



### Special Event Application 2019

#### I. Contact Information

Name of Organization \_\_\_\_\_

Status (Non-Profit; LLC; etc) \_\_\_\_\_ Federal I.D. #/ Social Security # \_\_\_\_\_  
(circle one)

**(Owner/ Manager/ Event Planner) Contact Person**  
(must be local)

**National/Regional Chair for this event**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

#### II. Event Details

Event Date: \_\_\_\_\_

Event Time: Start: \_\_\_\_\_ End \_\_\_\_\_

Set Up time? \_\_\_\_\_ Breakdown? \_\_\_\_\_

Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many participants are expected? \_\_\_\_\_ How many Staff/Volunteers? \_\_\_\_\_

Have you attached your map (race routes) with this application? Y / N

Have you held an event at OMD before? Y / N If yes, what event/date? \_\_\_\_\_

Have you walked through the property with your event in mind? Y / N

Have you contacted City of Bend? Y / N  
Lorelei Williams 541-388-5505

Have you contacted Bend Fire Department? Y / N

Do you have a plan for ADA Accessibility? Y / N

**What will you need for your event?**

Electrical (Size/service) \_\_\_\_\_ Phone/ Internet Hook-up \_\_\_\_\_

Storage \_\_\_\_\_ Janitorial Cleaning Service \_\_\_\_\_

Portables

Who will you contract for Portables? \_\_\_\_\_

How many? \_\_\_\_\_ How many ADA? \_\_\_\_\_

Please speak with the Old Mill District on placement of portables, pick-up & drop off prior to event.

Tents

Do you plan to use tents? Y / N How many? \_\_\_\_\_ What Size of tent(s)? \_\_\_\_\_

Expected date for set-up? \_\_\_\_\_ Break down of tent \_\_\_\_\_

Vendors

Are you having vendors? Y / N If yes, please attach a list of prospective vendors. (Note due to some lease agreements in the Old Mill District vendors must be approved in advance.)

Food/Beverages

Will you provide food or have your event catered? Y / N If so, by whom? \_\_\_\_\_

Do you plan to serve, or allow Alcoholic Beverages, at your event? Y / N

(Note: Alcoholic Beverages are prohibited, without prior permission of the Old Mill District) If yes, and permission is granted, a copy of the State Liquor License must be provided prior to the event.

**III. Fees**

**Reservation Fees: (To be completed by OMD office.)**

Submit OMD Basic Use fee with reservation form. Basic Use Fee: \$ \_\_\_\_\_ Impact Fee \$ \_\_\_\_\_

Due no later than 30 days prior to event. Cash Check only. Checks made payable to: **Mill Shops**

**Event Deposit – applicable to this event Y / N \$ \_\_\_\_\_ Due no later than 30 days prior to event.**

Cash Check only

Due to the close nature of Riverbend Park all events that may impact Bend Metro Parks & Recreation District are subject to their approval when applicable. Y / N Any stipulations? \_\_\_\_\_

**Post Event Final Billing:** If damages occur to landscaping or irrigation as a result of your event, you will be notified and an invoice to cover repair will be sent from Millsite Management, Mike Bjorvik, 541.382.6691 or [mike@wspi.net](mailto:mike@wspi.net)

**Note: The Event Operator shall be solely responsible for all costs associated with any damage to the Property/Facility due to or as a result of the Event. Event Operator and Old Mill District representative shall inspect the Property/Facility within 48 hours after the end of the Event to assess any damage.**

**IV. Insurance**

Name or Insurance Carrier \_\_\_\_\_

Insurance Agent's name/phone number \_\_\_\_\_

Please send your insurance certificate of liability coverage in 30 days or more prior to the event. The required coverage, limits and language needed on the certificate are noted on OMD 2018 Insurance sheet.

Parking

Do you have a parking plan for staff, volunteers, vendors and participants? Y / N

If so, please describe? \_\_\_\_\_

\_\_\_\_\_

Security

Will you have security, prior to, during, or after your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe \_\_\_\_\_

Which security company are you using? \_\_\_\_\_

City of Bend Police

Will you be requesting Bend Police, prior to, during, or after your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Volunteer \_\_\_\_\_ or Paid \_\_\_\_\_

Printed Pieces

Do you have plans to advertise your event prior to or while at the Old Mill District? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe these printed pieces: \_\_\_\_\_

\_\_\_\_\_

Please submit your collateral to Brent Joseph at [brent@theoldmill.com](mailto:brent@theoldmill.com) prior to printing. Date submitted \_\_\_\_

**Please note: The use of posters, attached to City signs, power poles, light poles, trees etc is prohibited. Any event advertised in this manner, will be immediately cancelled, and the event's security deposit applied to clean up efforts. The use of paint, chalk or other writing methods to mark off courses (or boundary lines) is also strictly prohibited.**

References:

Please provide us with two references, preferably event centers or business contacts:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Other information you feel would be helpful in processing your application \_\_\_\_\_

\_\_\_\_\_

**Indemnification** Event Operator/Owner/Planner shall indemnify, defend and hold Old Mill District/River Bend LP harmless from and against any and all cost (including attorneys fees), damage, expense, and liability in connection with all claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings or any other claim arising out of any action of the Event Operator, its agents, employees, contractors, licensees, invitees, attendees or representatives in, on or about the Property or which may arise in any way in connection with the Event and the use of the Property.

\_\_\_\_\_  
Applicant Signature, Title

\_\_\_\_\_  
Received by, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Submission of this application does not constitute an agreement on behalf of the Old Mill District to approve the proposed event. Applicants will be notified in writing whether the Old Mill District has approved the proposed event.***