar pieces do not fall under this program.

HOW TO APPLY?

Complete the application and return it to Director Park by e-mail or fax. Reservation of dates is first come, first served basis.

WHEN TO APPLY?

Applications will be accepted on an on-going basis. Applications will be reviewed and accepted on a case by case basis based on date availability, date interest from paid rentals, month requested, and fit to the mission of Director Park. Arts & Cultural Performance applications received and approved after March 1st 2015 will not be listed in the printed summer events flier for the park. In the summer months of May - September, applications will not be accepted if submitted 30 days or less from performance date.

APPLICATION FEE:

Free: Performances less than five hours in length from load-in, performance, and load-out time

$75: Five hours or more in length, multi-day arts & cultural performances or applications submitted 14 days or less before requested performance date

SITE PERFORMANCE FEE

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 variance, portable restrooms, etc.) Performances five or more 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.

PERFORMANCE CONDITIONS

Groups, performers, and artists are required to abide by the following conditions for their performances. Failure to follow the below 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 for future performances.

- Performances and programs are presented outdoors. There is no part of Director Park that is water-proof.
- Performances and programs are to be open to the public and appropriate for a wide variety of audiences.
- Performances are to be actively marketed to the public by the performing group.
- Performers may hand-out event fliers and information about upcoming performances and their group.
- Programs must be able to load-in and load-out their equipment the day of the performance.
- Performances are required to submit Additional Insured Endorsement and Certificate of Liability.
- Equipment storage and dressing rooms are not available.
- Performances may be amplified if you obtain a noise variance permit at your group's expense.
- Performances may require additional porta potties at the group's expense.
- Performers are to adhere to Director Park rules and Rental & Event Use guidelines.
- Performers must submit required Event Permit Requirements a minimum of two-weeks before performance.
- Performers are responsible for their own equipment and personal property, Director Park is not liable.
- Performances and programs are to enhance the mission of Director Park.
- Performers are not to sell their CDs, T-shirts, tickets, alcohol, or any other merchandise/concessions, nor collect tips.
- The Elephants in the Park tenant space and adjacent patio with red tables and chairs may not be used for your performance, staging, or audience. This space is only to be used by patron's purchasing food at the cafe.
- Director Park Arts & Cultural Program is supported in part by sponsorship funds raised by Portland Parks & Recreation (PP&R). PP&R reserves the right to recognize program sponsors in various forms including logo recognition at events in Director Park. Organizations participating in Arts & Cultural Program related events agree to facilitate the recognition of PP&R sponsors during their events.
- Arts & Cultural performances that cancel with less than 60-day notice may not be able to participate in the Director Park Arts & Cultural program in the future unless due to extenuating circumstances.
- Director Park is a non-smoking park and event vehicles may not be kept on the park.
- Director Park will not turn off Teachers Fountain during Arts & Cultural Performances.
- Director Park will is not responsible for ensuring a minimum number of people are in attendance for the event.

WHAT DIRECTOR PARK WILL PROVIDE

- **Park Host:** A Director Park Host will be on-site during your scheduled load-in, performance, and load-out times. They will open up the electricity, answer questions, and enforce your permit guidelines and park rules.
- **Marketing:** Director Park marketing includes our website, Portland Online, e-newsletter, and on-site.
- **Location:** A centralized, downtown location near shopping, businesses, hotels and residences.
- **Audience:** A supportive and enthusiastic audience with premium downtown exposure.
- **Furniture:** A limited number of park cafe table & chairs and a maximum of one set-up of furniture for performance.
- **Meeting:** One site walk-through meeting.
- **Restroom:** One single-stall restroom

OTHER THINGS TO KNOW

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

Downtown Noise: Performing in Director Park you may experience noise from the MAX train, helicopters, vehicles, construction, wind, and other unforeseen external elements. Performances should be amplified to be heard over noise.

Parking: Metered street parking, a Smart Park, and private parking lots are adjacent to the park. Director Park does not provide parking. Contact PBOT at 503.823.7365 to reserve and pay for parking spaces.

Load-in / Load-out: Loading zones may be available to use but are not guaranteed. Vehicles are not allowed on Director 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, change in nature of original permit, 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 complement 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.

Updated Dec 2014

PORTLAND PARKS & RECREATION
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DIRECTOR PARK

2015 ARTS & CULTURAL APPLICATION

DATE OF APPLICATION: _____

APPLICANT INFORMATION

Event Name: _____

Organization Name: _____ Phone: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____ Pager: _____

E-mail: _____ Fax: _____

Website: _____

Day of Event Contact Name: _____ Cell: _____

PERFORMANCE INFORMATION

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

Audience numbers expected? _____ # of Performers: _____

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

Performance time: From _____ to _____

Tear-down time: From _____ to _____

Park Areas Requested (check all that apply):

☐ Artist's Niche (small area north of Lower Terrace)

☐ Lower Terrace (under glass canopy) ☐ Bosque (SE corner of park, Big Chess area) ☐ Plaza (center of the park)

☐ Entire Park (excluding streets) ☐ Festival Street - Park Ave* ($300) ☐ Festival Street – 9th Ave* ($300)

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

Day of Week	7am - 9:00 pm	9 pm - 10 pm	10 pm -11 pm	11 pm - 7am
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.				

PERFORMANCE INFORMATION

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

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

☐ Lower Terrace ☐ The Bosque ☐ Central Crossing ☐ Plaza

☐ Artist's Niche ☐ Entire Park (excluding streets) ☐ Festival Street - Park Ave*

☐ Festival Street – 9th Ave*

(Note: the leased café space and adjacent outdoor terrace with red furniture, and the parking garage buildings 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: _____

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

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

Will you need potable water on site from a spigot to fill water barrells? ☐ Yes ☐ No Location: _____

Will you have drums in your performance? ☐ Yes ☐ No

Will you be using a stage? ☐ Yes ☐ No

If YES, what size :_____ (please show on Site plan the stage location)

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

If YES, please explain what they are delivering & how many trucks and their delivery plan?:_____

_____

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 indicated or if there is loss or damage as a result of your performance. (Check all that apply)

☐ 6 foot tables (4 available): How many? _____ ☐ Extension cords (3 available): How many? _____

☐ Use of potable water spigot

Will you require electricity? ☐ Yes ☐ No

What will you be using electricity for? _____

*Director Park has 110v/20amp power on three outlets. If you need more than one small 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 have amplified sound or music? ☐ Yes* ☐ No

(*If yes, you will be required to obtain a noise variance permit at your expense)

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

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 completed site plan is required with your application with performance area, stages, tenting, etc., listed.
- A final site plan is due a minimum of 14 days before your event. Director Park will do one set-up only from the final submitted site plan. Site plans submitted less than 14 days before event date will not be set-up for your event.

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 after the fact and failure to pay may affect future Portland Parks & Recreation permits.
- I understand that Arts & Cultural performances are not allowed to sell items nor collect tips or solicit donations in Director Park.
- I understand that there may be noise associated with being in a downtown location that may affect the performance and are out of the control of Director Park staff.

SIGNATURE: _____ DATE:_____

SUBMITTING YOUR APPLICATION:

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

By Fax: 503.823.2358 (please note, you may not receive confirmation for 48-72 hours after sending fax)
Please e-mail DirectorPark@PortlandOregon.gov to confirm your fax was received

By E-mail: Please e-mail your completed application 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. If you see us with our camera, and you will to not be photographed, please let us know. We will honor your request.

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**

Updated: Dec. 2014

ARTS & CULTURAL SITE PLAN

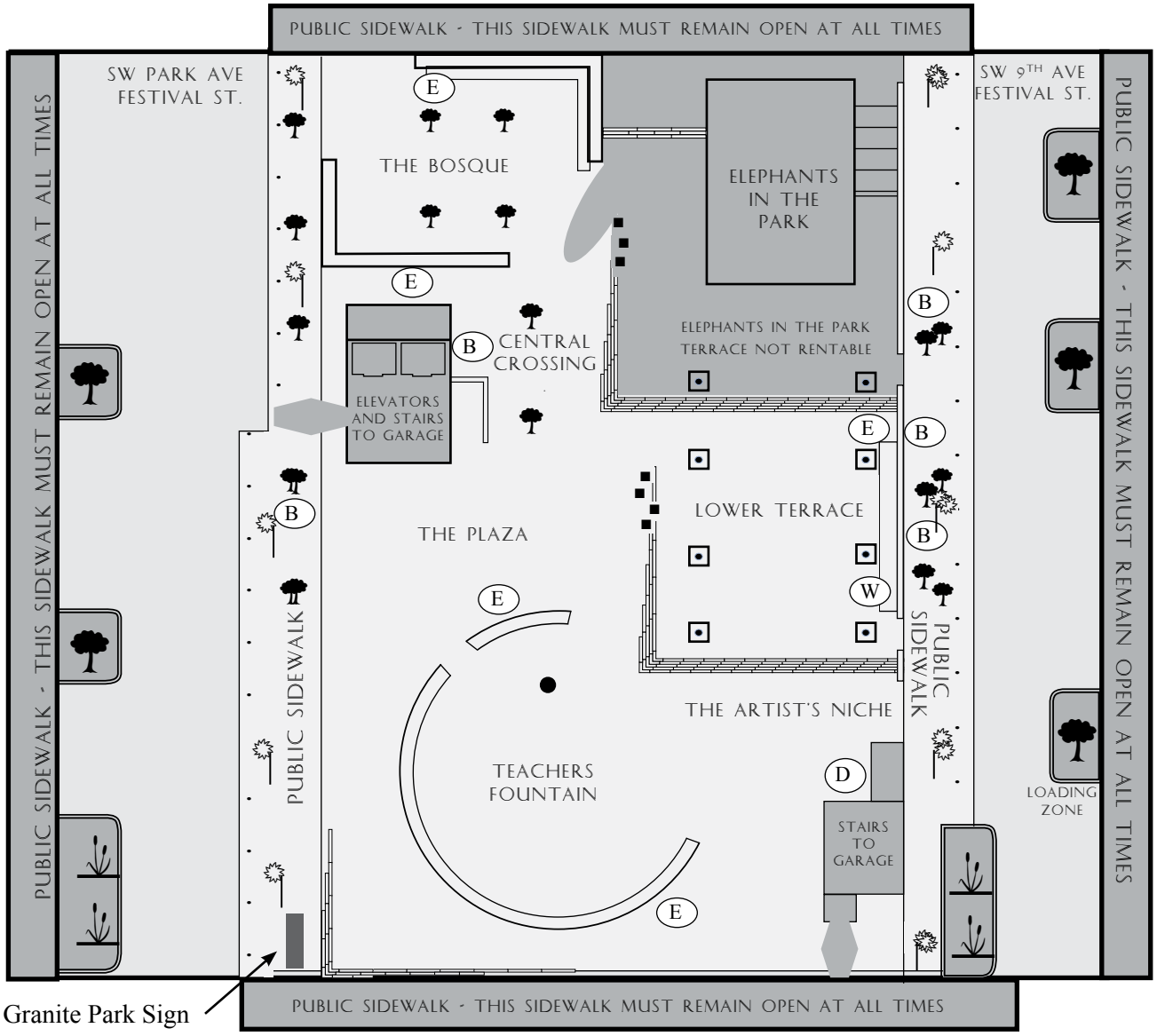
DIRECTOR PARK

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

SW Yamhill Street and Park Avenue
503.823.8087

SW TAYLOR STREET

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



MAX LINE
SW YAMHILL STREET

MAP LEGEND

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

*Map is not drawn to scale