



2017 DIRECTOR PARK EVENT PERMIT APPLICATION

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 INFORMATION

Event Date(s) Requested: 1st Choice: _____ 2nd Choice: _____

Estimated Total Event Attendance: _____ Estimated Total Number On-Site Staff/Volunteers: _____

Park Areas Requested (check all that apply):

Lower Terrace The Bosque Artist's Niche

Entire Park (excluding streets) Festival St. - Park Ave Plaza Teachers Fountain

Commercial Sampling: Teachers Fountain Corner Festival St. - 9th Ave

Commercial Sampling: Central Crossing

Event Start: Time: _____ Date: _____ **Load-in Start:** Time: _____ Date: _____

Event End: Time: _____ Date: _____ **Load-out Start:** Time: _____ Date: _____

Load-out End: Time: _____ Date: _____

Event activities, Load-In and Load-Out must follow these Quiet Hours.

Day of Week	All Day: 7:00am-9:00pm	9 pm-10 pm	10 pm-11pm	11pm-7:00 am
Sun.	Set-Up / Load-In and Event activity OK until 9 pm	Tear-Down / Load-Out Time Must end by 10 pm unless pre-approved for late time.	Quiet Hours No event activity allowed	
Mon.				
Tues.				
Wed.				
Thu.	Set-Up / Load-In and Event activity OK until 10 pm		Tear-Down Time Must end by 11 pm	
Fri.				
Sat.				

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:

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 carts 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 as part of the event, load-in or load-out? Yes No

If YES, please explain (security will be required for equipment left overnight) _____

Will you need water on site? Yes No

For which purpose: _____

If you are renting Teachers Fountain (operational March - September), how would you like it to be?

Please check one: Spraying (with spouts on) Reflecting pool (standing water) Drained

How many delivery trucks/vendors do you anticipate for your event? _____

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
 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 and website calendars and in our email newsletter: _____

SITE PLAN - MUST BE COMPLETED AS PART OF APPLICATION

MUST BE COMPLETED: On Page 5 of this Permit Application is a Site Plan of the park for you to fill out.

To the best of your ability, please show which spaces you anticipate your event using. 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 14 days before your event.
Your application will not be processed without a submitted site plan.

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: 2909 SW 2nd Ave., Portland Oregon 97201

EMAIL: Directorpark@portlandoregon.gov to let us know you faxed your application.

IN PERSON: 815 SW Park Ave - Director Park office is located on the SE side of Elephants in the Park cafe site. Call 503.823.8087 for current Park Host hours they will be in the park. To drop-off and speak with the Rental Coordinator at the same time, call 503.823.8087 to schedule an appointment.

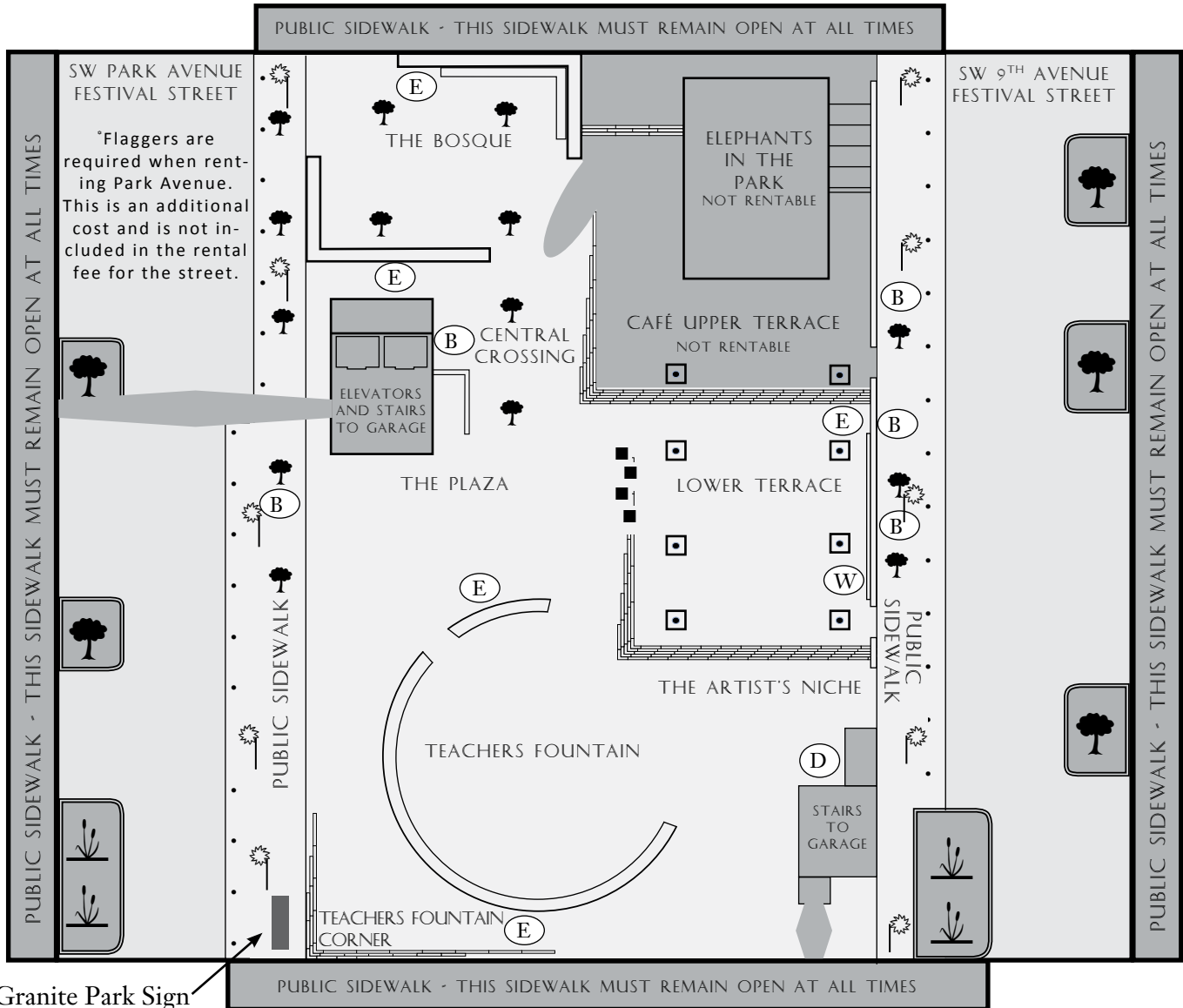
YOU MUST FILL OUT THIS SITE PLAN



----- SW TAYLOR STREET -----

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

Park: 7,550 Sq. Ft.



Granite Park Sign

===== MAX LINE =====
----- SW YAMHILL STREET -----

MAP LEGEND

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