



2022 RENTAL AND EVENT PERMIT APPLICATION

GATEWAY DISCOVERY PARK

EVENT NAME AND CONTACT INFORMATION

Event Name: _____

Organization Name: _____ Phone: _____

Organization Address: _____

Organization City: _____ State: _____ Zip: _____

Organization Daytime Phone: _____ Cell: _____

Organization Website: _____

Organization Email: _____ Fax: _____

Main Contact Name: _____

Main Contact Address: _____

Main Contact City: _____ State: _____ Zip: _____

Main Contact Daytime Phone: _____ Cell: _____

Main Contact Email: _____ Fax: _____

Day of Event Contact Name: _____ Cell: _____

EVENT DATE AND PARK INFORMATION - 1 park event per application

Event Date(s) Requested 1st Choice: _____ 2nd Choice: _____

Estimated Total Event Attendance: _____ Estimated Total # On-Site Staff/Volunteers: _____

Rental Areas: GATEWAY DISCOVERY PARK

Gateway Disocvery Park - circle all areas in Gateway Discovery Park you'd like to use for your rental

The Porch The Plaza The Lawn Half Lawn A / B
Commercial Sampling Area - Plaza Crossing (or) Skate Dot Crossing Performance Plaza

EVENT START, END, AND LOAD-IN/OUT TIMES

Event Start:	Time: _____	Date: _____	Load-in Start:	Time: _____	Date: _____
Event End:	Time: _____	Date: _____	Load-out Start:	Time: _____	Date: _____
			Load-out End:	Time: _____	Date: _____

Park Event Quiet Hours

The parks are adjacent to neighborhoods, apartments, and businesses. To respect our neighbors, all event and event-load-in/load-out times are to be completed during the following hours. A noise penalty fee will be charged for violations of quiet hours unless event receives advanced approval to load-in or load-out beyond stated hours below.

Sun, Mon, Tue, Wed and Thu: 9:00pm - 6:59am / **Fri and Sat:** 10:00pm - 6:59am



EVENT RATE QUESTIONS

Is the event open to the public? This means anyone in the park is welcome to take part, eat
any food provided, etc.

Yes No

Is any portion of the event closed to the public?

Yes No

If YES, explain for what portion of the event will be closed to the public?

Will sales of any type occur during your event?

Yes No

If YES, what will be sold? Food Beverage Merchandise _____

Will the event have an Admission/Entry Fee?

Yes No

If YES, where will people be paying for it? At the Gate Online Other: _____

Is the event free of charge?

Yes No

Is the event ticketed?

Yes No

If the program is ticketed, is there a fee?

Yes No

Will you be collecting or handling money on-site for donations, pass the hat, sales, etc.?

Yes No

Are sponsors involved in the event?

Yes No

If YES, please list the sponsors: Sponsors: _____

Will there be sponsor visibility/signage at the event?

Yes No

If so, what and where do you have in mind? _____

Will there be any commercial/promotional product sampling?

Yes No

Beer/Wine Sampling Beverages without alcohol Food Product _____

Do you expect future sales and/or income from this event?

Yes No

If YES, please explain: _____

Will goods/promotional materials be distributed?

Yes No

Will a new product or business be introduced?

Yes No

Will the perimeter of the event be closed off in any way so there is a centralized entry/exit point?

Yes No

Will there be an entry gate?

Yes No

Is this an "Invite Only" event, such as a convention, wedding, ?

Yes No

Is this a fundraiser?

Yes No

If YES, who is the fundraiser for?: _____

EVENT EQUIPMENT AND SITE AMENITIES

Will there be tents? Yes No

If YES, please show on site plan: # of tents: _____ Size of tents: _____

Will there be propane heaters? Yes No

Will food be served? Yes No

If YES, check all that apply: Catered Cooked on-site Food Trucks Other: _____

Will the following food preparation equipment be used at the event? BBQ Grease Fryers

What food will you be selling at your event? _____

Will there be music in the park? Yes No

Will there be amplified sound in the park for music, speeches, instruments, etc.? Yes No

If YES, please explain: What will be amplified?: _____

Hours of sound (include sound check times): _____ to _____

Will alcohol be served? Yes No

If YES, check whichever applies: Serving Selling Sampling

Will the event require use of electricity? If YES, what will you be drawing electricity for?

PA System Mixer/DJ Equipment Speakers # of: _____ Lighting Coffee Cart Freezer/Cooler

Power Tools Popcorn Machine Slushie Machine String Lighting # of: _____

Kitchen Appliances _____ Portable Heaters Popcorn Machine Amplifiers

Blow-up Screens Projectors Inflatables - size: _____ type: _____

Will there be a stage(s)? Yes No

If YES, please show on Site Plan: # of Stages: _____ Size & Location of Stages: _____

Do you plan on using some type of event fencing around your event? Yes No

If YES, please show on site plan: What Type: _____

Will event equipment be left overnight in the park as part of the event, load-in or load-out? Yes No

If YES, please explain (security will be required at Permittee expense for equipment left overnight) _____

Will you need water on site ? Yes No

For which purpose: _____

how would you like it to be? Please check one: On Off

How many delivery trucks/vendors do you anticipate?

Do you plan on using any of the park cafe tables and chairs in the area(s) you are renting?

Yes No

If YES, each area comes with a designated amount that is listed in the Rental Manual.



EVENT DETAILS

MUST BE COMPLETED: Please describe below the activities you have planned in detail. List all items to be distributed (sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, etc.).

Marketing Plan

How will the event be promoted? (check all that apply) Radio Print TV Web Instagram
 Facebook Twitter Posters Promo Other: _____

Are you planning a press conference or press release to announce the program/event? Yes No

If yes, please provide details: _____

Who can the PUBLIC contact for more information?:

Name: _____ Phone: _____

Email: _____ Website: _____

Please write a 1-2 sentence description of your event that we can put on our website calendar. * We may edit for space.

Site Plan - Must be completed as part of application

- MUST BE COMPLETED:
- Your application will not be processed without a submitted site plan.
- To the best of your ability, please show which spaces you anticipate using for your event.
- Please include all furniture for your event including tenting, seating, stages, etc. as well as 'behind the scenes' needs that will use up space. Remember, to include garbage dumpsters, portable restrooms, vehicles etc. as part of your event.
- We recognize your site plan may evolve prior to your event.
- A final site plan is due no later than 21 days before your event.

Application Fee:

A non-refundable application fee is required to process each Gateway Discovery Park Event Permit Application.

\$75 Advance Application Fee Applications submitted 31 or more calendar days prior to first load-in date that will be reviewed and contacted 14 days after receipt of application.

\$150 Rush Application Fee Events applying less than 45 days before event load in date will be reviewed and issued a rush estimate invoice within 5 business days from application submission date.

SUBMIT APPLICATION TO:

MAIL: MAC C/O Gateway Discovery Park
7688 SW Capital Hwy Rm. 29, Portland, Oregon,

EMAIL: 97219
Gatewaydiscoverypark@portlandoregon.gov

IN PERSON: Call the Rental Coordinator to set-up a time to drop-off the application in person. Staff hours vary seasonally and for events. Gateway Discovery Park: 971-275-3081

GATEWAY DISCOVERY PARK SITE MAP

Map Legend

- Light Poles
- Permanent Accessible Tables
- Electricity
- Drinking Fountain
- Bollards

*Map is not drawn to scale and shows the major park elements and lightpoles but not the exact number of trees.

GATEWAY DISCOVERY

