

Gateway Discovery Park

ARTS & CULTURE PROGRAM – FAQ SHEET

Below are commonly asked questions to help you prepare for your upcoming performance.

LOCATION

What is the address of Gateway Discovery Park?

- **Gateway Discovery Park:** 10520 NE Halsey St., Portland, OR

What is the surface of the Plaza?

- **Gateway Discovery Park:** Cement Plaza Area is a flat area.

PARK STAFFING

Will there be a staff person on-site during our performance?

- Yes, a Park Host will be on-site during your scheduled load-in, performance, and load-out times. Staff will open the electricity, answer questions, and educate about park rules.
- Park Hosts are not to be used as Park Security or a sound-tech for your event.

What do I do if I arrive and I can't find an on-site staff?

Park Hosts work in the park and may be in the park office, the equipment cage, or on break. Staff wear bright apple green shirts/coats. Feel free to call them if you can't find them and you have arrived at the agreed upon arrival time.

- **Gateway Discovery Park:** Office: 503-823-4116/ Cell: 971-275-3081

My performance is on the weekend, how do I reach staff after-hours and on weekends?

- Contact the above phone numbers on the weekends.

PERFORMANCE SPACE

Gateway Discovery Park is an outdoor, urban, organic performance space. It is a fun space to perform but is not as controlled as an indoor performance space. Flexibility and adaptability to changing conditions is a must!

Where should we set-up our equipment for our performance?

Talk with the Recreation Coordinator in advance to determine the best location for your Performance needs

- Gateway Discovery Park Recreation Coordinator: 971-275-3081.

Is there a stage available for performances?

- **Gateway Discovery Park:** Potentially – this is based on staffing and availability. Please discuss with Recreation Coordinator

SALES

Can we sell items at our performance?

- Performers are not to sell their CDs, T-shirts, alcohol, tickets, or any other merchandise/ concessions, as per the Arts & Culture Program rules.
- Tips may be collected but cannot be required of audience.

Can we hand-out event fliers and information about upcoming performances and our group?

- Yes, you may promote your organization/performance group.
- Parks are windy locations so you will be expected to pick-up any fliers that blow away into the park.

LOAD-IN, LOAD-OUT, VEHICLES & TRANSPORTATION

Where can we load-in and load-out our performance equipment?

Arts & Culture Performers must park in adjacent street side parking or parking lots, where available. Speak with Recreation Coordinator for the park for details.

Where can we park our tour bus?

Tour buses may not block public traffic or drive onto the parks.

- **Gateway Discovery Park:** along the streets around to the park. Talk with recreation coordinator to see if a close by business parking lot may be available for parking. (this is only an option when they are closed)

PEFORMANCE INFORMATION

Will I need a noise permit for my performance?

- Gateway Discovery Park staff will apply and pay for noise variance permits for Arts & Culture programs.

Do we really need to amplify our instruments, we're very loud?

- Yes, there is a lot of background noise in the park from cars, public transportation, on-site park splash pads, people in the park, and wind that makes hearing acoustic performances impossible.
- Band Instruments may not need to be amplified but if someone is speaking into a microphone, they will need to be amplified.

For an evening performance, is there enough light to read sheet music or notes in the park?

- We recommend you bring your own battery-operated lamp or visit the park in advance at night to see if there is enough light for your evening performance.

Do you have music stands available for performers?

- No, performers need to bring their own equipment and clips to secure music sheets from the wind.

Are there dressing rooms available?

- No, please have performers come in their costumes or plan to change in your tour bus or personal vehicle.
- Park Restrooms are for public use and are not to be used for performers to change.
- If an on-site changing area is required for your group, speak with the Rental Coordinator in advance.

Will there be access to drinking water for our performers?

- Each park has a drinking fountain. If you have a large group, we recommend bringing a water cooler/bottles.

Our performers are riding a bus for several hours to get to the performance, can we use the parks restroom?

- If you have a large performance group, are expecting a large crowd, or will need to monopolize the restroom after a long trip, you will be required to have porta potties reserved for your performance at your group's expense. This must be arranged with the Rental Coordinator a minimum of five days in advance.

Do you have sound equipment and a sound tech available for our performance?

- Arts & Culture groups are expected to provide their own sound equipment.
- Park Hosts do not run sound for events.

Where can we keep our personal belongings?

- The parks do not have a secure location for storage of purses/equipment/personal items.
- The Parks are not liable for any lost or stolen belongings.

How soon before my performance can I start loading in?

- Typically, one hour before the performance to set-up for a single day performance that is less than 5 hours.
- The Park Host will have the space prepared for you by your load-in time according to the site map you submitted
- Please be sure to inform the Rental Coordinator of your anticipated load-in time.

PEFORMANCE INFORMATION, Continued

What kind of attendance numbers should we expect?

- This is a difficult question to answer as it is based on many different variables including the season, time of day, weather, amount of marketing your group has done, public interest in your event, and unrelated local/world happenings. We make no guarantees to attendance. Our goal is for positive park activation and to build community, regardless of the size of the crowd.
- The Rental Coordinator can give you a sense of recent numbers the park has been experiencing for Arts & Culture programs when they contact you to confirm your event.

WEATHER

What if bad weather is predicted?

- There are no waterproof or heavily shaded areas. Please be prepared for wind, rain, heat, and sun. In the event of heavy rain, we can offer (1) 10x10 pop-up tent with sidewalls and weights.

- The parks can be windy, we recommend you bring clothes pins/clips for sheet music, etc.
- Portland Parks & Recreation reserves the right to cancel due to extreme weather including icy conditions, extreme heat at or exceeding 103 degrees, poor air quality (AQI of 151 or more), and/or wind or weather warnings.

What if we decide to cancel our performance due to bad weather or for any other reason?

- If you decide to cancel your event due to weather or other reasons, contact park staff immediately.
- We get a lot of questions about upcoming events from the public in person, on the phone, on Facebook, etc., and if you cancel your performance we will have to update our website calendar, Facebook, and not set-up the site for your event, and potentially call staff to not come to work.
- See the first page for numbers to call for each park in the case you need to cancel your event.
- Park marketing is produced several months in advance and events that cancel after it goes to publication will still appear in print materials, PP&R will not be liable for incorrect information in our marketing materials.

OTHER QUESTIONS

Can we have the splash pad turned off at Gateway Discovery Park during our event?

- Our park splash pads are major park attractions for our community and a destination for many families. We will not turn off the splash pad for your performance.
- The park splash pads draw people to the park and audiences tend to stay longer as the water cools and entertains children and adults alike, keeping them in the parks longer.

Thank you!

