



# Beer Garden Request for Proposal

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# 2016

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## Welcome to the **2016 Portland Dragon Boat Festival**

The Portland Dragon Boat Festival is an action-packed two-day event with up to 72 teams and over 1,400 paddlers participating. The race is scheduled for September 10 & 11, 2016 and is set at the Tom McCall Waterfront Park in the heart of Portland, Oregon.

Participants travel mainly from California, Washington and British Columbia to compete in 500-meter races on the Willamette River. The venue features a food and merchandise vendor area, tents for race participants, a large spectator area and, historically, the best Beer Garden of any west coast US race.

The goals for the 2016 Portland Dragon Boat Festival are:

- To be the region's premier dragon boat race;
- To welcome a broad cross section of demographics from the Portland metropolitan area;
- To present a safe, welcoming, enjoyable and entertaining environment;
- To enhance a positive awareness of dragon boat paddling in Portland and to promote new members.

### **Key Dates**

04/08/2016 – Application due to [festival@dragonsports.org](mailto:festival@dragonsports.org)

04/11/2016 – Decision on bid will be announced

04/15/2016 – OLCC and fire permit filing process must have started

06/01/2016 – Copies of the all approved permits must be provided to the Festival management

09/09/2016 – Set up of Beer Garden

09/10/2016 - Day 1 of races (include proposal for hours of operation)

09/11/2016 - Day 2 of races (include proposal for hours of operation) and tear down of Beer Garden



## General Event Information

### On-Site Support

The 2016 Portland Dragon Boat Festival Command Center is located in a large tent on the south side of the Waterfront Park bowl area. A staff person at the Command Center will direct you to Festival management if you require assistance.

### Vehicle Parking

A limited number of parking permits will be made available to the Beer Garden Vendor for no-cost parking underneath the Hawthorne Bridge in the upper parking lot (closest to the river). A limited number of loading only parking permits will also be made available for set-up. All other vehicles must park elsewhere. Note: the lower parking lot (closest to Naito Parkway) is a paid lot and you must purchase a ticket to park in this area. Parking passes are not valid in the lower parking lot. Vehicles without paid parking in either parking lot are subject to ticketing and/or towing.

### Event Dates and Hours

	Listed Public Hours	Suggested Beer Garden Hours
Saturday, September 10, 2016	8:00 am – 10:00 pm	12:00 pm – 10:00 pm
Sunday, September 11, 2016	8:00 am – 8:00 pm	12:00 pm – 8:00 pm

Festival management reserves the right to change the event's operational hours for weather, security, safety and other circumstances as deemed appropriate. Festival management will communicate any changes in a timely manner to those who are affected.

### Security

The Portland Dragon Boat Festival enjoys a reputation as a safe, incident-free and enjoyable environment, however, security is always an important concern. An experienced and qualified security company provides overnight roving security services starting at 6:00 pm on Friday through 8:00 am on Monday. Please use every precaution to protect your equipment, inventory, cash and other valuables from potential loss and damage. We recommend removal of valuables each night. It is the Beer Garden Vendor's responsibility to provide insurance to protect against any such loss.

## Rules Applicable to All Vendors

- Vendors are not allowed to place any items on the cement walkways or ground coverings on unpaved areas.
- No digging or trenching on the park property.
- All waste, oil, soaps or other pollutants must be dumped in the designated areas. Oil, grease and other spills on park soil may result in fines.
- Vendors must leave the area clean, free of trash and debris. All trash and recyclable objects are to be removed to the appropriate bins located underneath the Hawthorne Bridge.
- All cardboard boxes must be flattened before being placed in designated dumpsters.
- No illegal drugs or drug paraphernalia may be present on property.
- Smoking is not allowed in Waterfront Park.



## Requirements and Guidelines for Outdoor Beer Gardens

An outdoor beer garden is defined as an open air, roofed or unroofed area, where beer and/or other alcoholic beverages are served or consumed, whether permanent or temporary, and whether on private or public property. The Portland Dragon Boat Festival Beer Garden will be located on the unpaved area north of the Hawthorne Bridge between bike path just north of the bridge, south of the Portland Rose Festival offices and west of the seawall walkway (see Festival Map). The Beer Garden Vendor will have a minimum of 60x90 area, but not to exceed 100x90 area, to set up the Beer Garden.

- The area must comply with all state and local building and fire codes regarding such things as exits, exit lights and capacity and is subject to inspection by the Fire Inspector.
- The Beer Garden location must comply with any regulations listed by the OLCC & Portland Fire Department.
- The Beer Garden Vendor is responsible to know the occupancy and capacity limits for the area and must exhibit a plan with a system or device to monitor this.
- Other permits may be required such as dance licenses, noise variance, background music permits or good neighbor requirements.

The successful applicant need not obtain its permits and/or licenses until the Festival Committee approves your Application. Please coordinate your permits and/or licenses with Festival management who may concurrently be applying for permits and/or licenses that may cover the Beer Garden.

### Required Forms

Temporary Sales License Application

[http://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/tsl\\_application\\_form.pdf](http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/tsl_application_form.pdf)

Plan to Manage Special Events

[http://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/tsl\\_plan\\_to\\_manage\\_special\\_events.pdf](http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/tsl_plan_to_manage_special_events.pdf)

Identifying a Special Event Licensed Area

[http://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/identifying\\_special\\_event\\_licensed\\_area.pdf](http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/identifying_special_event_licensed_area.pdf)

### Guides

Temporary Sales License Application Guide

[http://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/tsl\\_application\\_guide.pdf](http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/tsl_application_guide.pdf)

Guidelines for Non-Profit Organizations and Special Events with Alcohol

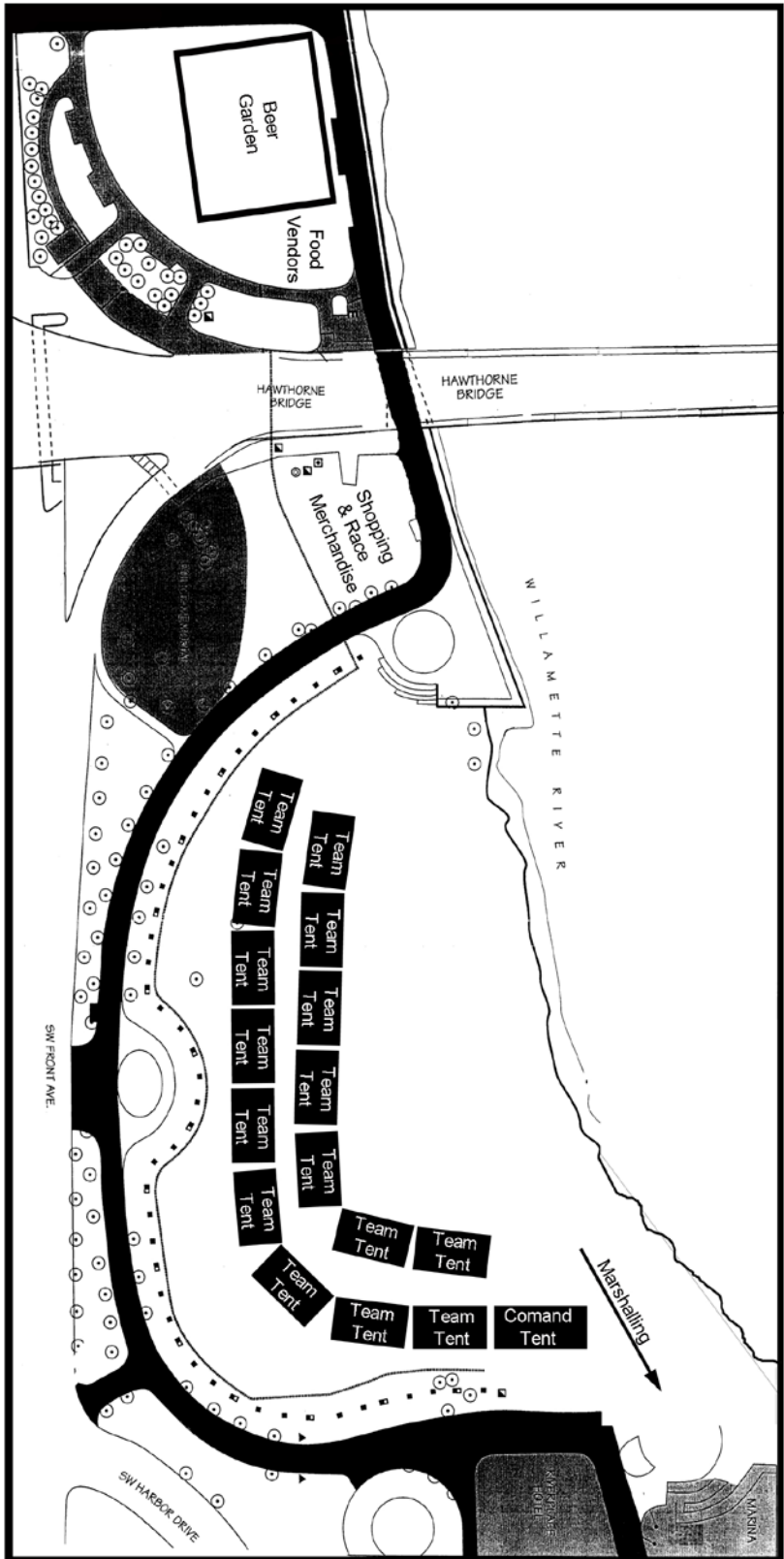
[http://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/nonprofit\\_guidelines\\_tsl.pdf](http://www.oregon.gov/olcc/docs/liquor_license_and_license_process/nonprofit_guidelines_tsl.pdf)

What Every Volunteer Alcohol Server Needs to Know

[http://www.oregon.gov/olcc/docs/publications/what\\_every\\_volunteer\\_server\\_needs\\_to\\_know\\_02\\_2008.pdf](http://www.oregon.gov/olcc/docs/publications/what_every_volunteer_server_needs_to_know_02_2008.pdf)



# Festival Map





## 2016 Beer Garden Application

Return with any supporting materials to [festival@dragonsports.org](mailto:festival@dragonsports.org) by 5:00 pm April 8, 2016

Name of Applicant / Contact: \_\_\_\_\_

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

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

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

Applying for Beer Garden Revenue Share\*

Applying for Beer Garden Sponsorship\*

Details regarding proposed revenue share or sponsorship:

*\*Sponsorship can be any amount in excess of \$1000. Publicity and promotion of the Beer Garden Vendor are scaled to the amount of Sponsorship. Publicity and promotion may also be available for revenue sharing based on expected revenue.*

Proposed hours of operation:

Proposed music or entertainment, if any:

Proposed beverages to be served & prices to be charged\*:

*\*Alcohol in Portland Parks is limited to beer and wine, except by special application. Please provide an explanation for prices greater than \$5 per drink. Please specify brands, if known. Preference may be given to those who are able to offer local brands.*

DragonSports has paid all application and permit fees for Waterfront Park and will supply overnight security, portable toilets, handwashing stations, and garbage and recycling dumpsters adjacent to the Beer Garden. In addition, DragonSports will supply, as needed, electricity, water and at least one 20x20 tent.

Please list the supplies necessary to run the Beer Garden both that DragonSports has offered to provide and that the Applicant owns or plans to obtain if awarded the Beer Garden including, but not limited to: snow fencing, chairs\*, tables\* and additional tents\*:

*\*Chairs, tables and additional tents may be rented through DragonSports' vendor if not owned by Applicant.*



## **Accountability for Failure to Provide Beer Garden**

Must be signed and submitted with Application

If the Beer Garden Vendor fails to operate the Beer Garden as outlined in its Application, DragonSports will suffer economic damage through loss of sponsorship or revenue sharing. In the event of a sponsorship arrangement, the Beer Garden Vendor will pay to DragonSports 25% of the total agreed upon sponsorship amount for every day that the Beer Garden is not open as proposed. In the event of revenue sharing, it would be difficult to determine the exact amount of damages that would be caused if the Beer Garden is not open as proposed, therefore the Beer Garden Vendor agrees to pay to DragonSports as liquidated damages \$100 for every hour (not to exceed \$2000) that the Beer Garden is not open as proposed as a reasonable estimate of the actual damages that it would have suffered.

Signature: \_\_\_\_\_

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

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