2020 RENTAL AND EVENT PERMIT APPLICATION
DIRECTOR PARK & GATEWAY DISCOVERY PARK

EVENT NAME AND 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: ____________________________

Day of Event Contact Address: ____________________________

Day of Event Contact City: ____________________________ State: ____________ Zip: ____________

EVENT DATE AND PARK INFORMATION - 1 park event per application

Event Date(s) Requested 1st Choice: ____________________________

Estimated Total Event Attendance: ____________________________

What Park would you like to rent? Please circle: DIRECTOR PARK GATEWAY DISCOVERY PARK

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

- Lower Terrace
- Plaza
- Bosque
- Teachers Fountain

Upper Terrace
- Artists Niche
- Commercial Sampling Area - Teachers Fountain Corner

Entire Park (excluding streets)
- Entire Park (with 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
- The Porch
- The Plaza
- The Lawn
- Performance Plaza
- Commercial Sampling Area - Plaza Crossing
- Skate Dot Crossing

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, all event and event- load-in/load-out times are to be completed during the following hours. A noise penalty fee will be charged for violations of quiet hours unless event receives advanced approval to load-in or load-out beyond stated hours below.

Sun, Mon, Tue, Wed and Thu: 9:00pm - 6:59am / Fri and Sat: 10:00pm - 6:59am
EVENT RATE QUESTIONS

Is the event open to the public? This means anyone in the park is welcome to take part, eat any food provided, etc.

☐ 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:

Will sales of any type occur during your event?

☐ Yes ☐ No

If YES, what will be sold? ☐ Food ☐ Beverage ☐ Merchandise

Will the event have an Admission/Entry Fee?

☐ Yes ☐ No

If YES, where will people be paying for it? ☐ At the Gate ☐ Online ☐ Other: _______________________

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 for donations, pass the hat, sales, etc.?

☐ Yes ☐ No

Are sponsors involved in the event?

☐ Yes ☐ No

If YES, please list the sponsors: Sponsors: ____________________________

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

☐ Beer/Wine Sampling ☐ Beverages without alcohol ☐ Food ☐ Product

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 closed off in any way so there is a centralized entry/exit point?

☐ Yes ☐ No

Will there be an entry gate?

☐ Yes ☐ No

Is this an “Invite Only” event, such as a convention, wedding, ?

☐ Yes ☐ No

Is this a fundraiser?

☐ Yes ☐ No

If YES, who is the fundraiser for?: ____________________________
**EVENT EQUIPMENT AND SITE AMENITIES**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Will there be tents?</td>
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<tr>
<td>If YES, please show on site plan: # of tents: ___________________ Size of tents: ___________________</td>
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<tr>
<td>Will there be propane heaters?</td>
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<tr>
<td>Will food be served?</td>
<td></td>
<td></td>
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<tr>
<td>If YES, check all that apply:  Catered  Cooked on-site Food Trucks Other: _____</td>
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<tr>
<td>Will the following food preparation equipment be used at the event?</td>
<td>BBQ</td>
<td>Grease Fryers</td>
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<tr>
<td>What food will you be selling at your event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES, check all that apply: Catered Cooked on-site Food Trucks Other: _____</td>
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<td>Will there be music in the park?</td>
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<tr>
<td>Will there be amplified sound in the park for music, speeches, instruments, etc.?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>If YES, please explain: What will be amplified?: _________________________</td>
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<tr>
<td>Hours of sound: ___________________ to ___________________</td>
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<td>Will alcohol be served?</td>
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<td>If YES, check whichever applies: Selling Sampling</td>
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<td>Will the event require use of electricity?</td>
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<tr>
<td>If YES, what will you be drawing electricity for?</td>
<td>PA System  Mixer/DJ Equipment Speakers # of: ___ Lighting Coffee Cart Freezer/Cooler</td>
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<tr>
<td>Power Tools  Popcorn Machine  Slushie Machine  String Lighting # of: _____</td>
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<tr>
<td>Kitchen Appliances  Portable Heaters  Popcorn Machine  Amplifiers</td>
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<tr>
<td>Blow-up Screens  Projectors  Inflatables - size: _____ type: _____</td>
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<td>Will there be a stage(s)?</td>
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<td>If YES, please show on Site Plan: # of Stages: ___________________ Size &amp; Location of Stages: ___________________</td>
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<td>Do you plan on using some type of event fencing around your event?</td>
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<td>If YES, please show on site plan: What Type: _________________________</td>
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<td>Will event equipment be left overnight in the park as part of the event, load-in or load-out?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>If YES, please explain (security will be required at Permittee expense for equipment left overnight) ___________________</td>
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<td>Will you need water on site?</td>
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<td>For which purpose: ______________________</td>
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<td>If you are renting an area that includes the fountain in the park (operational late March/April - September), how would you like it to be? Please check one: On Off</td>
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<td>How many delivery trucks/vendors do you anticipate?</td>
<td></td>
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<td>Do you plan on using any of the park cafe tables and chairs in the area(s) you are renting?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If YES, each area comes with a designated amount that is listed in the Rental Manual.</td>
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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.).

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Marketing Plan
How will the event be promoted? (check all that apply)  
☐ Radio  ☐ Print  ☐ TV  ☐ Web  ☐ Instagram
☐ 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 website calendar. * We may edit for space.

________________________________________________________

Site Plan - Must be completed as part of application

• MUST BE COMPLETED: See page 5 and 6 for park Site Plan.
• 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 up space. Remember, to include garbage drop boxes, portable restrooms, vehicles as part of your event (on festival streets only), etc.
• We recognize your site plan may evolve prior to your event.
• A final site plan is due no later than 21 days before your event.

Application Fee:
A non-refundable application fee is required to process each Director Park Event Permit Application.
$75 Advance Application Fee  Applications submitted 31 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  Events applying less than 45 days before event load in date will be reviewed and issued a rush estimate invoice within 5 business days from application submission date.

SUBMIT APPLICATION TO:
MAIL:        Urban Parks
2909 SW 2nd Ave., Portland Oregon  97201

EMAIL:      Director 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:  503-823-8087
Gateway Discovery Park:  503-823-4116

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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.
There will be construction directly adjacent to Gateway Discovery Park set to begin in 2019.

Construction Site for future Prosper Portland Building

**Map Legend**
- Light Poles
- Permanent
- Accessible Tables
- Drinking Fountain
- Bollards

*Map is not drawn to scale and shows the major park elements and lightpoles but not the exact number of trees.