

## ARTS & CULTURE PROGRAM GATEWAY DISCOVERY PARK

**MISSION:**

To build community through arts & culture programs and events ensuring the parks are a welcoming, safe place for all.

**WHY PERFORM?**

Do you want to give back to your community and provide a free performance OR rehearse with an audience OR promote your upcoming season OR do you have a camp/class that has a culminating performance at the end?

**WHERE PERFORM?**

- **Gateway Discovery Park in East Portland:** Arts & Culture programs are held year-round weather permitting. Performances held in the Plaza or on the Lawn.

**PERFORMANCES INCLUDE:**

- Cultural Performances
- Orchestral Performances
- Choir Performances
- Acoustic Music
- “Flash” Events
- Camp Performances
- Theatre
- Dance Performances
- Opera
- Poetry Readings
- Open Art Painting
- Surprise Us With Something New!

**WHO CAN APPLY?**

Organizations, schools, non-profits, up and coming performers, etc., may apply. Please note, installations of public art, sculptures or similar pieces do not fall under this program.

**HOW TO APPLY?**

- Complete the application and email application to: [gatewaydiscoverypark@portlandoregon.gov](mailto:gatewaydiscoverypark@portlandoregon.gov)
- Or mail application to Portland Parks & Recreation c/o Gateway Discovery Park 2909 SW 2nd Ave, Portland, OR 97201

**WHEN TO APPLY?**

Applications will be reviewed and evaluated based on site date availability, month requested, site fit, and mission. *Please note, information on this document is subject to change.*

PERFORMANCE DATES	APPLICATION DUE DATE	NOTIFICATION DATE	OTHER
April-September	On or before February 15* of each year	Applicant will be notified on or before March 15 of each year	*Free summer arts & culture programs are printed in summer flyers. Applications may be submitted after this date for performances but will not be in the summer promotional flyers.
September-March	Accepted year-round	Applicants will typically be notified within 30 days from receipt**	**Please note, some applications may take longer to approve based on length of time from when the application is submitted to actual performance date or complexity of event.

**NON-REFUNDABLE APPLICATION FEE:**

Free: Performances less than five hours in length from load-in, performance, and load-out time.

\$75: Five hours or more in length, multi-day arts & culture performances or applications submitted 30 days or less before requested performance date.



### **SITE PERFORMANCE FEE:**

- Approved performances less than five hours in length including set-up & clean-up time will not be charged a site fee.
- Depending on the size, scope, length, and nature of the performance, some hard costs may be incurred (noise variance, portable restrooms, insurance, etc.,) and required by the site.  
Performances five or more hours in length and multi-day performances will incur site hard costs and site rental fees at the rate of 25% the regular rental fee per space(s) performed in. See Rental & Event Use Manual for fees.

### **ARTS & CULTURE PERFORMANCES AT GATEWAY DISCOVERY**

- To enhance the mission of the park and be inclusive to all Portlanders.
- Presented outdoors in a public space - be prepared for wind, noise, weather and the unexpected!
- Unpaid performance opportunities.
- Free and open-to-the-public, family friendly and must be appropriate for a wide variety of audiences.
- Held at a park with on-site staff that will open electricity, assist with site needs, and enforce park rules.
- Promoted on-site, on the website, and summer programs are promoted in summer flyers.
- Have varying attendance due to weather, marketing, site, season, day of the week, and type of performance.
- Have on-site restrooms: (2) single-stall accessible restrooms (1) Portland Loo.
- Will have the splash pads on during arts & culture performances if during regular splash pad hours and dates.
- Will only cancel for weather due to extreme heat, rain, wind, or weather warnings.

### **PERFORMANCE CONDITIONS:**

- **Property:** Performers are responsible for their own equipment and personal property, PP&R is not liable.
- **Timeliness:** Performances must start and end at advertised time as provided on the Arts & Culture Application.
- **Marketing:** Performers may distribute event flyers and information about upcoming performances and performance groups are encouraged to promote their performance through their social media channels.
- **Load-In:** Equipment must be loaded-in and out the day of the performance for one-day programs. Performers must abide by loading zone regulations. Vehicles are not allowed to block traffic on public streets or sidewalks. No vehicles allowed on the park unless pre-approved by site Coordinator.
- **Equipment storage and Dressing Rooms** are not available. Groups may set-up a 10 x 10 tent with sidewalls.
- **Insurance:** Groups may be required to submit Additional Insured Endorsement and Certificate of Liability.
- **Parking:** Street parking available.
- **Porta Potties:** For large performances, porta potties may be required at the group's expense.
- **Site Map:** Required for park set-up a minimum of 21-days before performance date.
- **Selling:** Performers are not to sell tickets to future shows, or any other merchandise or service, but you may collect tips. Performers may mention their upcoming performances and give out fliers but the focus of the performance may not be on band promotion.
- **Security:** May be required at the expense of the performer.
- **Smoking:** No smoking or vaping is allowed in Portland Parks.
- **Multi-day programs:** Security will be required for any equipment left on-site at the performers expense.

### **OTHER THINGS TO KNOW:**

**PP&R Cancellation:** PP&R reserves the right to cancel free Arts & Culture events with advance notice due to paid rental requests, extreme weather conditions, maintenance, change in nature of original Arts & Culture permit, lack of required additional permits, safety, budget limitations, or unforeseen conflicts. We will provide as much notice as possible if this occurs.

**Performer Cancellation:** Arts & Culture performances that cancel with less than 60-day notice may not be able to participate in this program in the future unless due to extenuating circumstances.

**Arts & Culture Permits:** Because our programming is community-driven, and we receive more Arts & Culture applications than event opportunities, selection to perform one year does not guarantee placement the next year. Chosen applications are decided on by the alignment of a performance or program with the parks mission, and at the discretion of PP&R. Events not directly meeting the mission & goals of the program will be considered a rental event and charged regular rental rates. Events that misrepresent their event as an Arts & Culture program may be charged regular rental rates after their performance.



# ARTS & CULTURE APPLICATION GATEWAY DISCOVERY PARK

- For help completing the application, or for language assistance, please contact Gateway Discovery Park, 503-823-4116.
- Submission of application does not guarantee approval.
- Please note, information on this document is subject to change.
- For language assistance, contact the language line at 866-874-3972, client #542880

## APPLICATION AND ORGANIZATION INFORMATION:

Date of Application: \_\_\_\_\_

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

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

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

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

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

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

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

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

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

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

## PERFORMANCE DATE, TIME, AND DETAILS- Gateway Discovery Park - 10520 NE Halsey Street (106th & NE Halsey)

Performance Date(s) -1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

Audience # Expected? \_\_\_\_\_ # of Performers: \_\_\_\_\_

What is the...	Set-up time:	From _____ to _____
	Performance time:	From _____ to _____
	Tear-down time:	From _____ to _____

Is this a "Flash Mob" event?  Yes  No

*A "Flash Mob" is a public event where people perform a random act, then disperse.*

If Yes, do you want this marketed?  Yes  No

Will you be setting up tents for your event?  Yes  No Size: \_\_\_\_\_ Number: \_\_\_\_\_

Will you be bringing and setting up a stage?  Yes  No

If Yes, what size? \_\_\_\_\_ (please show stage location on your site plan at the end of this application)

Will you have any delivery trucks for your performance?  Yes  No

If Yes, please explain what they are delivering, how long it will take them to load/unload, how many trucks, and their delivery plan \_\_\_\_\_

**EVENT EQUIPMENT:**

Gateway Discovery Park has the following equipment that can be used by performers with 21 day advance notice and availability. Please indicate which you'd like to use. These are provided at no additional cost unless indicated, or if there is loss or damage as a result of your performance. (Check all that apply)

6 foot tables (3 available): How many? \_\_\_\_\_  Extension cords (2 available): How many? \_\_\_\_\_

Will you require electricity?  Yes  No

What will you be using electricity for? \_\_\_\_\_

*Gateway Discovery Park has event power available. If you need more power, you must use our Vendor of Record for electricity, Hollywood Lights by phone at 503.232.8855. No diesel generators allowed.*

Will you have drums in your performance?  Yes\*  No

Will you have amplified sound or music?  Yes\*  No

Please explain what will be amplified: \_\_\_\_\_  
\_\_\_\_\_

What is your plan in the case of rain? (cancel event, reschedule, event goes on no matter what, set-up tents, etc.): \_\_\_\_\_  
\_\_\_\_\_

**MARKETING INFORMATION:**

Are sponsors involved?  Yes  No

Will there be sponsor signage?  Yes  No

Will goods/promotional materials be distributed for free?  Yes  No

Please write a 1-2 sentence description of your performance that we can use to promote the activity. Please note, we may need to edit for clarity and space as needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like staff to introduce your group to the audience? \_\_\_\_\_  
\_\_\_\_\_

Who can the public contact for more informaton?

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTING YOUR APPLICATION:**

**By Email:** Gateway Discovery Park: gatewaydiscoverypark@portlandoregon.gov

*\*Include appropriate attachments for PC (Word, Excel, or PDF)*

**By Mail:** Urban Parks – Portland Parks & Recreation 2909 SW 2nd Avenue, Portland, OR 97201

**In Person:** Gateway Discovery Park: 503-823-4116 to arrange drop off time