

PICNIC WORKSHEET/APPLICATION

CUSTOMER SERVICE CENTER | 503-823-2525
1120 SW 5th Avenue, First Floor | Portland, Oregon 97204

CONTACT INFORMATION

PRIMARY CONTACT NAME:		ORGANIZATION NAME:	
PRIMARY CONTACT DATE OF BIRTH:		EMAIL:	
PRIMARY ADDRESS:	CITY:	ST:	ZIP:
DAY PHONE:	CELL PHONE:	FAX:	

EVENT INFORMATION

DESIRED NAME OF EVENT: WHAT IS YOUR EXPECTED ATTENDANCE?

LOCATION: ARE YOU BOOKING MORE THAN 1 LOCATION? ☐ YES ☐ NO **DATE and TIME:** ALL PICNIC AREAS ARE RESERVED 8:00AM - 9:00PM ONLY

DATE (1ST CHOICE): PARK (1ST CHOICE): SITE :

DATE (2ND CHOICE): PARK (2ND CHOICE): SITE :

DATE (3RD CHOICE): PARK (3RD CHOICE): SITE :

<input type="checkbox"/>	ALCOHOL (BEER and WINE ONLY) <input type="checkbox"/> GUESTS BRING THEIR OWN <input type="checkbox"/> HOST OR PROVIDE (MUST PROVIDE INSURANCE IF HOSTED/OR OVER 50 ATTENDEES)	<input type="checkbox"/>	GAMES, VOLLEYBALL NETS, INFLATABLES, ETC. (CIRCLE ALL APPLICABLE ITEMS) (NO STAKES ALLOWED)
<input type="checkbox"/>	AMPLIFIED SOUND/ MUSIC TYPE:	<input type="checkbox"/>	PORTABLE RESTROOM REQUIRED - 1 PER EVERY 125 PEOPLE MUST PROVIDE INSURANCE
<input type="checkbox"/>	ATHLETIC FIELDS: 2 HOURS LIMIT - TIME: ____ TO ____ ONLY AVAILABLE AFTER 2 PM AT THE FOLLOWING LOCATIONS: COLUMBIA PARK, MT SCOTT PARK, PENINSULA PARK, PIER PARK, AND SELLWOOD PARK <input type="checkbox"/> BALLFIELD (FEES VARY) <input type="checkbox"/> SPORTS FIELD (FEES VARY)	<input type="checkbox"/>	VEHICLES (LOAD/UNLOAD ONLY) \$67.25 PER VEHICLE # OF VEHICLES DRIVING INTO PARK:
<input type="checkbox"/>	CANOPIES (NO STAKES ALLOWED) <input type="checkbox"/> UP TO 2- 10x10 <input type="checkbox"/> 1- 10x20 <input type="checkbox"/> OTHER: ____ X ____	<input type="checkbox"/>	ADDITIONAL TABLES and CHAIRS YOU PLAN TO BRING TO THE PARK: # SIZE: / # SIZE:
<input type="checkbox"/>	FOOD WILL THE EVENT BE <input type="checkbox"/> CATERED OR <input type="checkbox"/> POTLUCK?	<input type="checkbox"/>	WILL YOU BE SELLING ANYTHING? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	ELECTRICITY: INCLUDED AT SITES WITH AN "E" IN THE BROCHURE.	<input type="checkbox"/>	ARE YOU ADVERTISING THIS EVENT? <input type="checkbox"/> NO <input type="checkbox"/> YES- STOP! THIS EVENT REQUIRES A SPECIAL USE PERMIT FROM PUBLIC EVENTS STAFF

FEES - See the complete picnic information at portland.gov/parks/picnics

APPLICATION FEE:	<input type="checkbox"/> \$25 (Picnic Permit) OR	<input type="checkbox"/> \$50 (Special Use Permit - 15 days or more) OR <input type="checkbox"/> \$75 (Special Use Permit - less than 15 days)
USAGE FEE (\$):	<input type="checkbox"/> \$ _____	<input type="checkbox"/> OTHER \$ _____
EXTRA FEES:	<input type="checkbox"/> \$67.25 VEHICLE ACCESS PASS	<input type="checkbox"/> \$204 OVERBOOKING <input type="checkbox"/> \$110 NOISE VARIANCE FEE
REFUNDABLE DEPOSITS:	<input type="checkbox"/> \$100 KEY	<input type="checkbox"/> SECURITY \$ _____ \$250 for HOYT/ \$500 for AMPITHEATERS

TOTAL DUE: \$

PAYMENT INFORMATION

- A MINIMUM OF THE APPLICATION PROCESSING FEE IS DUE
- DO NOT MAIL, FAX, OR EMAIL CREDIT CARD INFORMATION.
- PLEASE MAKE CHECKS PAYABLE TO "THE CITY OF PORTLAND"
- MAIL TO: 1120 SW 5th Avenue, First Floor, PORTLAND, OR 97204