



# Reserve a Park for Your Picnic

Making reservations, policies, insurance, and more

*Prices and policies within are valid for permits booked from February 18 - June 30, 2020.*

## GENERAL INFORMATION

Portland Parks & Recreation (PP&R) has 200+ parks and gardens, and many of these locations have individual picnic tables available for use on a first-come, first-served basis. When there is a grouping of three or more tables, they are often reservable. To guarantee your picnic date and location, it is recommended that you make a picnic reservation in advance. For your convenience, this brochure lists picnic sites and fees. Parks not included in this brochure may be reserved under a Special Use Permit.

### Picnic permits cover the following type of events -

- A gathering of family/friends or company/organization
- A single reserved picnic facility without exceeding the stated site capacity
- When event attendance is free. No sales, donations, or monetary exchange is required for people to attend.

**Picnic reservations for the 2020 season will be accepted beginning on Tuesday, February 18.**

### You need a permit if any of the following apply -

- When you want to guarantee use of a picnic site
- When you are setting up any equipment - barbecue grill, chairs, tables, canopies, volleyball net, or other sporting equipment
- If you will have any alcohol present
- If you are planning for 150 or more people to attend.



Columbia Park has some of the largest groupings of picnic tables for bigger groups.

### Picnic permits allow you to bring in the following items for your event -

- 1-2 tables and/or 1-2 pop-up canopies (no larger than 10'x10', no stakes are allowed in a park)
- a residential-style barbecue grill
- small speakers heard only within immediate picnic area

### Special Use Permits are required when -

- there is BYOB beer and wine present and more than 49 people of any age
- you'd like to provide alcohol (hosted, catered, kegs, etc.)
- you'd like to bring items not included above (i.e. volleyball nets, inflatables/bounce house, additional tables or canopies)
- you'd like to drive a vehicle on the sidewalk to pick up or drop off items for your event
- you'd like to have a band or DJ

Special Use Permits must be booked with a Customer Service Representative and may require approval from the Park Supervisor or from the Office of Community & Civic Life. Payment of the application processing fee does not guarantee that the permit request will be approved. If a request is denied, your application processing fee and noise variance fee are non-refundable. Special use permit requests must be made at least 15 days in advance of your event to avoid rush fees. Application fees increase when you book less than 15 days in advance (see the detailed fee information on page 5 of this document).

## MORE PERMIT DETAILS

- Park area maps are located on our website at [portlandoregon.gov/parks/maps](http://portlandoregon.gov/parks/maps).
- All picnic site reservations are from 8:00 AM to 9:00 PM, except where more specific details are listed in the tables on pages 3-4 of this document.
- Picnic shelters have a capacity of 100 people, unless there are more than 10 tables.
- If you would like to book a picnic permit less than ten (10) days in advance, please call our office at 503-823-2525.
- Payment may be made by Visa, MasterCard, American Express, or Discover, as well as by cash or check (payable to the City of Portland).

## HOW TO MAKE YOUR PICNIC RESERVATION FOR THE 2020 SEASON

Reservation requests for picnics in a Portland park will be accepted beginning at 8:00 AM on Tuesday, February 18, 2020 (phone-in hours begin at 8:30 AM).

### Make your reservation request one of four ways:



**Online** - at [portlandoregon.gov/parks/picnics](http://portlandoregon.gov/parks/picnics).



**By phone** - call the Customer Service Center at 503-823-2525, and select option 1.

**By Fax** - 503-823-2515.

**Phone-in hours:** Monday-Friday, 8:30 AM-5:00 PM.



**By mail** - Payments may be mailed. Paper applications can be found at [portlandoregon.gov/parks/picnics](http://portlandoregon.gov/parks/picnics). Make sure checks are payable to the City of Portland.



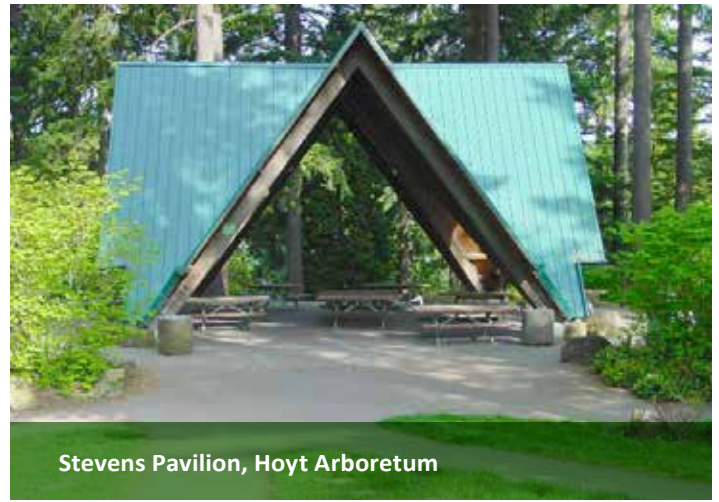
**Or come see us in person** - The Customer Service Center is located in the Portland Building at 1120 SW 5th Avenue, 1st floor, Portland.

**Walk-in hours:** Monday-Friday, 8:00 AM-5:00 PM.

## INSURANCE

Insurance may be required for your permit and may be purchased from a variety of sources:

- The City has arranged to make liability and property coverage available for those using city facilities or venues through [Tenant Users Liability Policy \(TULIP\)](#). This insurance is designed specifically for users of city facilities and venues so it meets our agreement requirements, and is often more cost effective than options listed below. Coverage is provided for the majority of events, however large scale events, or events with dangerous or risky activities, may be excluded.
- Many homeowners' policies offer coverage for an event, or a special rider can be purchased.
- Many insurance agencies can put together what is called a special events policy.



Stevens Pavilion, Hoyt Arboretum

## ISSUED PERMITS AND MORE

Upon approval and payment of all applicable fees, you will receive a link to your permit via email. Please print out this permit and take it with you to your event. A permit confirms your reservation and must be on site during the event to be valid.

You can request the following items to be sent to you through the mail:

- **Issued Permit and Site Map**

An official permit must be on site during your event to be valid - please have a printed copy or a digital copy (on your smart phone or tablet) available for viewing.


- **Reservation Signage**

We provide signs by request only. It is your responsibility to display signs on the day of your event to notify park users that the area is reserved. We do not allow signs to be attached to trees or placed on stakes in the ground (sandwich boards are recommended). A member of your group may wish to monitor the site prior to the beginning of your event.

- **Vehicle Access Passes**

If requested and approved, a vehicle access pass will be mailed to you, or you may pick up the pass from our office. See page 6 of this brochure for more information on vehicles.

## ADA ACCESSIBILITY

Look for the ADA symbol  in the tables on pages 3-4 of this document. For more detailed information on accessible amenities, parking, and access points, call the Customer Service Center at 503-823-2525.



PICNIC LOCATION			Site A	Site B	Site C	Site D	Site E	Site F	Site G	Site H	Site I
<b>Brooklyn School Park</b> SE 15th and Bush Street		# Tables	3	3							
		Fee	\$32	\$32							
<b>Colonel Summers Park</b> SE 17th and Taylor Street		# Tables		No Tables	← Key required to access shelter						
		Fee		\$77.75							
<b>Columbia Park</b> N Lombard Street and Woolsey Avenue		# Tables	8	16	8	28	16	19	10	9	
		Fee	\$48.75	\$91.25	\$48.75	\$187.50	\$234.25	\$119.25	\$54	\$54	
<b>Creston Park</b> SE 44th and Powell Blvd.		# Tables	20   S	10	10	11	5	7	← Paved pathways to picnic sites may be unavailable starting late summer - all Creston Park picnic sites.		
		Fee	\$186.50	\$63.25	\$63.25	\$69.50	\$32	\$43.50			
<b>Dawson Park</b> N Stanton Street and Williams Avenue	 	# Tables	No Tables BBQ								
		Fee	\$103.50								
<b>Gabriel Park</b> SW 45th and Vermont		# Tables	5 (not available August-December)	5 (may be impacted by construction)	7 (may be impacted by construction)	5	7				
		Fee	\$32	\$32	\$43.50	\$32	\$43.50				
<b>Gateway Discovery Park</b> NE 106th and Halsey	 	# Tables	3	2	3	← Reserve all sites (A through C) for \$53.75					
		Fee	\$32	\$32	\$32						
<b>Grant Park</b> NE 33rd and US Grant Pl.		# Tables	No Tables								
		Fee	\$103.50   L								
<b>Hoyt Arboretum</b> 4000 SW Fairview	  	# Tables	10 								
		Fee	\$595.75 high season rate (May-October) \$297.75 low season rate (November-April)	← Weekday reservations Sept-May, 1:00-9:00 PM only.							
<b>Irving Park</b> NE 7th and Fremont		# Tables	3	3							
		Fee	\$32	\$32							
<b>Kelley Point Park</b> N Marine Drive and Lombard Street		# Tables	5	3	3	14	16	7			
		Fee	\$32	\$32	\$32	\$88	\$91.25	\$43.50			
<b>K<sup>h</sup>unamowskt Park</b> NE 52nd and Alberta	 	# Tables	3	← (1 covered table, 2 uncovered tables)							
		Fee	\$74.50								
<b>Laurelhurst Park</b> SE 39th and Stark Street		# Tables	12	3	3	5	10	8			
		Fee	\$74	\$32	\$32	\$32	\$63.75	\$48.75			
<b>Lents Park</b> SE 92nd and Holgate Blvd.		# Tables	6	N/A	3						
		Fee	\$37.25	N/A	\$32						
<b>Luwit View Park</b> NE 127th and Fremont		# Tables	6   BBQ	10   BBQ							
		Fee	\$51.75	\$36.25							

continued

## TABLE DEFINITIONS AND ADDITIONAL INFORMATION

**1 Picnic Table** = 8 to 10 people

**Picnic Shelter** = 100 people or 10x number of tables

**Sheltered sites** shown in solid color with number of tables listed

**K** = Kitchenette with sink, refrigerator, and stove; water available. Not suitable for food preparation. Requires a key for access.

**D** = Security deposit of \$250 is required for any reservations at Hoyt Arboretum. Fully refundable if reserved facilities are left clean and all conditions of use, rules, and regulations are followed.

**S** = Sink

**L** = Light with switch

**BBQ** = Charcoal barbecue grill available

– ADA accessible

– Quiet park

– Key required

– Parking fee required

– No vehicle access allowed

– Electricity included at this location



PICNIC LOCATION			Site A	Site B	Site C	Site D	Site E	Site F	Site G	Site H	Site I
<b>McCoy Park</b> N Trenton and Newman	♿	# Tables	5								
		Fee	\$75.75								
<b>Mt. Scott Park</b> SE 72nd and Harold Street		# Tables	4	12	6	6	6				
		Fee	\$32	\$75.75	\$37.25	\$37.25	\$37.25				
<b>Mt. Tabor Park</b> SE 60th and Salmon Street	♿	# Tables	12	13							
		Fee	\$204	\$81.75	MT. TABOR PARK IS CLOSED TO VEHICLES ON WEDNESDAYS						
<b>Normandale Park</b> NE 57th and Halsey Street		# Tables	No Tables								
		Fee	\$77.75								
<b>Overlook Park</b> N Fremont and Interstate		# Tables	5								
		Fee	\$103.50								
<b>Peninsula Park</b> N Albina and Rosa Parks Way		# Tables	7   S  ♿	10 ♿							
		Fee	\$203	\$63.25							
<b>Pier Park</b> N Seneca and St. Johns		# Tables	22	22	12	12	6	9	4	4	
		Fee	\$135.75	\$135.75	\$75.75	\$145	\$37.25	\$53.75	\$32	\$32	
<b>Powell Park</b> SE 26th and Powell Blvd.		# Tables	6	← Key required to access shelter							
		Fee	\$151.25								
<b>Sellwood Park</b> SE 7th and Miller Street		# Tables	8	8	6  K	8	5	8	4	11	8
		Fee	\$48.75	\$48.75	\$151.25	\$48.75	\$32	\$48.75	\$32	\$69.50	\$48.75
<b>Spring Garden Park</b> 3332 SW Spring Garden Street	♿	# Tables	5	← (1 covered table, 4 uncovered tables)							
		Fee	\$100								
<b>Wallace Park</b> NW 26th and Raleigh		# Tables	2								
		Fee	\$103.50								
<b>Washington Park</b> Head of SW Park Place		# Tables	11	6	9	5					
		Fee	\$69.50	\$37.50	\$53.75	\$135.75					
<b>Westmoreland Park</b> SE McLoughlin and Bybee		# Tables	4	4	4	4	4	3	4	4	
		Fee	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	
<b>Willamette Park</b> SW Macadam and Nebraska		# Tables	12								
		Fee	\$158.50								
<b>Wilshire Park</b> NE 33rd and Skidmore		# Tables	5	4	No Tables 						
		Fee	\$32	\$32	\$87						
<b>Woodstock Park</b> SE 47th and Steele		# Tables	18								
		Fee	\$113								

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Not suitable for food preparation. Requires a key for access.

**D** = Security deposit of \$250 is required for any reservations at Hoyt Arboretum. Fully refundable if reserved facilities are left clean and all conditions of use, rules, and regulations are followed.

**S** = Sink

**L** = Light with switch

**BBQ** = Charcoal barbecue grill available

♿ – ADA accessible

– Quiet park

– Key required

– Parking fee required

– No vehicle access allowed

– Electricity included at this location



## CALCULATING FEES

**Facility Usage Fee** - see details and fees in tables on pages 3-4 of this document

<b>Picnic Application Fee</b>	\$25
<b>Special Use Application Processing Fee</b> based on number of days fee is processed <b>in advance</b> of your event: <ul style="list-style-type: none"> <li>• 15 days or more in advance of your event – \$50</li> <li>• less than 15 days in advance of your event – \$75</li> </ul> <b>Processing fees are non-refundable</b> Gateway Discovery Park fees vary - Call the Customer Service Center at 503-823-2525.	\$50 or \$75 - Based on processing fees listed at left
<b>Special Use Fee</b> (up to 499 people) <i>Fee increases based on number of attendees.</i>	\$204
<b>Vehicle Access Fee</b> ( <i>key may be required</i> )	\$67.25 per vehicle
<b>Key Deposit</b> ( <i>refundable if key returned within two (2) business days after your event</i> )	\$100
<b>Hoyt Arboretum Security Deposit</b> ( <i>refundable</i> )	\$250
<b>Noise Variance Fee:</b> based on number of days fee is processed <b>in advance</b> of your event: <ul style="list-style-type: none"> <li>• 10 days or more in advance of your event – \$110</li> <li>• less than 10 days in advance of your event – \$210</li> </ul>	\$110 or \$210 - Based on processing fees listed at left

## HOW TO CALCULATE FEES AND PAYMENT

Each permitted site requires payment of an application processing fee and a location usage fee. For example, a reservation at Dawson Park Site A would require a facility usage fee of \$103.50 (*shown in table on page 3*) and an application processing fee of \$25 (*shown in fee table to the left*) for a total payment of \$128.50.

All fees must be paid in full at the time of booking unless a payment plan is requested and established. To establish a payment plan, you must contact the Customer Service Center during business hours. **Full payment is due no less than 30 days after making your reservation** (full payment is also required if making reservations 60 days or less prior to your event). We accept Visa, MasterCard, American Express, Discover, cash, and check/money order payable to the City of Portland.

## CANCELLATIONS AND RESCHEDULING

You may cancel your permit prior to your scheduled event date, or reschedule your event once, without paying an additional non-refundable application processing fee. To cancel or reschedule, contact the Customer Service Center during regular business hours.

All canceled/rescheduled permits should be deleted or disposed of as they are no longer valid.\*

## REFUND GUIDELINES

- Contact the Customer Service Center at least four (4) business days prior to your event to receive a full refund of all fees *except for* the non-refundable application processing and the noise variance fees.
- Contact the Customer Service Center three (3) business days or less prior to your event to receive a 50% refund of all fees *except for* the non-refundable application processing and the noise variance fees.
- Refunds will not be given **after** your scheduled event date.

\*If you are found using a canceled permit, you will be billed for the rental and also fined the amount equal to the rental fee. Accounts with unpaid balances will be forwarded to collections.



Luwit View Park covered picnic area



# POLICIES, RULES, AND USAGE INFORMATION

## ALCOHOL

It is unlawful to possess or consume alcohol in any Portland park without a permit.

**BYOB** (bring your own beverage) - canned or bottled beer and wine are allowed with a picnic permit. If 50 people or more are in attendance, you will be required to provide proof of insurance.

**HOSTED** - Serving or providing alcoholic beverages (limited to beer and wine) requires a special use permit and proof of insurance.

## BARBECUES

Use of self-contained barbecues that are a minimum of 6" off the ground is allowed only when you have reserved a location. The permittee is responsible for the safe disposal of the coals and/or grease off-site.

## CANOPIES, TABLES, AND EQUIPMENT

If you plan to set up equipment in the park, you must reserve the location when booking your event. To prevent tree damage or hitting buried electrical or irrigation lines, please do not attach anything to trees or drive stakes in the ground. PP&R does not provide chairs or rental equipment.

## CATERERS, FOOD CARTS, AND TRUCKS

If you plan to hire a caterer or a food cart/truck for the event, please be aware of the following policies: No on-site sales to guests or to the public. The catering vehicle must park in designated parking areas only and must pay all applicable fees. We do not reserve or otherwise guarantee parking space. In order to drive a vehicle onto a park pathway, a vehicle access pass is required. Please see Vehicles information on this page.

## NONDISCRIMINATION NOTICE

To help ensure equal access to City programs, services and activities, the City of Portland will provide translation, reasonably modify policies/procedures, and provide auxiliary aids/services/alternative formats to persons with disabilities. For accommodations, translations, complaints, and additional information, contact Carolyn Lee at [carolyn.lee@portlandoregon.gov](mailto:carolyn.lee@portlandoregon.gov), use City TTY 503-823-6868, or use Oregon Relay Service: 711.

## ELECTRICITY

⚡ Where indicated in the tables within this document, electricity is limited to a single outlet. If tripped, it cannot be repaired quickly. Battery backup is highly recommended. Fuel based generators are NOT allowed.

## GARBAGE

The permittee is responsible for collecting and removing all garbage generated by the event. Please bring extra garbage bags. Scoop and leash laws apply.

## SMOKE-FREE PARKS AND GARDENS

All city parks, gardens, and natural areas are smoke and tobacco-free. Products such as bidis, cigarettes, cigarillos, cigars, clove cigarettes, e-cigarettes, portable vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana are not allowed on any city properties.

## SOUND AND QUIET PARKS

The following changes to the sound policy went into effect January 1, 2017.

- Quiet parks do not allow any sound-producing equipment (look for this symbol 🗣️ in the tables on pages 3-4 of this document).
- In all other parks, sound is limited to no more than 3 consecutive hours between 11:00 AM-8:00 PM (Mt. Tabor Park 12:00 PM-5:00 PM). Small speakers or quiet acoustic instruments, that cannot be heard outside of the immediate reserved area, are allowed.
- A Special Use Permit and Noise Variance are required for bands, DJs, drums, or other instruments that are amplified. PP&R works with the City Noise Control Office to issue noise variances directly to park permit holders.
- For more information please call 503-823-2525 (PP&R) or 503-823-7350 (Noise Control).

## VEHICLES

A vehicle access pass is required for all vehicles driven into a park excluding public roads and parking lots. Passes require park supervisor approval and are issued for loading and unloading only. Passes must be displayed in the front window of the vehicle. Vehicles must stay on hard surfaces and cannot remain in the park during the event. The vehicle access fee is \$67.25 per pass. A key (\$100 refundable deposit) may be required for park access.

