2024 Special Event Guidelines & Application Form

BASIC GUIDELINES

General Application Requirements:

The application form, fees and planning process must be completed no later than 3 months prior to your event date. Applicants assume responsibility for all aspects of event planning, management, and fees/deposits. Reservations are finalized after the event proposal is approved, the reservation form is completed, and fees are paid.

Please make sure we receive a copy of your event layout or route map – preferably at the time of your application, but no later than two months out from your event date. We will not approve any use of our property without a clear and legible layout or route map. We cannot permit walk/run events to pass through the Amphitheater or along Mistake Alley, as coordinating the gate closures/openings during our concert and event season is not feasible. While the Amphitheater is under construction, routes cannot include any activity on Shevlin Hixon Drive and Mistake Alley. Please be mindful of Amphitheater concert dates when planning your event. Our concert schedule can be found at bendconcerts.com – please check back frequently, as we update often throughout the concert season.

Insurance:

Insurance is required for all events or activities held on Old Mill District property, and our required insurance verbiage can be found on our website. Please read the requirements and language carefully. We require a COI to be submitted either in person or via email to Bria@theoldmill.com no later than 30 days prior to your event. Failure to maintain insurance coverage will result in immediate revocation of permission to use Old Mill District property.

Additional Permissions:

The Old Mill District strives to be a good neighbor. We work closely with Bend Parks & Recreation, the City of Bend, and others to make sure events on our property do not conflict with their operations. It is your responsibility as the event planner to obtain any necessary approval from the City of Bend, Bend Parks & Recreation, and/or any property owners if your event extends beyond Old Mill District or Hayden Homes Amphitheater property. Additionally, you are responsible for arranging any necessary inspections and maintaining compliance with the Bend Fire Department.

Fees & Deposits:

With the large number of events happening in and around the Old Mill District, we are noticing more impact on the property and our resources. These event fees help us shoulder the cost of administrative time and maintenance/security services. Our Event Fee Structure sheet can be found on our website. We will evaluate this on a case by case basis.

The event operator shall be held solely responsible for all costs associated with any damage to the property resulting from the event. Unauthorized changes from the agreed upon logistics plan may result in added fees and/or non-renewal of subsequent reservation requests.

The Old Mill District reserves the right to cancel an event at any time due to extenuating circumstances (such as water line break, extreme weather impact, etc.) and will not be responsible for any expenses or lost revenue due to cancellation of event.

OTHER GUIDELINES

Americans with Disabilities Act (ADA):

Event organizers are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This includes maintaining access to sidewalks and curb cuts and the provision of designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available.

Security and Traffic Control:

Security and/or traffic control may be required of event organizers depending on the type of event and the number of expected participants. The event organizer is responsible for obtaining a traffic engineering stamp of approval on the traffic control plan, prior to City staff review. If security is required, it is the responsibility of the event organizer to make all arrangements and to provide the district with contact names and numbers prior to the event. Security personnel are not allowed to carry firearms.

Police Assistance:

Some events may require the assistance or presence of the Bend Police Department. Please work with them well in advance to coordinate these services. If you have questions or concerns about your event and whether you require the PD, please email their Community Liaison at communityliaison@bendoregon.gov.

Portable Toilets

Event organizer may be required to provide portable toilets for event attendees.

Cleanup

Event organizer will be held responsible for clean-up during and after their scheduled event, including bagging and removing all trash associated with the event.

Logo Usage

Within the attached Event Planner Kit is the Old Mill District logo and graphics standards, we ask that our presence is represented on your website and collateral (posters, t-shirts, flyers) as we are supporting your event with our time, energy and resources.

Emergency Action Plan (EAP)

Event organizers are encouraged to create a detailed EAP that identifies potential emergency situations (i.e. active shooter, bomb threat, vehicle ramming, etc.).

COVID-19

It is the responsibility of the applicant to ensure that all COVID-19 guidelines and protocols put forth by the Oregon Health Authority are met and followed by everyone involved with the event.

Vendors and concessions

All vendors must be approved by the Old Mill District to ensure non-competition with our restaurants and retailers. All vendors must follow the rules and regulations set forth by the City of Bend, Deschutes County, and the Old Mill District.

Subcontractors

Event Organizer must require all subcontractors to agree to be bound by the guidelines, rules and regulations of this reservation. All subcontractors must provide to Event Organizer proof of insurance meeting or exceeding the requirements of this reservation. Event Organizer is solely responsible for obtaining and storing proof of subcontractors' insurance.

Alcohol

Service or sale of alcoholic beverages at your event requires prior permission of the Old Mill District. If permission is granted, we will require a full alcohol plan including signage, alcohol monitors, I.D. checkers, and security. A copy of the State Liquor License must be provided prior to the event. Your COI will need to include additional language and increased coverages. Those guidelines can be found on our website.

Sound and Noise

Special events must follow City of Bend Sound Ordinance Number 5.50 unless otherwise indicated for specific park sites. Amplified sound must end by 10:00 pm. Applications must be submitted to the City of Bend 45 days prior to the event date to allow sufficient time for notice and review. Use of amplified sound must be approved by the Old Mill District prior to the event.

Generators

When a generator is used at an event, it must be UL-approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area away from the generator. A fire extinguisher must be available and "kitty litter" or similar fire retardant product should be on hand in case of fuel spills. Fuel may NOT be refilled on turf areas or during the event while the public is present. Generators may not be placed under trees where the exhaust may be damaging. It is best to use an exhaust deflector to protect the turf.

Tents

Placement of tents must be pre-approved by the Old Mill District to ensure care of turf and landscape; include in your logistics plan. These must be held down by weighted containers, no stakes may be used to anchor them unless installed by a professional rental company.

Bouncy Houses /Large Inflatable Play Toys

Placement of blow up toys must be pre-approved by the Old Mill District to ensure care of turf and landscape; include in your logistics plan. These must be held down by weighted containers, no stakes may be used to anchor them unless installed by a professional rental company.

Landscaping and Riparian Areas

We strive to keep the area well maintained and beautiful, and to be a good steward of the Deschutes River. Please be mindful of impact on trees, turf, landscaping, irrigation, and sensitive riparian areas.

- No signs or related hardware (ropes, wires, nails, etc.) are to be attached to any tree or post. Animals or bicycles shall not be attached, tied or locked to trees or posts.
- No chemicals, cleaners or other liquids are to be deposited near trees or flower beds, on turf, or near the river.
- BBQ's, portable gas grills or heat generating equipment or materials shall not be placed near any tree trunk or under the branches of any tree.
- No stakes, rebar etc. are to be driven into the ground under the tree drip line.
- Absolutely no staging in tree wells or in riparian area.
- Ice may be disposed of by distributing in dirt-only tree wells. (Ice left on turf will damage the turf.)
- Trees or landscaping may not be pruned for special events. If a tree or landscaping interferes with pedestrians, public travel or constitutes an immediate public hazard, please contact our office directly at 541-312-0131.

Filming & Photography on Property

- Filming – Filming requires a minimum of two weeks advance notice, a script must be submitted and approved by our Marketing department. We will require a COI if you have been approved to film on property.
- Photography – Similar to our filming requirements, we require a minimum of two weeks advance notice and permission from our Marketing department. Family photos, senior pictures, vacation photos, selfies, etc. are not of concern. Professional photos for advertisements or for the purpose of mass monetary gain are prohibited unless permitted by our team.

Run/Walk Events

- Please provide a legible detailed route map no later than 2 months from your event date
- Please include on your route map the locations of any water tables. You are 100% responsible for setup, breakdown & cleanup. Be mindful of sensitive riparian areas.
- Routes may not be marked with paint, chalk, or flour, as these markings are difficult to remove. You may use removable tape or temporary signage to indicate routes.
- All route markings must be removable and leave no trace after the event. Remove markings within one-hour post event.
- Run/walk events using city streets must contact the City of Bend for possible permitting requirements, (541) 388-5505.
- Run/walk events using public parks must obtain permission from Bend Parks & Recreation District for possible permitting requirements, (541) 706-6125.
- Run/walk events using other private property must obtain permission from the property owner.

Special Event Application 2024

I. Contact Information

Name of Organization _____

Status (Non-Profit; LLC; etc.) _____ Federal I.D. #/ Social Security # _____
(circle one)

(Owner/ Manager/ Event Planner) Contact Person
(must be local)

Name: _____

Phone: _____

Cell Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

National/Regional Chair for this event

Name: _____

Phone: _____

Cell Phone: _____

Email: _____

Address: _____

City/State/Zip: _____

II. Event Details

Event Date: _____

Event Time: Start: _____ End _____
Set Up time? _____ Breakdown? _____

Event Description:

_____

_____

_____

How many participants are expected? _____ How many Staff/Volunteers? _____

Have you attached your map (race routes) with this application? Y / N

Have you held an event at OMD before? Y / N If yes, what event/date? _____

Have you walked through the property with your event in mind? Y / N

Have you contacted City of Bend? Y / N Have you contacted Bend Fire Department? Y / N
Marissa Hakimian 541-388-5505

Do you have a plan for ADA Accessibility? Y / N

What will you need for your event? if you are hiring an outside vendor please list.

Electrical (Size/service) _____ Phone/ Internet Hook-up _____

Storage _____ Janitorial Cleaning Service _____

Portables
Who will you contract for Portables? _____
How many? _____ How many ADA? _____
Please speak with the Old Mill District on placement of portables, pick-up & drop off prior to event.

Tents
Do you plan to use tents? Y / N How many? _____What size of tent(s)? _____
Expected date for set-up? _____ Break down of tent _____

Vendors
Are you having vendors? Y / N If yes, please attach a list of prospective vendors. (Note due to some lease agreements in the Old Mill District vendors must be approved in advance.)

Food/Beverages
Will you provide food or have your event catered? Y / N If so, by whom? _____

Do you plan to serve, or allow Alcoholic Beverages, at your event? Y / N
Are you selling or giving away?
If yes, we will need a full alcohol plan including signage, alcohol monitors, i.d. checkers & security.
(Note: Alcoholic Beverages are prohibited, without prior permission of the Old Mill District) If yes, and permission is granted, a copy of the State Liquor License must be provided prior to the event.

III. Fees

Event & Impact Fees: ***(To be completed by OMD office.)***
Invoice will be generated from OMD. Basic Use Fee: $ _____ Impact Fee $ _____
Due no later than 30 days prior to event. Cash □ Check □ only. Checks made payable to: **Mill Shops**

Event Deposit – applicable to this event Y / N $_____ *Due no later than 30 days prior to event.*
Cash □ Check □ only

Due to the close nature of Riverbend Park all events that may impact Bend Metro Parks & Recreation District are subject to their approval when applicable. Y / N Any stipulations? _____

Post Event Final Billing: If damages occur to landscaping or irrigation as a result of your event, you will be notified and an invoice to cover repair will be sent from Millsite Management, Mike Bjorvik, 541.382.6691 or mike@millsitelandscape.com

Note: The Event Operator shall be solely responsible for all costs associated with any damage to the Property/Facility due to or as a result of the event. Event Operator and Old Mill District representative shall inspect the Property/Facility within 48 hours after the end of the Event to assess any damage.

IV. Insurance

Name or Insurance Carrier_____

Insurance Agent's name/phone number_____

Please send your insurance certificate of liability coverage a minimum of 30 days prior to the event. The required coverage, limits and language needed on the certificate are noted on OMD 2023 Insurance sheet.

Parking

Do you have a parking plan for staff, volunteers, vendors and participants? Y / N

If so, please describe? _____

_____

Security

Will you have security, prior to, during, or after your event?_____Yes_____No

If yes, describe_____

Which security company are you using? _____

City of Bend Police

Will you be requesting Bend Police, prior to, during, or after your event? _____Yes _____No

If yes, Volunteer _____ or Paid _____

Printed Pieces

Do you have plans to advertise your event prior to or while at the Old Mill District? Yes _____ No _____

If yes, please describe these printed pieces: _____

_____

Please submit your collateral to Bria Holub at Bria@theoldmill.com prior to printing. Date submitted _____

Please note: The use of posters, attached to City signs, power poles, light poles, trees etc. is prohibited. Any event advertised in this manner, will be immediately cancelled, and the event's security deposit applied to clean up efforts. The use of paint, chalk or other writing methods to mark off courses (or boundary lines) is also strictly prohibited.

References:

Please provide us with two references, preferably event centers or business contacts:

Name: _____ _____

Company: _____ _____

Phone: _____ _____

Other information you feel would be helpful in processing your application: _____

_____

Indemnification Event Operator/Owner/Planner shall indemnify, defend and hold Old Mill District/River Bend LP harmless from and against any and all cost (including attorney's fees), damage, expense, and liability in connection with all claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings or any other claim arising out of any action of the Event Operator, its agents, employees, contractors, licensees, invitees, attendees or representatives in, on or about the Property or which may arise in any way in connection with the Event and the use of the Property.

_____ _____

Applicant Signature, Title Received by, Title

_____ _____

Date Date

Submission of this application does not constitute an agreement on behalf of the Old Mill District to approve the proposed event. Applicants will be notified in writing whether the Old Mill District has approved the proposed event.