



**HOLLADAY PARK 2016 SPECIAL USE APPLICATION QUESTIONNAIRE**

- Holladay Park is now programmed by Portland Parks & Recreation as part of the Holladay Park Partnership June through September from 10am-8pm daily with occasional special events during the year.
- Rental permit applications will be accepted for rentals that complements existing programming or which does not affect regularly scheduled on-going programs. A limited number of full-park rentals will be approved during the summer months of June thru September.
- Submit Application: [Alicia.Hammock@PortlandOregon.gov](mailto:Alicia.Hammock@PortlandOregon.gov) 503.823.8087

**APPLICANT INFORMATION**

Event Name:

Organization Name:

Organization Phone:

Organization Address:

Description of organization and its objectives (mission statement, etc.)

City

State

Zip

Applicant Name:

Applicant Address:

City:

State:

Zip:

Daytime Phone:

Other Phone:

Email:

Fax Number:

**EVENT INFORMATION**

Event Date Requested:

Estimated Total Attendance?

What Part or Parts of Holladay Park Would You Like To Use? Mark an "X" in the box and be specific on side of park. *Example: Half-Park on West side of park.* Please include a site plan. If your event is a run, walk, or bike event, please include a route map.

Full Park:

Half Park:

1/3<sup>rd</sup> Park:

Picnic Table:

Other:

Set-up date(s):

Set-up times - Start:

End:

Event date(s):

Event Times Open to Public - Start:

End:

Event date(s):

Event Times Open to Public - Start:

End:

\*If event is a Walk, Run, or Bike Event, please list start and projected end times for each event.

Take-down date(s):

Take-down - Start:

End:



**EVENT CATEGORY**

Will you have SALES or promote any PRODUCT/SERVICE or be collecting donations?  Y  N

If YES, **please explain:**

Will you be CHARGING ADMISSION to the event?  Y  N

Is admission required for entry to the event?  Y  N

List gate admission fees.

**Admission amount:**

If your event is a run, walk, or bike event, detail registration fees here:

Registration Fees:

Will you be ADVERTISING any BUSINESSES in the park?  Y  N

If YES, please explain:

Is the PUBLIC invited?  Y  N

If YES, how will you PROMOTE your event?

If NO, will you be RESTRICTING PUBLIC access in any way? (Exp: Fencing)  Y  N

Will you have AMPLIFIED SOUND and/or MUSIC?  Y  N

If YES, describe:

**EVENT AMENITIES**

Will ALCOHOL be available at your event?  Y  N

SERVING  and/or SELLING  (Alcohol is limited to beer and wine only.)

If YES, describe how the alcohol is controlled within the park facility:

Will you use CANOPIES?  Y  N

If YES, how many?: Size: (show on site plan):

Will you use TENTS (definition: enclosed on four sides)?  Y  N

If YES, how many: Size: (show on site plan):

Will you use FENCING? Show all fencing on site plan with a legend for type.  Y  N

If YES:  Freestanding chain-link  Post driven chainlink  Freestanding picket

Stake driven picket  Post and snow fence

How will you secure tents, stages, event equipment, etc.? No stakes permitted.  Y  N

Explain:

Will you use STAGES? Show on site plan.  Y  N

How many: Size:

Will you use BLEACHERS? Show on site plan.  Y  N



**EVENT AMENITIES**

Will food be available to the participants at your event?  Y  N

SELLING  SERVING  COOKING food.

Specify the types of food available:

If cooking on site, describe heat source (bbq, propane, natural gas etc.):

Will you need park ELECTRICITY?  Y  N

How much electricity will you be needing to use?

Will you have a GENERATOR?  Y  N

Will you need DRINKABLE (POTABLE) WATER?  Y  N

(Only provided in some instances in the South Park Blocks and Waterfront Park.)

Will you use AMUSEMENT RIDES?  Y  N

(Pony rides, inflatable children’s jumping castles, dunk tank, Ferris wheel, etc.)

**Describe number and type of rides here and show on site plan:**

**Porta Potties:** PP&R has a policy of 1 porta potty for every 125 people in attendance. Show portable toilets on site plan.

**Drop Box:** For every 250 people in attendance, you will be expected to provide one 3-yard DROP BOX Show drop boxes on site plan.

**Garbage:** How will garbage be removed for your event? PP&R has a “pack-it-out” trash policy.

Please give a GENERAL DESCRIPTION of any other equipment to be brought into the park not listed above:

**Describe** the event which you propose. Include event budget, funding sources (monetary and in-kind sponsors), event theme and proposed activities, objectives and beneficiaries.



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



If your event is a run, walk, or bike ride please include a detailed description of your route and provide a map. ‘



Please, detail your vehicle access needs in the park (beyond parking lots and/or public roads).

How many vehicles will require access in the park to load/unload? Show detailed break-down day-by-day based on requested set-up, event, and take-down days above.

How many “Event” vehicles (refrigerated trucks, beer suppliers, Oregon Lottery, product dispensers, sponsor vehicles such as radio station or print media sponsors, etc.) will remain in the park on event days? Show detailed break-down day-by-day based on requested set up, event, and take-down days above.

## MARKETING PLAN

How will the event be promoted? Check all that apply.

Radio  Print  TV  Web  Facebook  Twitter  Posters  Other:

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 website calendar page to describe your event:

Holladay Park – Portland Parks & Recreation

Tel: (503) 823.8087 Fax: (503) 823.2358 Email: alicia.hammock@portlandoregon.gov

*Sustaining a healthy parks and recreation system to make Portland a great place to live, work, and play.*

www.PortlandParks.org | Amanda Fritz, Commissioner | Mike Abbaté, Director