

DIRECTOR PARK ARTS & CULTURAL PROGRAM

FREQUENTLY ASKED QUESTIONS

503.823.8087 – 877 SW Taylor Street

www.directorpark.org directorpark@portlandoregon.gov

Director Park hosts many Arts & Cultural performances each year and we welcome you to our space.

Below are commonly asked questions to help you prepare for your upcoming performance.

LOCATION

What is the address of Director Park for our GPS?

- 877 SW Park Avenue, Portland OR 97201

What is the surface of Director Park?

- Director Park is a white porous granite park. The Lower Terrace and Bosque lie flat. The Plaza, Teachers Fountain and Central Crossing slope downward slightly to the North.

PARK STAFFING

Will there be a staff person on-site during our performance?

- Yes, 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.
- They are not to be used as security or sound-tech for your event.

What do I do if I arrive and I can't find an on-site staff?

- The staff cell phone is 503.823.8068 or 503.823.8087. Call the cell phone and leave a message.
- If after 15-minutes of your scheduled arrival load-in time you still cannot find the Park Host, please contact Pacific Patrol Security at 503.710.8004 and let them know that you are at Director Park and you are unable to find the on-site staff.

My performance is on the weekend, how do I reach staff after-hours and on weekends?

- Contact 503.823.8068 and/or 503.823.8087 and leave a detailed message.
- Changes in performance time at the last minute will not be approved due to event marketing and staff scheduling.

PERFORMANCE SPACE

Director Park is a downtown, urban, organic performance space. It is a fun space to perform but is not as controlled as an indoor performance space. Flexibility and adaptability to changing conditions is a must!

We have requested to use the Lower Terrace for our performance, where is the best spot to set up the band or DJ?

- If the performance is primarily dance, visual arts, etc., and uses music in the background, the best place for the band or DJ is in the SW corner of the Lower Terrace, with your backs to the corner of 9th and Taylor. Here you have access to electricity and you will project over the Lower Terrace and Plaza for audience viewing.
- If the performance is largely musical, the answer depends on where you want the audience to view from and how much space you will need.
- Setting up centered on the West wall (with the benches) with your back to 9th Ave is very common and it allows for audience viewing throughout the Lower Terrace and Plaza area. Please keep in mind electricity access in the Lower Terrace is limited to the SW corner.

Does Director Park have a stage available for performances?

- No, Director Park does not set-up a stage for performances.
- The Lower Terrace serves as a natural stage as it sits slightly higher than other areas of the park.
- You are welcome to bring your own stage if you feel it's a necessity for your performance.

Can we use the Upper Café Terrace with the red tables in Director Park?

- No. The Upper Terrace is a leased tenant space for Elephants in the Park and is reserved for café paying customers.
- Performers may not use it as a stage, audience viewing area, or back-of-house area.

SALES

Can we sell food or t-shirts at the event?

- Performers are not to sell their CDs, T-shirts, alcohol, tickets, or any other merchandise/ concessions, as per the Arts & Cultural Program rules.

Can we hand-out event fliers and information about upcoming performances and our group?

- Yes, you may promote your organization/performance group.

LOAD-IN, LOAD-OUT, VEHICLES & TRANSPORTATION

Can we pull onto the park to load and unload?

- Vehicles are not permitted to drive onto Director Park or adjacent sidewalks.
- Load-in and load-out must occur from paid parking spaces or from the loading zones adjacent to the park and abiding loading zone regulations.

Where can we park our tour bus?

- The closest bus parking is located at Lincoln High School, located 7 blocks southwest of Director Park on SW Salmon & SW 16th.
- Tour buses may not block traffic adjacent to Director Park for any reason.

Where can we park our personal/event vehicles?

- Downtown offers many parking options near Director Park including:
 - Smart Park caddy-corner to the park: 730 SW 10th Ave, Portland, OR 97205
 - City Center Parking – under Fox Tower & Director Park: 775 SW Taylor St, Portland OR 97205
 - City Center Parking 10th & Taylor (Fits tall vehicles): 938 SW Taylor St, Portland OR 97204

Who do we call if we want to rent a parking space or loading zone adjacent to Director Park?

- Contact PBOT at 503.823.7365 for parking space rental information at least 5 business days in advance.
- The streets adjacent to the park with parking spaces are SW Park, SW Taylor, & SW 9th.

PERFORMANCE INFORMATION

Our performance is acoustic, but we have drums. Do we need to apply for a noise permit?

- Yes, any kind of drumming requires a Noise Permit.
- Contact the Office of Neighborhood Involvement a minimum of four weeks prior to performance.
Application: <https://www.portlandoregon.gov/oni/?c=65095&a=92724>

Do we really need to amplify our instruments, we're really loud?

- Yes, there is a lot of ambient downtown noise including the MAX, vehicle traffic, fountain spouts, people in the park, and wind that make hearing acoustic performances impossible.
- Bands do not need to be amplified but if you have someone speaking in between sets, they will need to be amplified.

Can our performers and audience use the Elephants in the Park Restroom?

- No, the Elephants in the Park restroom is only available to Elephants in the Park customers.
- Performers and audience members are to use the public restroom in Director Park.

Is the ambient lighting bright enough at dusk to read sheet music or notes under the Lower Terrace?

- Yes. Between the brightness of downtown Portland and the Artistic Lighting of the Lower Terrace Canopy, there is typically enough light to read at dusk.
- If you are concerned, bring your own battery operated lamp.

Do you have music stands available for performers?

- No, performers need to bring their own equipment and clips to secure music sheets from the wind.

Are there dressing rooms available?

- No, please have performers come in their costumes or plan to change in your tour bus or personal vehicle. Director Park has one single-stall restroom and it is for public restroom use and is not to be used as a dressing room.

Will there be access to drinking water for our performers?

- Director Park has a single public water fountain. If you have a large group, we recommend bringing a water cooler or water bottles. Bottled water can be purchased from Elephants in the Park.

Our performers are riding a bus for several hours to get to the performance, how many restrooms do you have available?

- Director Park has one ADA accessible single-stall public restroom.
- If you have a large performance group, are expecting a large crowd, or will need to monopolize the restroom after a long trip, you will be required to have porta potties reserved for your performance at your group's expense. This must be arranged with Director Park staff a minimum of five days in advance.

Do you have sound equipment and a sound tech available for our performance?

- No, Director Park does not have a sound tech or sound equipment available for use.
- Please bring your own equipment and staff available.

Where can we keep all of our personal belongings?

- Director Park cannot provide a locker or storage facility.
- You may leave your belongings in the park, but Director Park is not responsible for watching your personal items during the performance or liable for any lost or stolen belongings.

PERFORMANCE INFORMATION, CONTINUED

How soon before my performance can I start loading in?

- Typically, one hour before the performance is ample time to set-up for a single day less than 5-hour performance.
- Director Park will have the space prepared for you according to the site map you submit before your arrival.
- Please be sure to inform Director Park of your anticipated load-in time.

What kind of attendance numbers should we expect?

- As a park in the heart of downtown, expect attendance numbers to vary widely depending on day of the week, time of day, weather, type of performance, and other downtown events. An hour long performance can summon 50-400 people during the summer months.

WEATHER

What if bad weather is predicted?

- There are no waterproof or heavily shaded areas. Please be prepared for wind, rain, heat, and sun. In the event of heavy rain, we can offer (1) 10x10 pop-up tent with sidewalls and weights.
- If the weather is dangerous or largely prohibitive, Director Park reserves the right to cancel.

What if it is extremely windy?

- Downtown Portland often gets a very strong 5 o'clock wind.
- We recommend performers bring clothes pins/clips for sheet music or other papers.

What if we decide to cancel our performance due to bad weather?

- If you decide to cancel your event due to inclement weather, contact Director Park immediately and leave messages at 503.823.8087 and 503.823.8068 and email directorpark@portlandpark.org so that staff can inform the public in person, on the phone, on Facebook, update our website calendar, and refrain from setting up the site.
- Please give our staff as much notice as possible. Please plan in advance for this possibility.

OTHER QUESTIONS

We'd like to take our group to lunch before/after our performance, where should we go?

- There is a large Food Cart pod on SW 9th & Alder, located 2 blocks north of Director Park (<http://www.foodcartsporeland.com/>)

I've been to other Director Park performances where the group requested the Fountain be turned off. Can we do this?

- As of 2015, Teachers Fountain will not be turned off for Arts & Cultural Program performances.
- The fountain is a major attraction/destination for the park and encourages families to stay for events.