



ASPEN HALL

Thank you for your interest in a Bend Park & Recreation facility for your event. General information and steps to making a reservation for Aspen Hall are detailed below.

FACILITY OVERVIEW

Address

Aspen Hall - 18920 Shevlin Park Road, Bend, OR 97702

Description

Aspen Hall's idyllic setting and spacious grounds are a wonderful venue for events from meetings to weddings. The hall has a lodge-like feel with tiled floors, exposed beams, large wood burning fireplace and wood framed windows. The spacious kitchen makes it easy to handle food preparation and limited cooking of large meals. A large paver patio with three round picnic tables overlooks Shevlin Pond, a grassy lawn and pathways. In this quiet, serene location, you won't believe you're only four miles from downtown Bend.

Room Dimensions

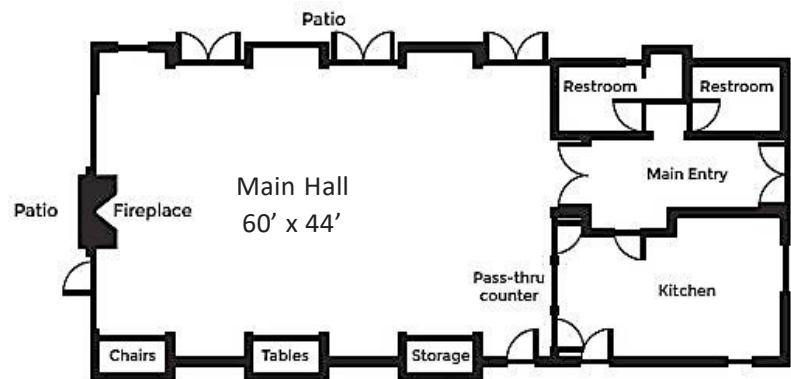
- Length - 60'
- Width - 44'
- Ceiling height – vaulted
- Total sq. ft. - 2640'

Capacity

- 150, reception style set-up

Amenities

- 150 black folding chairs
- 25 folding banquet tables (8' x 2.5')
- Kitchen includes:
 - o Electric, commercial double oven
 - o Six stove-top burners
 - o 24" x 24" grill top
 - o Double sinks with stainless steel counter
 - o 8' x 30" counter table on casters
 - o Commercial refrigerator & large freezer
 - o Ice machine
 - o Microwave
 - o Quartz countertops and serving window
- Stone fireplace



GENERAL RULES & REGULATIONS

Please review the following rules and regulations set by Bend Park and Recreation District (BPRD). Failure to abide by rules and regulations may result in withholding of security deposit and/or additional charges for damage to facility.

Accessibility & Parking

- Parking is limited to 64 spaces. We encourage guests to carpool, or find other modes of transportation.
- The parking lot is shared by Shevlin Park, trail, and facility users. Renters may not deny access to the public parking lots or the park.
- Vehicles must not be driven on park land without a special permit.
- Access to the facility is paved – do not drive on pavers.
- Animals are prohibited from the facility, with the exception of service animals.

Amplified Sound & Noise

Amplified sound must comport with the [Park Rules and Regulations](#) and limited in order to respect the surrounding neighbors and park users. BPRD reserves the right to restrict amplified sound should it conflict with other park or area reservations or building use.

Cleaning Requirements

Renters are expected to return the facility to pre-event layout and cleanliness conditions. All personal items (catering, decorations, event supplies, etc.) must be removed from the facility upon conclusion of the event. Cleaning supplies are provided on-site and the renter will receive a detailed breakdown of the [Facility Cleaning Requirements](#).

Decorations, Set-up & Floor Care

- Renters are responsible for set-up and takedown of chairs and tables.
- Items may be attached to the wall with painters' tape only. The use of nails, staples, tacks, etc. is prohibited.
- There are outlets above each storage closet for plugging in string lights, and hooks are provided on the ceiling beams. The outlets can be turned on by the light switch in each closet.
- Loose glitter and confetti in and/or outside of the facility is prohibited.
- Throwing rice in and/or outside of the facility is prohibited.
- Candles or flame producing devices are prohibited, with the exception of Sterno fuel containers when used to heat catering dishes and only when the table or countertop is protected from heat or flame. The use of battery-operated candles is encouraged.

Fireplace

- Fireplace should be cleaned out before each use.
- Renter should leave any live coals in the fireplace. Renter is not responsible for cleaning out the fireplace after use, so as to avoid any accidental fires. Forest fires are a serious concern in Shevlin Park, and all due care should be taken to avoid them.
- Firewood is located outside the hall. BPRD does not provide kindling, matches, or paper.

Food & Beverage

- Renters can have their event catered by the vendor of their choice (food trucks included).
- Renters supply their own dishes, cups, napkins and utensils. We encourage the use of recycled and sustainable products. BPRD does not provide supplies, including utensils, coffee, and other meeting materials.
- Charcoal Briquette barbecues or fire pits are prohibited.
- Alcohol may be served and requires the following:
 - o Certificate of Insurance specifying an additional rider for Host Liquor Liability.
 - o Adherence to OLCC and City of Bend regulations.
 - Selling alcohol requires an OLCC Liquor License.
 - Bartenders are required to be licensed.

Vendors

Renters may use vendors of their choice. BPRD does not have a preferred vendors list, but a list of area vendors is available upon request.

Hours of Operation

- 9:00am - 11:00pm
- **Entry prior to 9:00am is not permitted. This is not negotiable.**
- Set-up and tear down are to be accounted for in rental duration.

Insurance

Renters must provide a Certificate of Insurance (COI) for General Liability in the amount of \$2,000,000 per occurrence, and name Bend Park and Recreation District (799 SW Columbia St, Bend 97702) as additionally insured. The COI is due **no later than 30 days prior** to your event. Additional details provided at time of booking.

No Fireworks

Possessing, discharging, or using any kind of firework or other pyrotechnic device on Bend Park and Recreation District parks or facilities is prohibited. Know your surroundings. Whether accidental or intentional, people start wildfires every year in Central Oregon, costing hundreds of thousands of dollars to suppress and endangering lives and our natural resources.

No Smoking

BPRD parks and facilities are smoke-free. The use of tobacco, marijuana, or other drugs is prohibited on all BPRD District Property. No smoking is permitted anywhere on park property.

Signage

Any signage intended to be affixed to fencing, structures, or staked in the ground must be pre-approved by the Rental Facility Event Specialist. Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the reservation.

Tents and Canopies

Tents and canopies may be set up on the patio and/or adjacent lawn. The use of stakes in the ground is prohibited. Tents can be anchored by sand bags or concrete ballast.

Tours

Aspen Hall is open to the public on various Monday's throughout the month from 9:00am-12:00pm. For a complete list of dates, please visit our [website](#).

RATES & FEES

Aspen Hall can be reserved for weekdays and weekends, from 9am-11pm, up to 18 months in advance. Rental time must account for set-up and clean-up of the facility. **Early entry is not permitted.**

Rates

Peak Season: April through October

	Hourly	Mon-Thurs Full Day	Weekend
Commercial- In District	\$125.00	\$1,500.00	\$1,800.00
Commercial- Out of District	\$150.00	\$1,800.00	\$2,160.00
Private- In-District	\$95.00	\$1,150.00	\$1,400.00
Private- Out of District	\$114.00	\$1,338.00	\$1,680.00
Non-Profit	\$60.00	\$700.00	\$850.00

Off Season: November through March

	Hourly	Mon-Thurs Full Day	Weekend
Commercial- In District	\$115.00	\$1,350.00	\$1,650.00
Commercial- Out of District	\$138.00	\$1,620.00	\$1,980.00
Private- In District	\$85.00	\$1,000.00	\$1,250.00
Private- Out of District	\$102.00	\$1,200.00	\$1,500.00
Non-Profit	\$55.00	\$650.00	\$750.00

Payment & Deposit

- \$250 down payment (per day reserved) is required at time of booking and is credited toward the overall rental balance. \$250 down payment is non-refundable for wedding related reservations.
- The remaining balance of rental fee is due 30 days prior to the event. If a reservation is made less than 30 days before the event, payment for the rental is due in full. Full balance of rental fees
- Refunds for cancellation are issued as followed:
 - o Full refund of down payment up to 6 months prior to the event.
- \$500 security deposit is due 30 days prior to event. The security deposit is fully refundable as long as the renter adheres to BPRD rules & regulations, facility cleaning requirements and no damage has occurred at the facility.

Steps to Making a Reservation

1. Check the [Availability Calendar](#) on the BPRD website

2. Download a [Facility Rental Information Request](#) form and email it to FacilityRentals@bendparksandrec.org
3. Please allow two (2) business days for BPRD to review request forms. Once the request form has been reviewed, BPRD will contact the primary patron listed with further information and next steps for booking. All request forms are responded to in the order they are received.

CONTACT US

Reservation & Facility Questions:

Rental Facility Event Specialist

FacilityRentals@bendparksandrec.org

[\(541\) 706-6217](tel:(541)706-6217)

Account Balance & Payment:

District Office - Bend Park & Recreation District

799 SW Columbia St. Bend, OR 97702

[\(541\) 389-7275](tel:(541)389-7275)