



## 2018 RENTAL MANUAL

### DIRECTOR PARK, GATEWAY DISCOVERY PARK & HOLLADAY PARK



Simon & Helen Director Park  
Downtown Portland

Gateway Discovery Park  
106th & NE Halsey



Holladay Park  
11th & NE Holladay

**Director Park** - 877 SW Taylor Street, Portland, Oregon, 97201  
503-823-8087 / [directorpark@portlandoregon.gov](mailto:directorpark@portlandoregon.gov) / [Directorpark.org](http://Directorpark.org)

**Gateway Discovery Park** - NE Halsey and NE 106th, Portland, OR 97220  
971-275-3081 / [gatewaydiscoverypark@portlandoregon.gov](mailto:gatewaydiscoverypark@portlandoregon.gov) / [gatewaydiscoverypdx.org](http://gatewaydiscoverypdx.org)

**Holladay Park** - NE 11th & NE Holladay Street, Portland, Oregon 97232  
503-823-8087 / [directorpark@portlandoregon.gov](mailto:directorpark@portlandoregon.gov) / [Holladaypark.com](http://Holladaypark.com)

**Mailing Address For All Three Parks**

Urban Plazas - 2909 SW 2nd Ave, Portland, Oregon 97204



# DIRECTOR PARK, GATEWAY DISCOVERY PARK AND HOLLADAY PARK

Director Park, Gateway Discovery Park and Holladay Park are positively activated parks with on-site staff during events, rentals and peak use to ensure our parks are fun, safe and welcoming for all!

- They are available for public and private rentals and events. Our staff are actively involved in the coordination education, and day of event site management to ensure your event goes smoothly, to familiarize you with the site and to ensure rental policies and guidelines are followed.
- We will work with you to customize your rental to our unique outdoor spaces and will do event meetings, site walk-throughs, and provide advice about the space.
- Contact us by phone, email or in person to schedule a site tour and/or learn more about our Urban Plazas!

## **DIRECTOR PARK - 877 SW Park Ave Portland, OR 97205 - 503-823-8087**

Director Park Rental Fees: Pages 4-5

Director Park Rental Map: Page 14

Located in the heart of Downtown Portland near hotels, shopping, and public transportation; Director Park is a half acre hard-scaped European style piazza with a focus on arts and culture. The focal points in the park are the 25-foot glass canopy over the Lower Terrace, providing cover from the sun and light rain, and Teachers Fountain a spraying fountain offering a cool spot to relax in the summer heat!

**Park Size:** Half-Acre Park

**Event Size:** Small & Mid-size events

**Types of Rentals:** Public festivals, private events, galas, film permits, reunions, office celebrations, small fun runs & walks, and commercial sampling.

## **GATEWAY DISCOVERY PARK - NE 106th and NE Halsey, Portland, OR - 971-275-3081**

Gateway Discovery Park Rental Fees: Page 6

Gateway Discovery Park Rental Map: Page 15

Located at the corner of NE Halsey & NE 106th street this 3.2 acre park boasts a programmed urban plaza with moveable tables and chairs, lawn, inclusive playground, nature playground, skate dot, splash pad, and picnic areas.

**Park Size:** 3.2 Acre Park

**Event Size:** Small, Medium or Large events

**Types of Rentals:** It can accommodate small and large public festivals, community events, fun-runs, walks, family reunions, film permits, and picnics. During the 2018 season we are not accepting applications for private events or events that require full-park fencing.

## **HOLLADAY PARK - NE 11th and Holladay Street, Portland, OR 97255 - 503-823-8087**

Holladay Park Rental Fees: Page 7

Holladay Park Rental Map: Page 16

Located in inner NE Portland in Lloyd adjacent to a shopping mall, a movie theatre, and conveniently accessed by the MAX and bus lines.

**Park Size:** 4.34 Acre Park

**Event Size:** Small, Medium or Large events

**Types of Rentals:** It can accommodate large public festivals, community events, fun-runs, walks, and large private events.

# HOW TO RENT URBAN PLAZAS

## DIRECTOR PARK, GATEWAY DISCOVERY PARK & HOLLADAY PARK

### 1. Call or Email Us!

Ask us your questions, find out about date availability, request a site tour, and get a sense of what site will work best for your event.

Director Park & Holladay Park:	503-823-8087	directorpark@portlandoregon.gov
Gateway Discovery Park:	971-275-3081	gatewaydiscoverypark@portlandoregon.gov

### 2. Event Permit Application

Submit rental application and non-refundable application fee for all rental applications or rental fees. If you need help filling out the application, call us and we can help you or set-up a meeting with us and we can assist in person.

- \$75 non-refundable application fee.
- \$150 non-refundable RUSH application fee applied to events applying less than 28 days before load-in date or needing rush application approval within 7 calendar days from submission date of application.

### 3. Application Review:

We will review your application and contact you after a 14-calendar day review period. For RUSH applications paying the RUSH fee, applications will be reviewed within 7 calendar days from submission date of application.

### 4. Application Approval:

Applications will be reviewed and evaluated based on date availability, month requested, their fit to the mission, complimentary nature to existing programs, ability to adhere to site rules, regulations, noise impact levels, and noise hour restrictions. All applications are based on first come, first serve basis.

### 5. Pay Non-Refundable Hold Deposit (Estimated)

This is 50% of your Rental Fee, applies to your rental fees, and is due within 30 calendar days upon application approval email date. Event applications received within 30 days of event start date require payment in full.

- Visa, MasterCard, American Express, cash or check payable to the *City of Portland* accepted.
- Credit Card payments may be taken by calling 503.823.8087.
- Checks can be mailed to *Urban Plazas, 2909 SW 2nd Avenue, Portland, Oregon 97201*

### 6. Final Payment and Event Permit Requirements

These are due no later than 14 calendar days before your event's first load-in. Rush applications are due 7 days prior to rental date.

### 7. For Rush Applications

Full payment is due 7 days after approval.

### 8. Final Event Permit And Receipt

The final event permit and receipt will be issued upon receipt of your final payment and receiving completed and approved Event Permit Requirements form and other requirements, typically 14 days before your event's first load-in.

**DIRECTOR PARK RENTAL AREAS & FEES - 815 SW TAYLOR ST.**

<b>Rate A</b>	<b>Rate B1</b>	<b>Rate B2</b>	<b>Rate C</b>
<p><b>Open to the public, and has:</b></p> <ul style="list-style-type: none"> <li>No sales</li> <li>No entry fees</li> <li>No concessions</li> <li>No pledges or donations on-site</li> <li>No sponsor signage</li> </ul> <p>* Funds to produce the event may be obtained from grants, donations or sales that occur off-site prior to the event.</p> <p>*Pledges in support of the charity may be collected off site. This rate includes Runs/Walks starting at or ending at the park where no donations are solicited on-site and no entry fee is charged to participate.</p>	<p><b>Open to the public, and has:</b></p> <ul style="list-style-type: none"> <li>Commercial activity or activity intended to generate sales</li> <li>Open entry without event fencing</li> <li>Concessions</li> <li>Donations and/or pledges of future revenues</li> <li>Sponsor signage allowed</li> <li>Runs/Walks collecting money on-site for registration, pledges, merchandise or concessions.</li> </ul>	<p><b>Open to the public and has limited access due to:</b></p> <ul style="list-style-type: none"> <li>Event fencing around event</li> <li>Registration or entry fees</li> <li>Sponsor signage allowed</li> </ul> <p>*Examples: Alcohol &amp; food festivals, fundraisers, ticketed concerts, etc.</p>	<p><b>Closed to the public. Events which provide no public access due to:</b></p> <ul style="list-style-type: none"> <li>Private Invitation only</li> <li>Industry, corporate, convention or association events</li> <li>Sponsor signage allowed</li> </ul> <p>*Examples: Catered private parties, weddings, receptions, conventions, industry functions (example: Lawyer banquet dinners)</p>

<b>Rental Area</b>	<b>Sq. Feet</b>	<b>Capacity</b>	<b>Half / Full Day?</b>	<b>Rate A</b>	<b>Rate B1</b>	<b>Rate B2</b>	<b>Rate C</b>
Director Park - Lower Terrace	2,100	225	Full	\$176	\$529	\$794	\$1,588
			1/2	\$106	\$318	\$476	\$953
Director Park - Plaza	2,100	225	Full	\$154	\$463	\$695	\$1,389
			1/2	\$93	\$278	\$417	\$833
Director Park - Teachers Fountain	1,600	150	Full	\$128	\$384	\$576	\$1,152
			1/2	\$77	\$230	\$346	\$691
Director Park - Bosque	1,181	75	Full	\$94	\$283	\$425	\$850
			1/2	\$57	\$170	\$255	\$510
Director Park - Artist's Niche	250	20	Full	\$42	\$126	\$189	\$378
			1/2	\$25	\$75	\$113	\$225
Director Park Festival Streets - 9th Ave. or Park Ave. <small>*Park Ave. will be rental fees + flagging fees. Festival Streets must be rented with another park area.</small>	2,050	450	Full	\$600	\$800	\$900	\$1000
Director Park - Full Use of all Park Areas	7,550	1,000	Full	\$604	\$1,812	\$2,718	\$5,436
			1/2	\$363	\$1,088	\$1,631	\$3,262
Director Park - Full Use of all Park Areas + 1 Festival Street <small>* Park Ave. will have rental fees + flagging fees.</small>	11,650	1,450	Full	\$1,204	\$2,612	\$3,618	\$6,436
			1/2	\$963	\$1,888	\$2,531	\$4,262
Director Park - Full Use of all Park Areas + both Festival Streets <small>* Park Ave. will have rental fees + flagging fees.</small>	15,750	1,900	Full	\$1,804	\$3,412	\$5,016	\$7,757
			1/2	\$1,563	\$2,688	\$3,431	\$5,262

<b>Commercial Sampling</b>	<b>Time Slots</b>			<b>Daily Rate</b>
Commercial Sampling Central Crossing or Teachers Fountain Corner Both are 10 x 12 spaces. Limit of 2 people and 1 six-foot table.	120	N/A	Up to 4 Hours	\$125
Only 1 space may be rented at a time and samplers must stay within designated area and not offer samples within other Director Park areas.	120	N/A	4-8 Hours	\$250

- For Rate B2 & C events using 1 area of the park, Director Park will provide black movie typed stanchions.
- Park Ave. Festival Street closure requires flagging and Tri-Met Access Permit. PP&R staff will reserve flaggers, obtain Track Access Permits and include fees on Permittees invoice. All fees forfeited if street closure is canceled 10 days or less before load-in date.

**Full Day Fees:** Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.

**Half Day Fees:** Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

## LOWER TERRACE

## DIRECTOR PARK

Beneath a 25-foot-high water resistant glass canopy is a flat open area that can accommodate a variety of event types.

- The area measures 25'x60' between pillars and 30'x60 from stairs to bench
- Potable water access
- Electricity access (1 electrical box with 4 outlets, 110 volt/20 amps on two circuits) included in rental
- Set of 10 café tables with 30 metal chairs (Additional tables and chairs can be rented): Standing - 225/Seated -175

## THE PLAZA

## DIRECTOR PARK

Located in the middle of the park, the Plaza is an open space adjacent to the Lower Terrace and Teachers Fountain.

- The area measures 60'x35'. Capacity - Standing: 225/Seated: 175
- Potable water access
- Electricity access (1 electrical box with 4 outlets, 110 volt/20 amps) included in rental
- Set of 6 café tables with 18 silver chairs

## TEACHERS FOUNTAIN

## DIRECTOR PARK

Encircled by hand-crafted wood benches, it's a great space for performances, food/beverage tastings, and/or seating. Teachers Fountain is a busy summer park attraction, there may be times when it is not available to rent.

- The area measures 60' in diameter. Capacity - Standing: 150/Seated: 100
- Potable water access
- Electricity access (2 electrical boxes with 4 outlets each, 110 volt/20 amps on a total of two circuits) included in rental

## THE BOSQUE

## DIRECTOR PARK

A tree-shaded, bench-lined nook that works well for small gatherings. There are (4) 16 x 16 foot tree wells in this area.

- The area measures 45'x30"total. Capacity - Standing: 75/Seated: Varies
- Electricity access (2 electrical boxes with 2 circuits of shared 110 volt/20 amps) included in rental.
- Set of 10 cafe' tables with 30 metal chairs.

## ARTIST'S NICHE

## DIRECTOR PARK

This small nook is only available when rented with another park area and is a nice additional space for a bar, stage, or 10 x 10 tent. Capacity standing of 25 people.

## FESTIVAL STREETS - PARK AVE & 9TH AVE

## DIRECTOR PARK

Unique to Director Park, SW Park and SW 9th Avenues, between SW Taylor and SW Yamhill streets. You can add one or both streets to your event. Both must be requested a minimum of 21 business days before your event. From Thanksgiving through New Year's Day, Festival streets may not be rented.

- Director Park will do the street permitting, street closure, sign placement, car towing, and reserve flaggers.
- Capacity each street: Standing - 350/Seated - Varies
- Park Avenue Festival Street requires certified flaggers for the entirety of your street closure times to redirect traffic.
- A Tri-Met Track Access Pass is required for rental of Park Ave. Festival Street- Director Park staff will obtain for Permittee.
- To rent a Festival Street, we need a minimum of 21 days notification required before load-in/event date.
- One or both Festival Streets MUST be rented with another adjacent area in the park.
- There are no electrical outlets adjacent to the Festival Streets; the nearest 110 volt/20 amp boxes can be used.
- Oil pans are required under vehicles that are a part of your event. Paver coverage is required in areas food is being prepared, served or cooked.

## FULL USE OF ALL PARK AREAS - NO STREETS

## DIRECTOR PARK

Reserving the entire park provides the most flexibility for your event. You may also rent the entire park plus one or two Festival Streets for a larger event footprint. Full Park rentals not renting one or both streets may be required to rent a minimum of two or more parking spaces with PBOT at the expense of the Permittee based on type of event and number of vendors involved. This is up to the discretion of Director Park.

**Excluded Area:** The two beige entry/exit structures for the underground parking lot are excluded from rental. The cafe Upper Terrace is not part of the entire park rental. To reserve contact the cafe directly.

- Potable water access
- Electricity access (4 electrical boxes, each with 4 outlets, 110 volt/20 amps) on a total of 3 circuits
- Use of on-site Director Park 55 silver 24" cafe tables and 120 silver cafe metal chairs
- Private use of Director Park public restroom for Rate C full park rentals.
- Capacity: Standing - 1075 / Seated - 700

# GATEWAY DISCOVERY PARK RENTAL AREAS & FEES - 10520 NE HALSEY

Gateway Discovery Park is a brand new 4.32 acre park opening in NE Portland and is expected to open May/June 2018. The park includes a Plaza, small covered area in the Plaza, Skate Dot, Universally Accessible Playground, Outdoor Fitness Equipment, Splash Pad, on-site Park Office, large lawn, and picnic area.

For organizations interested in potentially partnering with Portland Parks & Recreation for the provision of multi-cultural, community centered events, please contact Gateway Discovery Park to learn more about potential opportunities, policies, and procedures.

- **2018 Rentals:** Rate B2 fenced rentals and Rate C private rentals will not be permitted for the first year.
- **Rate Descriptions:** Rate A, B1, B2, and Rate C descriptions are on page 7.
- **Full Day Fees:** Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.
- **Half Day Fees:** Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

Rental Area	Sq. Feet	Capacity	Half or Full Day?	Rate A	Rate B1	Rate B2	Rate C
Plaza - Gateway Discovery Park	5,000	700	Full	TBD	TBD		
			1/2	TBD	TBD		
The Porch - Gateway Discovery Park	1,000	35	Full	TBD	TBD		
			1/2	TBD	TBD		
The Lawn - Gateway Discovery Park	34,000	2,500	Full	TBD	TBD		
			1/2	TBD	TBD		
Splash Pad - Gateway Discovery Park	1,200	150	Full	TBD	TBD		
			1/2	TBD	TBD		
Picnic Area - Gateway Discovery Park	2,400	80	Full Day	\$52			

## PLAZA

## GATEWAY DISCOVERY PARK

This large 1 acre Plaza is located on NE Halsey St. and is an ideal space for festivals, performances and more!

- Area Measures: 5,000 Sq. Feet/Capacity: 700 people
- Electricity: Event power access & Wi-Fi Access
- Furniture: Set of 20, 24-inch round silver tables and 40 cranberry colored metal chairs

## THE PORCH

## GATEWAY DISCOVERY PARK

The cement covered porch is located in the NE corner of the park directly adjacent the park office. This cozy small, area is great for Open-to-the-Public meetings, small classes and more.

- Area Measures: 1,000 Sq. Feet/ Capacity: 35 People
- Electricity: Event power access
- Furniture: Set of 4, 24-inch round silver tables and 8 cranberry colored metal chairs

## THE LAWN

## GATEWAY DISCOVERY PARK

This spacious grass area is the perfect space for fairs, festivals, movies, and events!

- Area Measures: 34,000 Sq. Feet/Capacity: 2,500 People
- Electricity: Yes
- Furniture: None provided

## PICNIC AREA

## GATEWAY DISCOVERY PARK

One picnic area with a total of eight tables is located on the west side of the park, next to The Lawn. The picnic tables are in groupings of 3 tables, 2 tables and 3 tables with trees by the table groupings. For guaranteed use of the picnic tables and electricity, a Permit is required - call Gateway Discovery Park to reserve.

- Area Measures: 2,400 Sq. Feet - 20 feet by 120 feet including areas with trees in it.
- Capacity: 80 People (8 picnic tables)
- Electricity: Yes, with a Permit
- Accessible: Yes - 8 Tables with wheel chair accessibility - surface is small crushed rock.

# HOLLADAY PARK RENTAL AREAS & FEES - NE 11TH & HOLLADAY ST.

Rate A	Rate B1	Rate B2	Rate C
<p><b>Open to the public, and has:</b></p> <ul style="list-style-type: none"> <li>No sales</li> <li>No entry fees</li> <li>No concessions</li> <li>No pledges or donations on-site</li> <li>No sponsor signage</li> </ul> <p>* Funds to produce the event may be obtained from grants, donations or sales that occur off-site prior to the event.</p> <p>*Pledges in support of the charity may be collected off site. This rate includes Runs/Walks starting at or ending at the park where no donations are solicited on-site and no entry fee is charged to participate.</p>	<p><b>Open to the public, and has:</b></p> <ul style="list-style-type: none"> <li>Commercial activity or activity intended to generate sales</li> <li>Open entry without event fencing</li> <li>Concessions</li> <li>Donations and/or pledges of future revenues</li> <li>Sponsor signage allowed</li> <li>Runs/Walks collecting money on-site for registration, pledges, merchandise or concessions.</li> </ul>	<p><b>Open to the public and has limited access due to:</b></p> <ul style="list-style-type: none"> <li>Event fencing around event</li> <li>Registration or entry fees</li> <li>Sponsor signage allowed</li> </ul> <p>*Examples: Alcohol &amp; food festivals, fundraisers, ticketed concerts, etc.</p>	<p><b>Closed to the public. Events which provide no public access due to:</b></p> <ul style="list-style-type: none"> <li>Private Invitation only</li> <li>Industry, corporate, convention or association events</li> <li>Sponsor signage allowed</li> </ul> <p>*Examples: Catered private parties, weddings, receptions, conventions, industry functions (example: Lawyer banquet dinners)</p>

Rental Area	Sq Feet	Capacity	Half or Full Day?	Rate A	Rate B1	Rate B2	Rate C
Center with Fountain - Holladay Park *Not available to rent June 1st thru Labor Day or during Spring Break	5,200	700	Full	\$39	\$117	Center with Fountain is not available for Rate B2 or Rate C rentals.	
			1/2	\$23	\$70		
West or North Quadrant Holladay Park	32,250	2,000	Full	\$85	\$255	\$383	\$765
			1/2	\$51	\$153	\$230	\$459
East Quadrant - Holladay Park *Has 110V/20Amps of electricity available	32,250	2,000	Full	\$100	\$300	\$450	\$900
			1/2	\$60	\$180	\$270	\$540
Full Park - Holladay Park *During June, July & August only one multi-day full-park rental allowed per month.	184,900	10,000	Full	\$462	\$1,387	2,080	\$4,160
			1/2	\$277	\$832	\$1,248	\$2,496

- Full Day Fees:** Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.
- Half Day Fees:** Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.
- From June 1st thru Labor Day, the Holladay Park Partnership provides programming daily from 11am-7pm in the center of the park and has a 20 x 20 tent and two permanent ping pong tables.
- In the summer months of June, July and August, typically only one full-park multi-day rental will be approved for each month. Single day and partial park rentals will be accepted throughout the summer.

## CENTER OF PARK WITH FOUNTAIN HOLLADAY PARK

Located in the center of the park, this cement area boasts a fountain, two built-in ping pong tables, and rows of benches for seating and entertaining. The Center of Holladay Park is only available for public events and is not available to rent June 1st thru Labor Day or during Spring Break in late March of each year.

- The area measures 70' x 75'
- Two built-in permanent non-moveable Ping Pong tables
- Fountain can be turned on or off with 21 day minimum advanced notice. The Fountain is on April - September.
- Electricity access (1 electrical box with 4 outlets, 110 volt/20 amps on one circuit)
- Capacity: Standing - 150/Seated - 80

## WEST, NORTH, OR EAST QUADRANT HOLLADAY PARK

With three locations on the North, East, and West side of the park, these grassy areas are lined with large trees creating the perfect area for small picnics, family gatherings, and much more.

- Each quadrant measures 400' x 200'
- The East Quadrant has 110V/20A of electricity access (1 electrical box with 4 outlets, 110 volt/20 amps)
- Capacity: Standing - 400/Seated - 300

## FULL PARK HOLLADAY PARK

Reserving the entire park provides an array of spaces, providing the most flexibility for your event. The entire park rental is ideal for fairs, festivals, races and much more!

- Entire park measures 430' x 430' Capacity: Standing - 10,000 Seated - 5,000

# EVENT LENGTH, CHANGES & CANCELLATIONS

## FULL-DAY, HALF-DAY AND MULTI-DAY EVENTS

**Full Day Fees:** Events that take longer than 5 hours (301 minutes or more) from load-in through event load-out.

**Half Day Fees:** Apply for events that total 5 hours (0-300 minutes) or less from load-in through event load-out.

### **Day-Before-Event Load-in/Load Out Rate B and C**

- Contact Rental Coordinator for site specific rates.

### **Multi-Day Events:**

- Multi-day permits with no full-park fencing are allowed at all three parks if there is public access to the park.
- Multi-day permits with full-park fencing are allowed at Holladay Park.
- Multi-day permits with, full-park fencing are not allowed at Director Park or Gateway Discovery Park.

## CHANGE, PENALTY, LATE FEES, NOISE FEES & INSUFFICIENT FUNDS

**Change Fee:** **\$75**

Any substantive change to your application at any time throughout your rental process. Examples include change of date, Rate Category, or added or deleted areas of the park being used.

**Load-in & Load-out Penalty Fee:** **\$250**

Failure of Permittee and sub-contractors to adhere to the permitted load-in and load-out time during your rental.

### **Late Fees and Final Payment / Event Requirement Form Submission**

Failure to obtain and submit all the required additional permits and information on the "Event Permit Requirements Checklist" for your event by the date required and/OR the failure to make final payment by due date on your Invoice form. Events failing to pay by 3 calendar days before the load-in date may be cancelled, at the sole discretion of Portland Parks & Recreation, and will incur a late fee.

- \$250 Payment made between 5-13 days before the first load-in date.
- \$500 Payments made less than 5 days before load in must be made by credit card, cash or certified check.

**Noise Fee:** **\$250**

If Permittee's/their sub-contractors are non-responsive to direction from park staff/security to modify amplified sound produced and/or fail to reduce sound produced during load-in or load-out, fee will be charged against security deposit.

**Insufficient Funds:** **\$30**

If Permittee's check is returned from the bank for any reason they will be charged \$30 Check Return Fee plus payment of the original returned check. Should litigation be required, Permittee pays all payment all legal fees.

## OTHER FEES THAT MAY APPLY

**Other Fees:** May include security, on-site staffing, cleaning, porta potty rental, garbage, grey water receptacle, recycling, coordination fees, street flaggers, etc. These will be included in your estimated invoice if applicable.

**Vehicle Fee:** **\$350/day**

For cars, trucks, and event vehicles to be on the park for load-in/event/load-out for Gateway Discovery Park and Holladay Park. No vehicles allowed on Director Park.

**Flagging Fee & Track Access Permit - Director Park Only:** These fees are required when renting Park Avenue Festival Street. Director Park staff will reserve the flaggers, and obtain the Access permits and add the fees to the rental invoice. All fees will be forfeited if cancelled less than 10 days before the event.

### **External Permit Fees - All Urban Parks**

Additional permits required may include fire, health, noise, and OLCC permits at the expense of the Permittee. All Permittees are required to submit the Additional Insured Endorsement and Certificate of Liability.

**Security Deposit:** This is a refundable fee, partially refunded, or non-refundable based on damages and cleaning. Unless damages, violations or cleaning fees are incurred, this fee will be refunded within 30 calendar days after load-out of your event. Permittee will be invoiced for the remaining damage costs exceeding the Security Deposit. Damage fees will be assessed at the rate of \$121.72/hr Labor Fees + Replacement/Repair Fees. This includes damage to park features, facilities, furniture, etc.

- \$250 1 section of the park, no alcohol, AND which anticipate less than 100 people.
- \$500 2 sections of the park, includes alcohol, OR which anticipate more than 100 people.
- \$1,000 3 or more sections, multi-day events, alcohol, OR those that anticipate more than 250 people.

## PERMIT CANCELLATION, & WEATHER CANCELLATION

**Permit Cancellation:** The Hold Deposit (amounting to 50% of the Rental Fee) and the Application Fee is non-refundable. Cancellations must be received in writing at least 60 days before event to qualify for a refund for any payments made.

**Weather Cancellation:** Refunds not provided if Permittee cancels for weather. If PP&R cancels due to weather warnings, extreme icy conditions, extreme heat at or exceeding 103° or poor air quality (AQI of 151 or more), a full refund will be issued.



# GUIDELINES FOR RENTING

## Alcohol

- Alcohol in our parks is limited to beer and wine, except under certain circumstances where limited sales/service of other alcoholic drinks may be allowed as part of the event, with advanced permission.
- Permission to serve or sell alcohol is subject to the Oregon Liquor Control Commission rules and regulations.
- Ticketed events, fundraisers and events with alcohol sales require a Special Event License from the OLCC.
- All Rate A, B1, and B2 events with alcohol that are open-to-the-public require wristbands and OLCC monitors.

## Amplified Music / PA System / Generator

- A Noise variance from the City of Portland Noise Control Office or a sign-off is required for all amplified sound, mega phones, and/or drumming, at the Permittee's expense.
- The time, duration, intensity and type of sound generated all effect if a permit will be required. You may be required to meet specific conditions of use required by the Noise Control Office.
- Permittee is required to adhere to sound stipulations stated on Noise Variance.
- Permittee will be fined \$250 if unresponsive to staff requests to turn amplified volume down.
- Director Park, Gateway Discovery Park and Holladay Park are unable to accommodate concerts or events that produce a high level of continuous loud noise. We reserve the right to deny an application on this basis.

## Caterers & Food Truck/Cart List Preferred List

- We do not have a preferred caterers or food truck list; any caterers or food trucks may be used.
- Portland has a vibrant food carts community, google "Portland food carts for events."

## Commercial Sampling

- Samplers must stay within designated Permitted sampling space and may not sample in other park areas.
- Limit of 2 people to promote commercial sampling products and only 1 commercial sampling area can be rented.
- Commercial sampling items must be pre-approved by park staff.

**Director Park Commercial Sampling** - Central Crossing OR the Teachers Fountain Corner.

**Gateway Discovery Park Sampling** - Commercial Sampling areas to be determined - call for more details.

**Holladay Park Commercial Sampling** - Center of park during available times OR (1) of the four park corners.

## Cooking

- BBQ's, ovens, fryers, smokers and grills are required to have a double layer of protection underneath and around surrounding cooking areas.
- No grease, ash, charcoal or food waste stains are allowed damage charges will apply.
- All food carts and vehicles are required to use drip pans.

## Damage

- A walk-through prior to the load in, during the event, and after the load out to assess property conditions will be conducted by park staff.
- Permittee is responsible for damage including repairs and/or replacement costs for equipment, furniture, or related items caused by Permittee, subcontractors, or attendees.
- Permittee will be billed for all damages. Repairs for damages will be charged for labor and materials. Charges will be taken from the Security Deposit and any charges exceeding deposit will be billed separately.

## Electricity - Hollywood Lights 503-232-8855

- Permittee can have (1 )whisper light generator. Additional power requires Permittee to contact Hollywood Lights, Vendor of Record for Electricity for Director Park, Gateway Discovery, and Holladay Park.

## Fencing

- Freestanding lattice, picket, event fence and bicycle barricade fencing are allowed. All fencing plans must be submitted and pre-approved in advance.
- Cyclone, chain link fencing, stakes, or posts are not allowed for securing an area. Black privacy screening is not allowed for events in Director Park or Gateway Discovery Park with exception to back-of-house areas.
- Fencing for Rate B2 or C events must be the first thing set-up in the park by the Permittee's rental company vendor between 7am-10am, before Director Park or Gateway Discovery Park gets too busy with park users for the day.
- Multi-day events with full park fencing are not allowed in Director Park or Gateway Discovery Park.
- Shims must be used under all metal fencing legs.
- Fencing for alcohol related events must meet Oregon Liquor Control Commission requirements.
- Full park fencing must include entry/exit points for elevator stairwell buildings, tenant space, and Upper Terrace.
- Permittee is required to post signage regarding access points to park.
- Event is required to clean-up all Zip-ties used for fencing or be charged a cleaning fee.

## Film & Video, Still & B-Roll Permits

- A separate application and rates exist for Film & Video, Still & B-Roll Shoots. Visit [Directorpark.org](http://Directorpark.org), [Holladaypark.com](http://Holladaypark.com), or [GatewayDiscoverypdx.org](http://GatewayDiscoverypdx.org) under "Rentals" for the Film & Video Permit Application, rates, and information.

# GUIDELINES FOR RENTING, CONTINUED

## **First Aid Station**

- Events with 500 people or more will be required to have a first aid station including, a first aid kit, ice bags, water, and an AED.

## **Food Trucks & Food Carts**

- Food Trucks/Carts are allowed when pre-approved and meet park requirements.
- All Food Trucks/Carts and vehicles are required to use drip pans.
- Food Vendors not associated with a Permitted event may not sell outside of a permitted event.
- Food carts are required to remove all food, beverage and garbage created by their services.
- Food carts must be self-sustaining with low volume generators and propane.

### ***Director Park Food Trucks & Food Carts***

- Food Trucks/Carts are not allowed on Director Park due to damage to pavers and lack of access.
- Smaller non-motorized Food Carts, food bikes and food tables are allowed on the park.
- Food Carts are allowed when renting a Festival Street(s) but can't be parking spaces unless the Festival Street is rented. City Code - 17.26
- Electricity access is not available to Food Trucks/Carts in the Festival Streets.

### ***Gateway Discovery Park Food Trucks Carts***

- Food Trucks/Carts are allowed for events in the park in pre-approved locations.

### ***Holladay Park Food Trucks & Food Carts***

- Food Trucks/Carts are allowed but when driving in/out of park, must drive slowly with (1) wheel in middle of sidewalk and 1 wheel on the turf so to not break the red brick decorative sidewalk edging.

## **Furniture - Director Park & Gateway Discovery Park Furniture - Condition as is**

- Surfaces of tables must be protected from direct contact with hot items so as not to burn the table finish.
- A site plan indicating furniture placement will be required 14 days prior to your event.
- Visit the park website to see pictures of the park and furniture.

### ***Director Park Furniture***

- Silver Round Park Cafe' Tables: 24 inches in diameter & 30 inches in height
- Silver Park Metal Chairs: Height: 32 inches Length: 21 inches Width: 18.5 inches

### ***Gateway Discovery Park Furniture***

- Silver Round Park Cafe' Tables: 24 inches in diameter & 30 inches in height
- Cranberry Park Metal Chairs TBD

### ***Holladay Park Furniture***

- No furniture is available for rental at Holladay Park.
- During the summer, green tables and chairs are in the park for programs but are removed for event

## **Glass**

- Open-to-the-public events may not use glass cups/glasses as part of event per the Portland Police Bureau.

## **Grey Water, Garbage & Recycling**

- Grey water consists of wine buckets, cooking water, handwashing or fecally contaminated water.
- Grey water must be disposed of in grey water receptacle.
- All food and alcohol events are required to rent grey water receptacles and garbage/recycling bins.
- Caterers and Food Carts are required to remove all food, beverage and garbage created by their services.
- Garbage, recycling bins, and grey water receptacles will be ordered for all food, beverage and alcohol events. Park staff will coordinate these services and add costs to Permittee invoices.
- Event Permittee will be fined for any grease/food/garbage left behind by Food Trucks/Carts or caterers.

## **Health Department Permit:**

- Any time food items are prepared (cooked) and/or served to the public on park property, a sign-off and/or permit is required from the Multnomah County Environmental Health Services. Cooking units may also require a permit from the Fire Bureau for propane usage.

## **Insurance Requirements**

- Permittee is required to provide a Certificate of Insurance and Additional Insured Endorsement Forms.
- The City of Portland provides the "TULIP Program" as an option for obtaining insurance for rentals that meet their requirements.
- These forms are available at [Directorpark.org](http://Directorpark.org), [Holladaypark.com](http://Holladaypark.com), or [Gatewaydiscoverypdx.org](http://Gatewaydiscoverypdx.org) under the "Rentals" tab.

## Licenses and Permits

- Caterers and food carts are required to have a business/catering license with the Health Department and City of Portland Business License.
- Visit Multnomah County website for a list of the most up to date requirements or call 503.988.3400 <https://multco.us/services/food-carts-mobile-food-units>.

## Load In Load Out & Vehicle Location

- Permittee is required to have someone on site from event load in, during event, and thru end of load-out.
- Load-in time for food service and caterers must be during rented park time.
- The event permittee must have someone on site when the food carts & caterers arrive to manage site placement.
- Park staff cannot accept deliveries.
- Vehicle access must be pre-approved. Vehicles may not block streets, sidewalks, or public transportation routes.
- Vehicles may use the loading zones for load-in / load-out, but must follow posted time limits and loading zone rules.

## Open Flame

- Any open flame must be approved by staff and a permit will be required by the Fire Bureau.
- Candles and waxless candles are not allowed in Director Park, Gateway Discovery Park, or Holladay Park.

## Outdoor Events in Parks

- *Wind:* Tent weights, table cloth clips, ties and low-centered, heavy table decorations are recommended.
- *Rain:* Our parks do not have waterproof spaces and refunds are not issued due to weather unless canceled by PP&R.
- *Tents:* Tents are required to have shims under legs & use tent weights (water barrels, sand bags, cement blocks).
- *Signs, Banners and Decorations:* Signs may NOT be hung from or attached in any way to any permanent structures, pillars, trees, or rain chains.
- *Public Use:* All park areas are open-to-the-public unless they are Rate B2 or Rate C events.

## Park Hosts - Director Park & Gateway Discovery Park Only

- A Park Host will be on-site to assist you with your rental needs during your event, including answering questions, unlocking electricity/water access, and ensuring the conditions of your permit are met and park rules followed.
- Permittees exceeding load-in/out times will be charged for Park host time at overtime rate of time and a half.
- Park Hosts will not accept deliveries for your event.

## Park Lighting

- Trees in Director Park, Gateway Discovery Park and Holladay Park may not be strung with lights.
- Park staff cannot control the in-park or curb sidewalk lighting.

### **Director Park**

- The glass canopy in the Lower Terrace is typically on from sundown to 11pm daily, with a full rainbow of colors.
- Canned lighting on the Lower Terrace may be turned on or off with advance notification. Gels may be used.
- Tree up lighting is allowed though there is no tree well electricity in Director Park.

## 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.

## Permits:

- The Permittees responsibility to adhere to all city, county, state and park requirements, laws, and codes.
- Portland Parks & Recreation (PP&R) reserves the right, and may give permission to the media, to photograph classes, programs, and participants at any of our facilities and properties or any sponsored activity. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know. If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image, and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

# GUIDELINES FOR RENTING, CONTINUED

## Permit Issuance:

A permit shall be issued if a complete application complying with all adopted policies and procedures is filed and all of the following conditions are met.

- The proposed activity is to be consistent with the size of the Park and any specialized purpose for which it is normally used or for which specialized facilities have been provided.
- The proposed activity will not have an unreasonably adverse impact, from noise, litter or traffic on the park or surrounding neighborhood.
- The proposed activity does not pose an unreasonable risk to public health or safety or to the physical integrity of the park.
- The applicant pays all required fees and agrees to comply with all conditions of the permit.
- The proposed use is otherwise lawful, but nothing in this Chapter 20.08.020 shall require the issuance of a permit for an activity otherwise prohibited by this Title.
- The proposed activity does not conflict with an activity already scheduled for the Park or for which a different permit already has been applied for or issued for the park.
- The applicant, including any person, firm or corporation affiliated with the applicant and with the activity, has not failed to comply with conditions of any permit previously issued by the Customer Service Center or Urban Park Plazas.

**Permits Required for Park Uses 20.08.010:** It is unlawful for any person to conduct or participate in any activity in a Park, for which a permit is required, unless the Parks Reservation Center has issued a permit for the activity. A permit is required for any activity in a Park under any one or more of the following circumstances: **A.** The activity is intended to involve, is reasonably likely to involve, or actually involves, as participants and/or spectators, at any one time, 150 or more persons; **B.** The activity includes the placement of any temporary or permanent structure, including but not limited to any table, bench, stage, fence, tent or other facility in a Park. No permit is required under this Subsection for the placement of any temporary facility in an area of a Park which the Director has designated for such use without a permit; **C.** The activity requires, or is reasonably likely to require, City services additional to those already provided to the public as a matter of course in the Park, including but not limited to: increased police or fire protection; the turning on or off of water; provision of utilities, such as gas, electricity or sewer; placing, removing, opening or closing bollards, gates or fences; or the special preparation of fields or other facilities; **D.** The person or persons engaged in the activity seek to exclude, or to have the right to exclude, any member of the public from the activity or from any Park or from any area of any Park; **E.** The activity is conducted in any building in any Park, except for personal use of public restrooms; or **F.** The activity includes using the Park or Park area in a manner inconsistent with uses designated by the Director for that Park or Park area, or includes conduct that otherwise is prohibited in a Park, including, but not limited to, conducting business, charging admission or otherwise receiving payment for goods or services related to the activity, or possessing, serving or consuming alcoholic beverages.

**Photo Policy:** Portland Parks & Recreation (PP&R) reserves the right, and may give permission to the media, to photograph classes, programs, and participants at any of our facilities and properties or any sponsored activity. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know. If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image, and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

## Public Art:

- Installations of public art, sculptures or similar pieces can be facilitated. Call to inquire.
- OLCC certified security will be required for all events with alcohol.

## Site Maps

- Required as part of your application process and final event paperwork due. Visit website for maps.

## Rental Equipment Available

- Ask rental coordinator about current available equipment for rent from the Park.
- Event equipment may be rented from the vendor of your choosing.

## Restrooms

- Permittees are required to provide 1 portable restroom for every 125-people estimated to attend their event.
- A minimum of (1) portable ADA restroom must be accessible for people with disabilities. If more than (1) portable restroom is needed, at least (10%) of restrooms must be ADA approved.
- PP&R will arrange rental of portable restrooms for your event.

**Director Park:** Has (1) on-site single stall public restroom that will not count for public events as it is designated

## Quiet Hours for Rentals & Events:

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

## Recycling Requirements

- Portland Parks requires all public events to have a recycling plan in place.
- You will be required to secure a sign-off from the Bureau of Planning and Sustainability's Event Recycling, call 503-725-5147.
- The City's Event Recycling Services provides free recycling equipment and assistance for Portland events. This role is advisory only and does not include pick up services or staff for your event. Equipment is the property of the City's Event Recycling Program, and must be returned after the event.  
for public use. For full-park private events, it will count as the 1st ADA restroom.  
**Gateway Discovery Park:** Equipped with (2) ADA accessible single stall public restrooms on-site.  
**Holladay Park:** All rentals are required to have portable restrooms. Holladay Park has no built in restroom.

## Security

- Events required to have security, will be required to have security from the start of load-in, entire event time, and until the end of load-out at Permittees expense. Quantity of security depends on event size and nature.
- If Director Park staff coordinates security, all security costs will be at the Permittee's expense and will be included in the final invoice. Please call Event Coordinator for more information.
- Permits requiring equipment to remain overnight will be billed overnight security at expense of the Permittee.

## Smoking

- All Portland Parks are smoke-free spaces (including electronic cigarettes and vaping).
- Permittee is required to enforce this policy with all attendees, contractors and vendors.

## Street Closures & Flagging - Director Park Only

- All street rentals are coordinated by park staff, please DO NOT CONTACT Portland Bureau of Transportation directly. The cost for street closures is included in the rental rates section and will be included in invoice.
- Park staff reserves the right to require Permittees to reserve streets in addition to their park rental for load-in and load-out based on number of deliveries and vendors involved and scope of event.
- Park Avenue Festival Street requires flaggers to redirect traffic and a Track Access Pass, PPR staff will reserve.
- Permittees that cancel their Permit 10 days or less before load-in date will not be refunded for fees paid for Track Access Permit, Street Closure(s), and flagging fees.
- Requires rental of another space in the park that must be fully activated in addition to the street.
- Streets may not be closed for vending purposes only but rather must be part of an event.

## Tree Protection

- Permittee may not attach anything to, lean anything against nor break branches, trim or prune trees or shrubs.
- Permittee must ensure all engine and cooking exhausts are directed away from tree canopies.

## Vendors & Sub Contractors

- Permittees are responsible for all vendors/sub-contractors at the event, including damage caused by the vendor(s) while on the property as well as any other violations of PP&R policy.
- Cement/paver protection is required where food is made, cooked, and served. Rubber floor mat(s), tarp(s), plywood sheet(s) may be used and must cover entire cooking, food prep and area of food delivery.

## Water Access

- Director Park & Gateway Discovery Park have potable water by hose access. Holladay Park has no water access.

## Weddings

- All weddings in Urban Parks require a permit and are considered Rate C events.

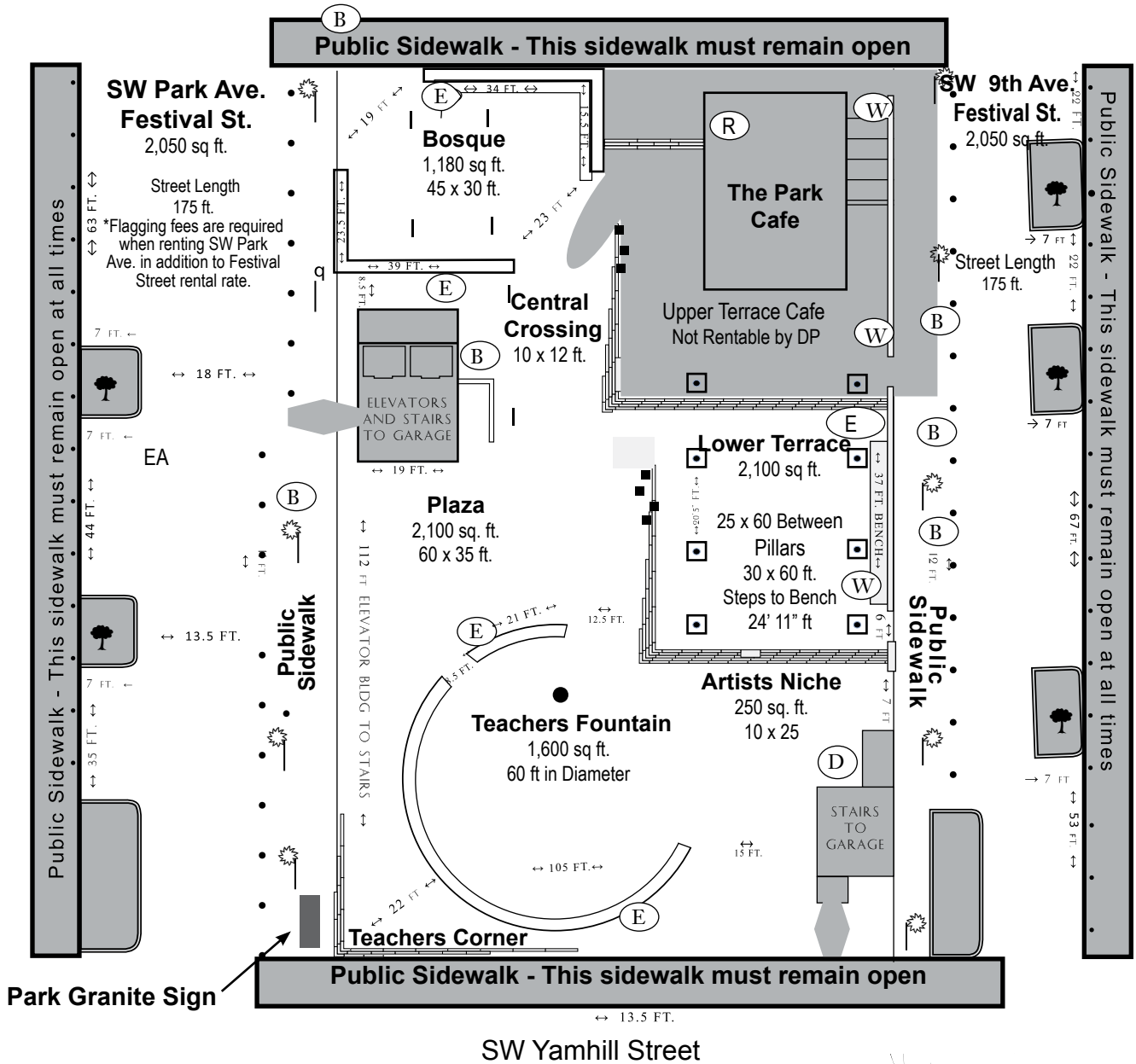
## General

- All fees and costs associated with an event will be the responsibility of the Permittee.
- Permittee is responsible for any site damage.
- Permittee must follow ADA rules and regulations.
- Permittee agrees to pay for all costs or attorney fees associated with defending or enforcing any provisions or rights under this permit agreement.
- PP&R staff has final say in placement of materials, stages, and other equipment to ensure the safety, access, and security of the park, furniture, park users and attendees.
- PP&R staff may permit the use of other spaces within the park or street(s) not rented by your group to other rentals or on-site programs within our space during your permitted event.
- PP&R staff must approve all sales items in advance.
- PP&R staff may have additional requirements and these will be communicated during permit process.
- Violation of any of the policies and/or procedures will result in your permit being revoked and may jeopardize future applications for rental of any PP&R park or facility.
- Rental policies, fees, and procedures are subject to change.

# DIRECTOR PARK SITE MAP

## SW Taylor Street

Park & Both Festival Streets: 15,750 Sq. Ft.  
 Park: 7,550 Sq. Ft.



**Park Granite Sign**

MAX LINE

MAX LINE

### Map Legend

- |  |  |  |   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 20px; height: 10px; background-color: #ccc; border: 1px solid black; margin-right: 5px;"></span> Grey Shaded Areas Not Rentable</li> <li><span style="display: inline-block; width: 20px; height: 20px; background-color: #eee; border: 1px solid black; margin-right: 5px;"></span> Storm Water Planters</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> Street Lights</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> Support columns for Terrace canopy</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> Trees</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> Bollards</li> <li><span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> Mini Benches</li> <li><span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> Teachers Fountain Ball</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Restroom</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Electricity (110/20)</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Water</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Bike Rack</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Drinking Fountain</li> </ul> |
|--|--|--|---|

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.

# 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.

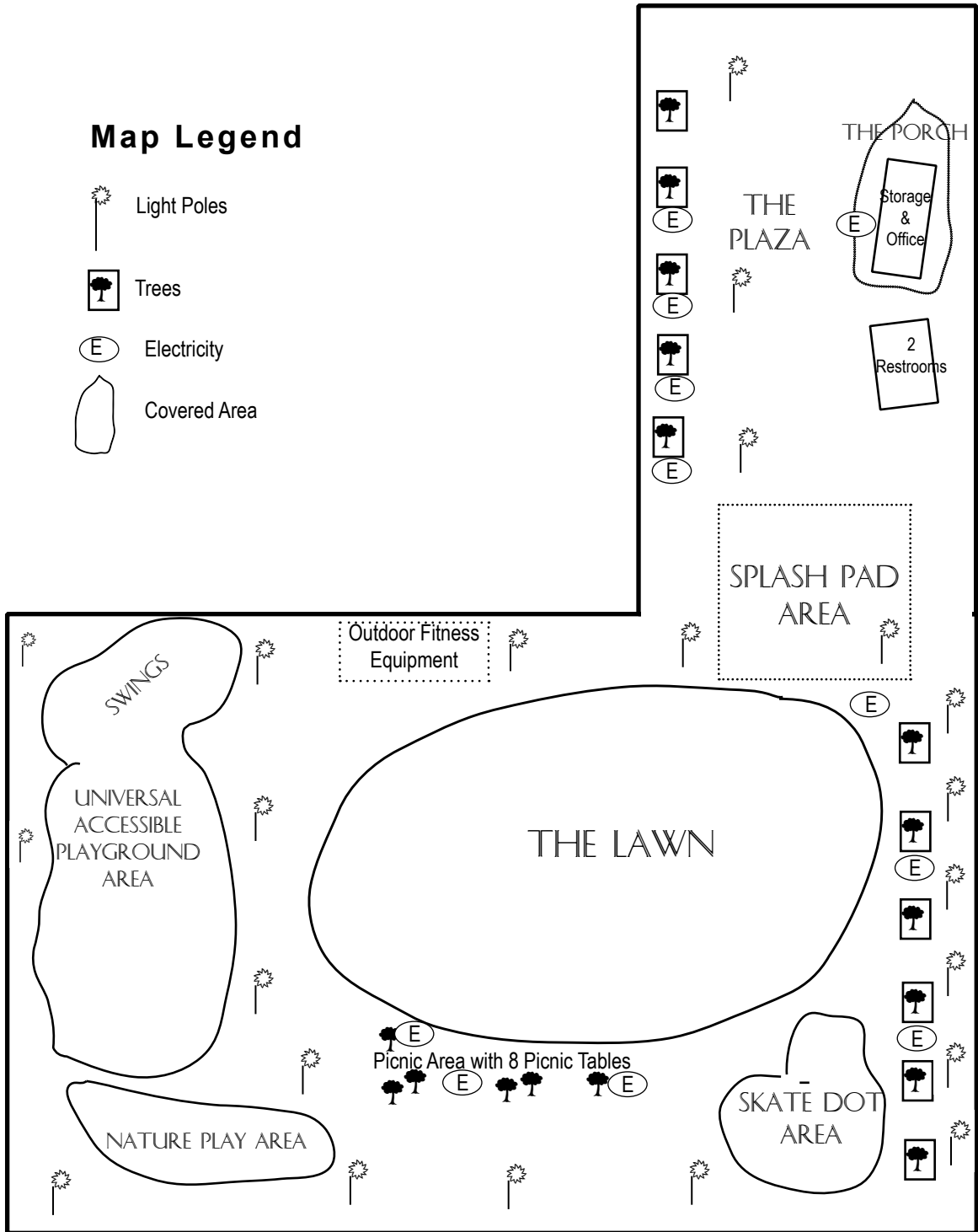
NE Halsey Street

Bus Stop

1  
0  
6  
S  
T

## Map Legend

-  Light Poles
-  Trees
-  Electricity
-  Covered Area



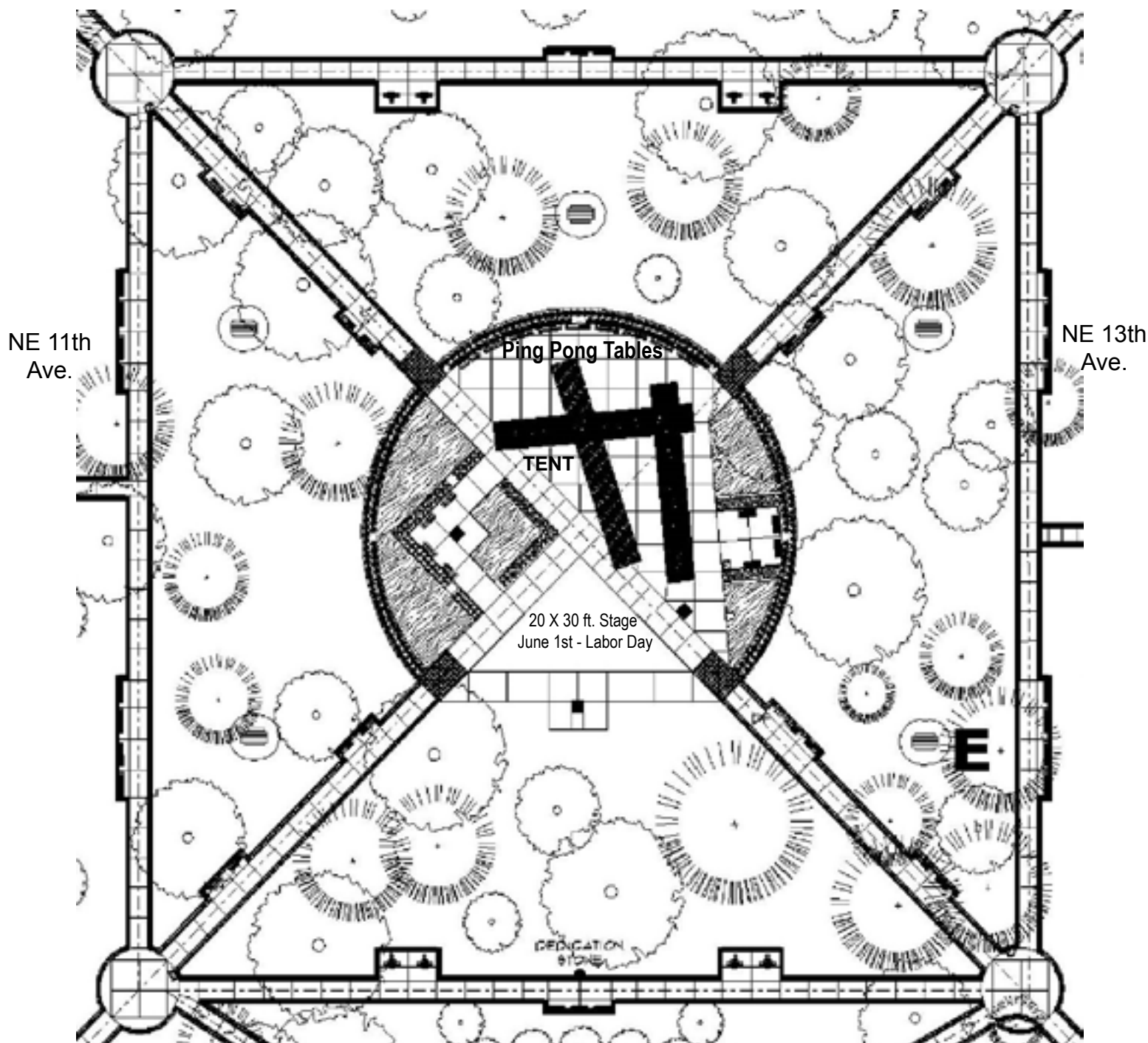
1  
0  
4  
S  
T

1  
0  
6  
S  
T

NE Wasco Street

# 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 daily from 11am-7pm in the center of the park and has a 20 x 20 tent and two permanent ping pong tables.
- In the summer months of June, July and August, only one full-park multi-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.
- Only (1) multi-day rental is allowed in June, July & August.

Holladay Park does not have event power. Power is only accessible from the East Quadrant of the park and has (1) electrical box on 2 circuits of 110 volt/20 amp power. Additional event power requires use of the Vendor of Record for Electricity, Hollywood Lights.