



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

PICNIC WORKSHEET/APPLICATION

CUSTOMER SERVICE CENTER | 503-823-2525
1120 SW 5th Avenue, First Floor | Portland, Oregon 97204

CONTACT INFORMATION

PRIMARY CONTACT NAME: _____ ORGANIZATION NAME: _____

PRIMARY CONTACT DATE OF BIRTH: _____ EMAIL: _____

PRIMARY ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

DAY PHONE: _____ CELL PHONE: _____ FAX: _____

EVENT INFORMATION

DESIRED NAME OF EVENT: _____ WHAT IS YOUR EXPECTED ATTENDANCE? _____

LOCATION: ARE YOU BOOKING MORE THAN 1 LOCATION? YES NO **DATE and TIME: ALL PICNIC AREAS ARE RESERVED 8:00AM - 9:00PM ONLY**

DATE (1ST CHOICE): _____ PARK (1ST CHOICE): _____ SITE : _____

DATE (2ND CHOICE): _____ PARK (2ND CHOICE): _____ SITE : _____

DATE (3RD CHOICE): _____ PARK (3RD CHOICE): _____ SITE : _____

<input type="checkbox"/>	ALCOHOL (BEER and WINE ONLY) <input type="checkbox"/> GUESTS BRING THEIR OWN <input type="checkbox"/> HOST OR PROVIDE (MUST PROVIDE INSURANCE IF HOSTED/OR OVER 50 ATTENDEES)	<input type="checkbox"/>	GAMES, VOLLEYBALL NETS, INFLATABLES, ETC. (CIRCLE ALL APPLICABLE ITEMS) (NO STAKES ALLOWED)
<input type="checkbox"/>	AMPLIFIED SOUND/ MUSIC TYPE: _____	<input type="checkbox"/>	PORTABLE RESTROOM REQUIRED - 1 PER EVERY 125 PEOPLE MUST PROVIDE INSURANCE
<input type="checkbox"/>	ATHLETIC FIELDS: 2 HOURS LIMIT - TIME: ____ TO ____ ONLY AVAILABLE AFTER 2 PM AT THE FOLLOWING LOCATIONS: COLUMBIA PARK, MT SCOTT PARK, PENINSULA PARK, PIER PARK, AND SELLWOOD PARK <input type="checkbox"/> BALLFIELD (FEES VARY) <input type="checkbox"/> SPORTS FIELD (FEES VARY)	<input type="checkbox"/>	VEHICLES (LOAD/UNLOAD ONLY) \$67.25 PER VEHICLE # OF VEHICLES DRIVING INTO PARK:
<input type="checkbox"/>	CANOPIES (NO STAKES ALLOWED) <input type="checkbox"/> UP TO 2- 10x10 <input type="checkbox"/> 1- 10x20 <input type="checkbox"/> OTHER: ____ X ____	<input type="checkbox"/>	ADDITIONAL TABLES and CHAIRS YOU PLAN TO BRING TO THE PARK: # _____ SIZE: _____ / # _____ SIZE: _____
<input type="checkbox"/>	FOOD WILL THE EVENT BE <input type="checkbox"/> CATERED OR <input type="checkbox"/> POTLUCK?	<input type="checkbox"/>	WILL YOU BE SELLING ANYTHING? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	ELECTRICITY: INCLUDED AT SITES WITH AN "E" IN THE BROCHURE.	<input type="checkbox"/>	ARE YOU ADVERTISING THIS EVENT? <input type="checkbox"/> NO <input type="checkbox"/> YES- STOP! THIS EVENT REQUIRES A SPECIAL USE PERMIT FROM PUBLIC EVENTS STAFF

FEES- See the complete picnic information at portlandoregon.gov/parks/article/93270

APPLICATION FEE: \$25 (Picnic Permit) OR \$50 (Special Use Permit - 15 days or more) OR \$75 (Special Use Permit - less than 15 days)

USAGE FEE (\$): \$ _____ OTHER \$ _____

EXTRA FEES: \$67.25 VEHICLE ACCESS PASS \$204 OVERBOOKING \$110 NOISE VARIANCE FEE

REFUNDABLE DEPOSITS: \$100 KEY SECURITY \$ _____ \$250 for HOYT/ \$500 for AMPITHEATERS

TOTAL DUE: \$ _____

PAYMENT INFORMATION –

- A MINIMUM OF THE APPLICATION PROCESSING FEE IS DUE
- DO NOT MAIL, FAX, OR EMAIL CREDIT CARD INFORMATION.
- PLEASE MAKE CHECKS PAYABLE TO "THE CITY OF PORTLAND"
- MAIL TO: 1120 SW 5th Avenue, First Floor, PORTLAND, OR 97204

Updated February 2020