



# 2018 RENTAL & EVENT PERMIT APPLICATION

DIRECTOR PARK, HOLLADAY PARK & GATEWAY DISCOVERY PARK

## EVENT NAME & CONTACT INFORMATION

Event Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Main Contact Address: \_\_\_\_\_

Main Contact City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Contact Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Main Contact Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Day of Event Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

## EVENT DATE & PARK INFORMATION - 1 PARK EVENT PER APPLICATION

Event Date(s) Requested: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Estimated Total Event Attendance: \_\_\_\_\_ Estimated Total # On-Site Staff/Volunteers: \_\_\_\_\_

**What Park would you like to rent? Please circle:** Director Park Gateway Discovery Park Holladay Park

**Director Park - circle all areas in Director Park you'd like to use for your rental**

- Lower Terrace Plaza Bosque Teachers Fountain
- Artists Niche Commercial Sampling Area: Central Crossing OR Teachers Fountain Corner
- Entire Park (excluding streets) Festival St. Park Ave Festival St. 9th Ave

**Gateway Discovery Park - circle all areas in Gateway Discovery Park you'd like to use for your rental**

- Plaza The Porch The Lawn Splash Pad

**Holladay Park - circle all areas in Holladay Park you'd like to use for your rental**

- Center with Fountain West Quadrant North Quadrant East Quadrant Entire Park

## EVENT START, END, AND LOAD-IN/OUT TIMES

**Event Start:** Time: \_\_\_\_\_ Date: \_\_\_\_\_ **Load-in Start:** Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Event End:** Time: \_\_\_\_\_ Date: \_\_\_\_\_ **Load-out Start:** Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Load-out End:** Time: \_\_\_\_\_ Date: \_\_\_\_\_

## PARK EVENT QUIET HOURS

The parks are adjacent to neighborhoods, apartments, hotels and businesses. To respect our neighbors, the following hours all events and event-load-in/load-out are to be completed. A noise penalty fee will be charged if in violation of quiet hours unless event receives advanced approval to load-in or load-out beyond stated hours below

**Sun, Mon, Tue, Wed & Thu:** 10pm - 6:59am **Fri & Sat:** 11pm - 6:59am

## EVENT RATE QUESTIONS

Is the event open to the public?  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:?

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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 free of charge?  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

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

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 Trucks  
 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  
Type: \_\_\_\_\_

Will there be a stage(s)?  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: \_\_\_\_\_

Will event equipment be left overnight in the park?  Yes  No  
If YES, please explain (security will be required at Permittee expense for equipment left overnight)  
\_\_\_\_\_

Will you need water on site ?  Yes  No  
For what?: \_\_\_\_\_

If you are renting an area that includes the fountain/splash pad in the park (operational late March/April - September), how would you like it to be? Please check one:  On  Off

How many delivery trucks/vendors do you anticipate? \_\_\_\_\_

How many delivery trucks/vendors/personal vehicles need access to drive on the park - Holladay Park & Gateway only.  
\_\_\_\_\_

## 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.).

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## 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 page, website calendar and in our email newsletter: \_\_\_\_\_

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## SITE PLAN - MUST BE COMPLETED AS PART OF APPLICATION

- **MUST BE COMPLETED:** On Page 5-7 of this Application are park Site Plans
- **Your application will not be processed without a submitted site plan.**
- To the best of your ability, please show which spaces you anticipate using for your event.
- Please include all furniture for your event including tenting, seating, stages, etc. as well as 'behind the scenes' needs that will use space. Remember, to include garbage drop boxes, portable restrooms, vehicles as part of your event, etc.
- We recognize your site plan may evolve prior to your event, fill-out what you know at this time.
- **A final site plan is due no later than 14 days before your event.**

## 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 28 calendar days before first load-in date or applications requiring review in 7 calendar days.

## SUBMIT APPLICATION TO:

Mail: Urban Plazas (Director Park, Gateway Discovery Park & Holladay Park)  
2909 SW 2nd Ave., Portland Oregon 97201

Email: Director Park & Holladay Park: Directorpark@portlandoregon.gov  
Gateway Discovery Park: Gatewaydiscoverypark@portlandoregon.gov

In Person: Call the Rental Coordinator for the park you are interested in to set-up a time to drop-off the application in person. Staff hours vary seasonally and for events.

**Director Park & Holladay Park:** 503-823-8087

**Gateway Discovery Park:** 503-823-4199 / 971-275-3081

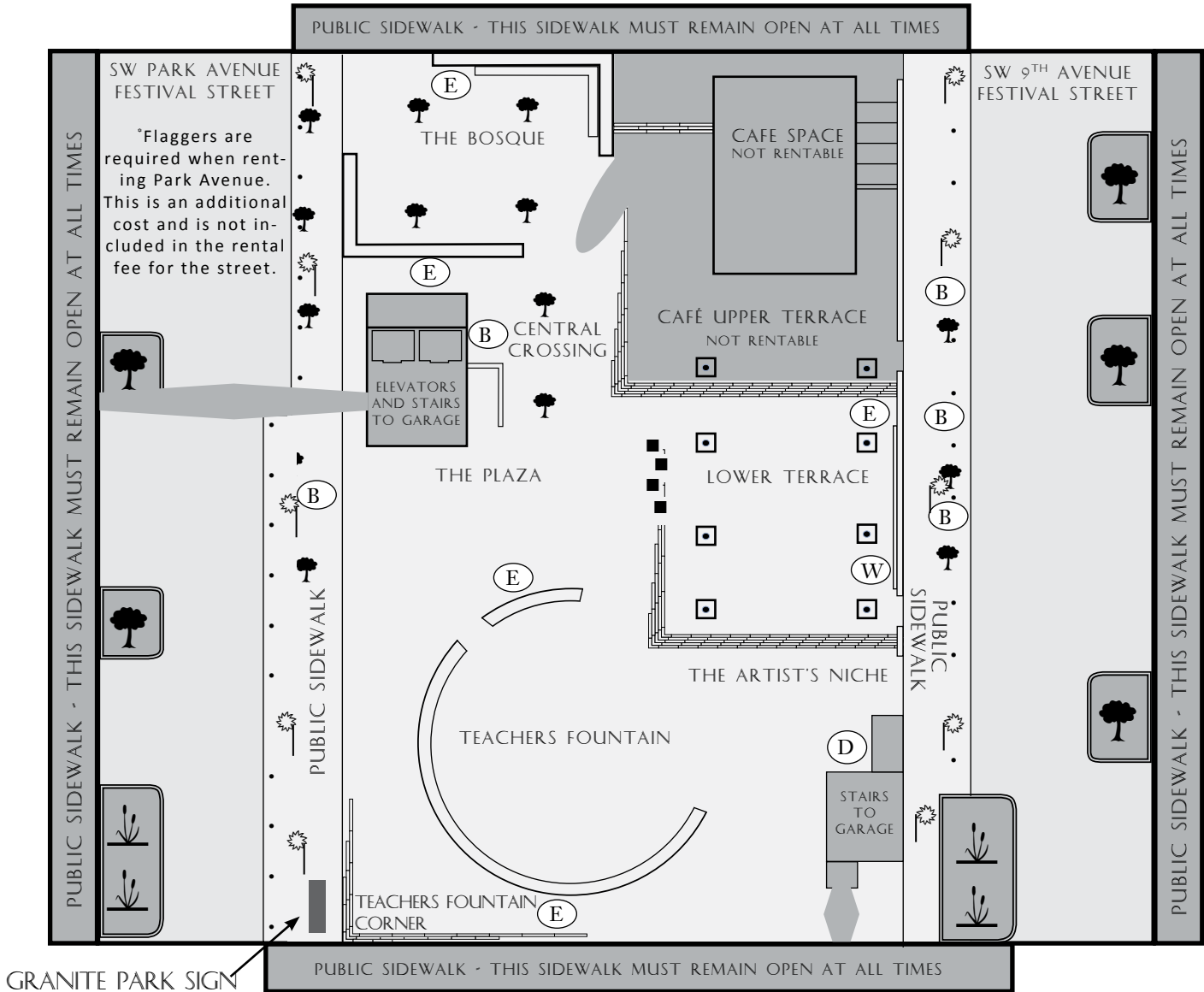
# DIRECTOR PARK SITE PLAN

Healthy Parks, Healthy Portland

SW TAYLOR STREET

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

Park: 7,550 Sq. Ft.



MAX LINE  
SW YAMHILL STREET

## MAP LEGEND

	: Storm water planter		: Trees		: Space not rentable		: Street Lights		: Bollards		: Electricity
	: Bike Racks		: Support columns for terrace canopy		: Drinking Fountain		: Water				

Director Park does not have event power. The park has (1) dedicated circuit of 110 volt /20 amp power and (2) shared circuits of 110 volt /20 amp power. Additional event power requires use of the Vendor of Record for Electricity, Hollywood Lights.

Revised Jan 2018

\*Map is not drawn to scale

# GATEWAY DISCOVERY PARK SITE MAP





The park is still under construction so a detailed park map is not yet available - below is a tentative park map that is not drawn to scale and shows the major park elements but is not exact to numbers of trees, lightpoles, etc.

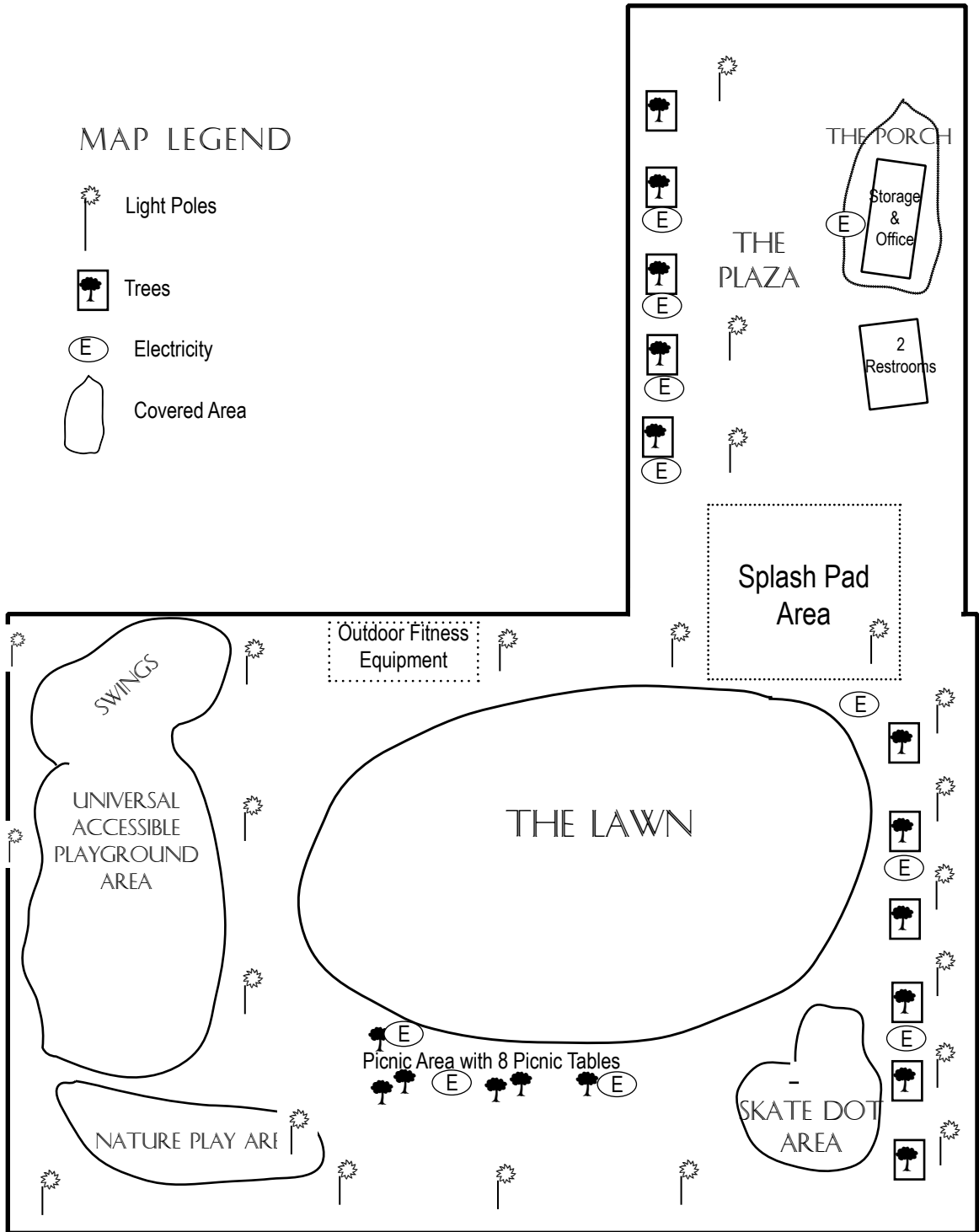
NE Halsey Street

Bus Stop

1  
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## MAP LEGEND

-  Light Poles
-  Trees
-  Electricity
-  Covered Area



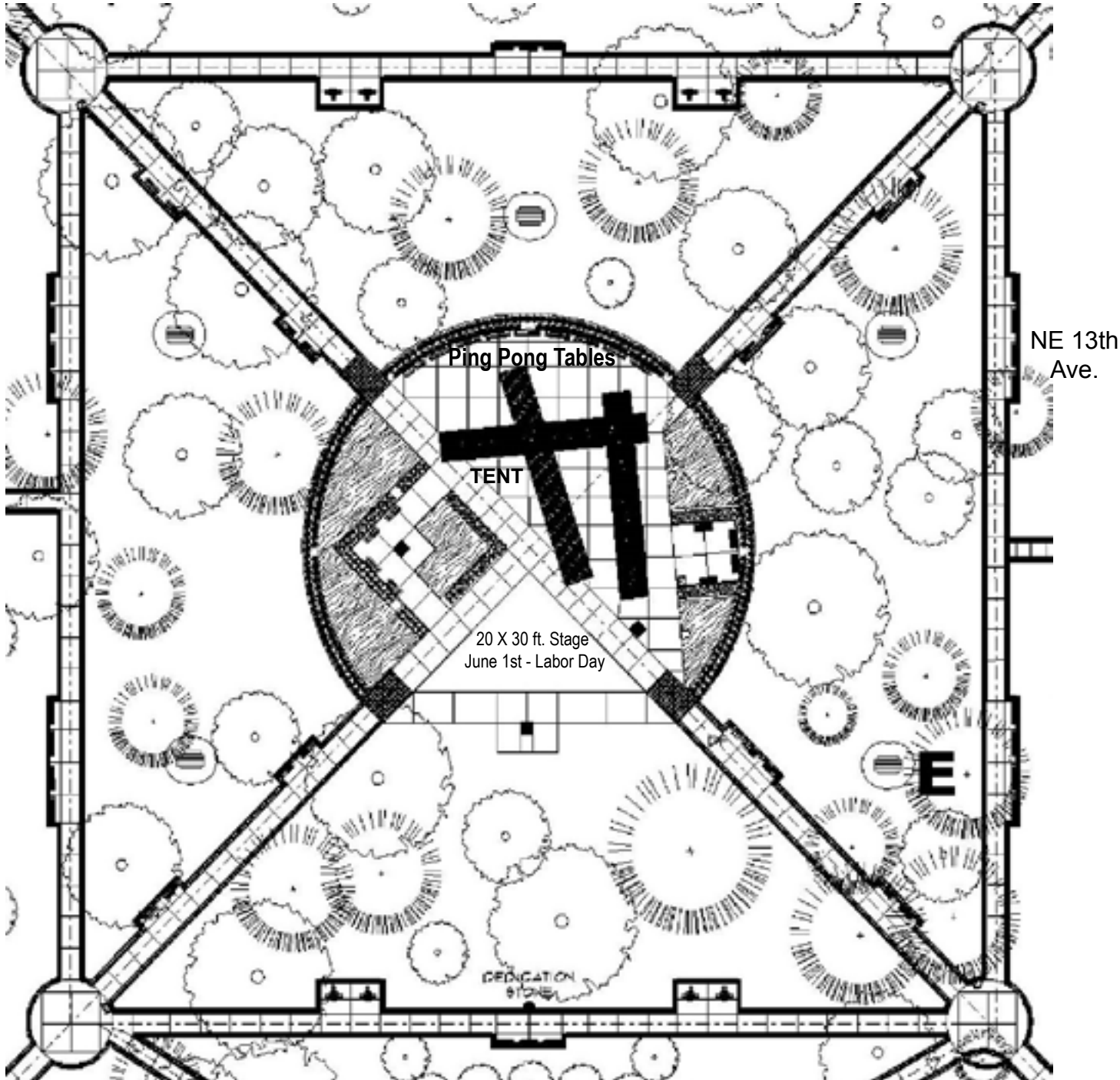
NE Wasco Street

1  
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# HOLLADAY PARK SITE MAP

NE Multnomah St. (Lloyd Center North of Park)



## NE Holladay St. & MAX Station

- From June 1st thru Labor Day, the Holladay Park Partnership provides programming in the center of the park daily from 11am-7pm and has a 20 x 20 tent in the middle of the park and two permanent ping pong tables.
- In the summer months of June, July and August, typically only one full-park mult-day rental will be approved for each month. Single day and partial park rentals will be accepted throughout the summer.
- Rentals are available year-round in Holladay Park.