



## Using Bend Park & Recreation District Parks for Neighborhood District Bend Block Party Events

In an effort to help City of Bend (COB) Neighborhood Districts meet their annual meeting requirements, Bend Park and Recreation District (BPRD) has worked with COB to create a streamlined rental process for small events which utilize the Bend Block Party. Below are the guidelines, information, and rental process for such events. Any requests which require services above and beyond those outlined in this document will require the renter go through our traditional event rentals in park process and are subject to additional fees and requirements.

**All neighborhood events that use the Bend Block Party require an approved trailer reservation through COB. You do not need to submit an application through BPRD unless it is not one of the approved parks listed in this document.** We want to minimize potential scheduling conflicts and ensure that neighborhoods have a safe and enjoyable event at the park.

Regular rental fees apply unless otherwise specified. Fees will be billed directly to the City of Bend for each event. They are as follows:

- Less than 31 attendees: \$50
- 31 to 60 attendees: \$75
- 61 to 100 attendees: \$125

**To request use of the Bend Block Party**, complete and submit the **Trailer Reservation Form** at [bendoregon.gov/block-party-reservations](http://bendoregon.gov/block-party-reservations). For questions about the trailer, contact COB Community Relations Manager Makayla Oliver at [moliver@bendoregon.gov](mailto:moliver@bendoregon.gov). If the request is approved as an official Bend Block Party event, the completed form will be forwarded to BPRD for scheduling with the requesting neighborhood event contact copied on the email.

Next, the event organizer will receive a reservation receipt, use agreement, and map of the park specifying setup locations for all items contained in the Bend Block Party from BPRD. COB will receive a direct invoice for the park reservation. Fees from COB as well as the signed use agreement from the event organizer are due within three days of BPRD receiving the completed and approved trailer reservation form. The reservation is confirmed once these have been received.

### Facilities Available

Refer to Appendix A for specific park locations available for Bend Block Party events. Please note the specifics at each park in order to select a location that best fits your event needs. Scheduling is subject to availability. Check the availability of each park using the BPRD **online event calendar**.

### Trailer Pick-up and Drop-off

COB staff will be responsible for dropping off and picking up the Bend Block Party for the event.

**Restrooms**

If a park location has existing portable restroom(s), the neighborhood renting the space will be responsible for paying the fee to have the portable restroom(s) serviced before and after their event (\$45 per service, per toilet). Service dates indicated on Appendix A may be subject to change. If there are no permanent or portable restrooms at the park, the event organizer will need to add this information to any event communications.

**Transportation**

All event attendees are encouraged to walk or use other forms of alternate transportation to Bend Block Party events. Many locations have limited to no parking. Please be sure to add this to any event communications.

**Food and Catering**

We encourage event organizers to provide food for their events if they so choose. However, food trucks are not allowed. The propane BBQ provided by the Bend Block Party must be placed on a hard surface when possible.

**Trash Management and Clean Up**

Event organizers are required to leave the park in good condition or pay the cost of cleaning and repairs. The event organizer is responsible for collecting and removing all garbage generated by the event. Extra trash bags are provided in the trailer. If a Bend Block Party event utilizes a BPRD trash can within the event space, the trash must be removed from the can using the provided BPRD garbage key and relined with a new trash bag.

**Water Access and Electricity**

Refer to Appendix A to see what parks have these amenities. A water key is provided in the Bend Block Party for water access. Slip-n-slides, water balloons and other turf activities that could potentially damage the turf are prohibited.

## Appendix A

Park	Suggested NA	Max Attendance	Water Access	Electricity	Restrooms	Toilet Service Day	Parking
Al Moody	Mountain View	100 people	No	Yes	Portable	Tues & Fri	Street
Alpenglow	Southeast Bend	100 people	Yes	Yes	Yes	N/A	On-site lot
Big Sky- North	Mountain View	100 people	No	Yes	Yes	N/A	On-site lot
Compass	Summit West	100 people	Yes	Yes	Portable	Mon & Fri	Street
Discovery	Summit West	100 people	No	No	Yes	N/A	Street
Drake	Old Bend	100 people	Yes	Yes	Yes	N/A	Street
Harmon	River West	100 people	No	No	Portable	Mon & Fri	Street
Juniper	Orchard	100 people	No	No	Yes	N/A	On-site lot
Larkspur	Larkspur	100 people	No	Yes	Yes	N/A	On-site lot
Orchard	Orchard	60 people	No	No	Portable	Tues & Fri	Street
Pine Nursery	Boyd Acres	100 people	Yes	Yes	Yes	N/A	On-site lot
Ponderosa	Larkspur	100 people	No	No	Yes	N/A	On-site lot
Riverbend	Southern Crossing	100 people	Yes	Yes	Yes	N/A	On-site lot
Rockridge	Boyd Acres	100 people	No	Yes	Yes	N/A	On-site lot
Skyline	Century West	100 people	No	Yes	Yes	Tues & Fri	On-site lot
Summit	Awbrey Butte	60 people	No	No	Yes	N/A	Street
Sun Meadow	Old Farm District	60 people	No	No	No	N/A	Street