



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## 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 (1<sup>ST</sup> CHOICE): \_\_\_\_\_ PARK (1<sup>ST</sup> CHOICE): \_\_\_\_\_ SITE : \_\_\_\_\_

DATE (2<sup>ND</sup> CHOICE): \_\_\_\_\_ PARK (2<sup>ND</sup> CHOICE): \_\_\_\_\_ SITE : \_\_\_\_\_

DATE (3<sup>RD</sup> CHOICE): \_\_\_\_\_ PARK (3<sup>RD</sup> 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) <b>\$67.25 PER VEHICLE</b> # 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 [portlandoregon.gov/parks/article/93270](http://portlandoregon.gov/parks/article/93270)**

APPLICATION FEE:  \$25 (Picnic Permit) OR  \$50 (Special Use Permit - 15 days or more) OR  \$75 (Special Use Permit - less than 15 days)

USAGE FEE (\$):  \$ \_\_\_\_\_  OTHER \$ \_\_\_\_\_

EXTRA FEES:  \$67.25 VEHICLE ACCESS PASS  \$204 OVERBOOKING  \$110 NOISE VARIANCE FEE

REFUNDABLE DEPOSITS:  \$100 KEY  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

Updated February 2020