

Information for Caterers

DIRECTOR PARK ~ 815 SW PARK AVE ~ 503.823.8087 / 503.823.1598

Welcome to Director Park! To help familiarize you to the park, below are the most commonly asked questions by caterers. For more information about Director Park, visit our website at www.DirectorPark.org and read the Rental & Event Use Manual or call 503.823.8087.

COMMONLY ASKED CATERING QUESTIONS

Who is allowed to cater events in Director Park?

- Director Park does not have a preferred caterers list. Any caterer may be used. On-site catering is available from the on-site tenant of the park. Contact Elephants Director of Event Services at katiearnold@elephantsdeli.com

What requirements are there for caterers?

- Caterers are required to have a business/catering license with the Health Department.

Do you have rental equipment available?

- Tents, tables, chairs, staging, catering equipment, plates, dinnerware, etc., may be rented from the vendor of your choosing.
- Director Park has a podium, Big Chess, Honda Whisper Light 2000 Watt Generator and Black Plastic Stanchions available for rental with advanced notice.

What site specific things should we know about Director Park?

- Director Park is an urban park in the heart of the city. It can be windy in the evening so tent weights, table cloth clips, and low-centered, heavy table decorations are recommended if used. Cocktail tables with linens will need ties to keep linens in place. All tents will need to have shims under the legs.
- The park is open-to-the-public unless rented for private use.

What site specific things should we tell our servers?

- Please clean-up any stains on the granite created by the event food/beverage.
- When tearing down from the event, please fold table cloths into themselves and not shake on the park.
- There is NO grey water removal in Director Park, all must be taken off-site and properly disposed of.
- Disposal of wine pour buckets must be done off site and not in the toilets, bioswales, or tree wells.

The event we are catering is a private event, how will you keep people from entering the event?

- Director Park staff will stanchion off the area with black stanchions and put up "Area Closed" signs.
- Events can rent their own event fencing. All event fencing must be pre-approved (no chain link.)
- Your event may be required to obtain security to ensure the privacy of the event.

Do You Have A Map Of The Park With Dimensions?

- Yes, visit the Director Park website at www.DirectorPark.org and click on the Rental Tab to find a map.

Can we leave our garbage/recycling in the park after the event?

- Caterers are required to remove all catering created garbage/recycling. Check with Permittee to see if they have rented garbage/recycling dumpsters.

SITE REQUIREMENTS

Insurance Requirements

- Permittee is required to provide a Certificate of Insurance and an Additional Insured Endorsement Form. Forms are available at www.DirectorPark.org under the "Rentals" tab.

Alcohol

- Alcohol in Director Park is limited to beer and wine, except under certain circumstances where limited sales/service of other alcoholic drinks may be allowed as part of event. Permittee may be granted permission to serve alcohol as part of their permit.
- Permission to serve/sell alcohol is subject to OLCC rules and regulations.

Paver Protection from Food, Food Carts, & Beverages

- Director Park is made from granite which is a hard-surfaced tan and white porous rock.
- Director Park requires paver protection where food is made and served. This can be a rubber floor mat, tarp, plywood sheet, etc., and must cover the entire cooking area and area of food delivery.
- BBQ's, ovens, fryers, and grills must have a double layer of protection and caterer must have a grey water removal plan. No dumping allowed in Director Park, bioswales, tree wells, or in the restroom.
- Food carts and vehicles on the Festival Street(s) are required to use drip pans.
- Director Park does not have grey water disposal. Caterer may not leak or discard grey water or cooking oil in Director Park, tree wells, or the street storm water areas. Grey water must be discarded off-site.

Garbage & Recycling

- Catered events are required to remove all garbage created by catering by load-out time.

Open Flame

- Open flame may not be left unattended in Director Park and any use of flame must be pre-approved with Director Park and a permit will be required with the Fire Bureau.
- Candles and waxless candles are not allowed in Director Park.

Decorations/Signs

- Signs may NOT be hung from or attached in any way to any permanent structures, pillars, trees, rain chains or buildings in Director Park or adjoining Festival Streets.

LOAD-IN & LOAD-OUT

Load-In & Load-Out Information

- Load-in time is determined by the pre-approved rental permit load-in/load-out time/
- Director Park staff cannot accept deliveries.
- No vehicles are allowed on Director Park or on adjacent sidewalks.
- Vehicles may not block streets, public sidewalks, or public transportation routes.
- Vehicles may use the loading zones for load-in / load-out, but must follow posted time limits.

Parking Space Reservations - 503.823.7365

- To rent a designated parking space for load-in and load-out for your event, please contact the City of Portland Transportation Permit Center at 503.823.7365. Plan ahead and reserve in advance.

SITE AMENITIES

On-Site Staffing

- Director Park will provide one Park Host during hours listed on the Permit.
- The Park Host will assist with rental needs including answering questions, unlocking electricity/water access, and ensuring the permit conditions are met and park rules followed.

Electricity

- Director Park is equipped with 110V/20Amp electricity on three circuits. Each rental space has access to two circuits of power, unless multiple spaces are rented.
- Events requiring additional power are required to use the Electrical Services Vendor of Record Hollywood Lights 503.232.8855.

Water Access

- Water for tent weights is available in the park if requested on permit. Hose will be provided upon request.

Tables & Chairs Available

- Director Park will set-up park furniture once per site plan if submitted a minimum of 14-days in advance. If no furniture plan is submitted, furniture will be set-up in regular park configuration and Permittee will have to move furniture.

Park Furniture

- Park Silver Round Café Tables: 24 inch in diameter
- Park Silver Café Chairs: H: 32" L: 21" W: 18.5"
- Surfaces of tables must be protected from direct contact with hot items so as not to burn the table finish.
- Permittee is responsible for cleaning tables & chairs after event.
- Director Park Rentals come with the below number of tables & chairs

Area	Tables	Chairs
Lower Terrace	10	30
Plaza	6	18
Teachers Fountain	0	0
Boque	6	18
Artist's Niche	4	12
Director Park All Total	34 Round 4 square	115

Park Lighting

- The Glass Canopy in the Lower Terrace is on from sundown to midnight daily, and may be turned on with the full rainbow of colors, one color - blue only option, or turned off. Request in advance.
- Canned lighting on the Lower Terrace may be turned on or off with advance notification.
- Gels may be placed on canned lighting with advanced approval by Director Park staff.
- Trees may not be strung with lights. Up lighting is allowed, though there is no electricity in tree wells.