

Hillsboro Parks & Recreation Cultural Festival/Celebration Support Request Form

Organizers of cultural festivals and celebrations that are held in Hillsboro, Oregon and open to the public may apply for the use of loaned equipment, fee waiver for use of a City park, plaza, or the Walters Cultural Arts Center, and financial support. For the purposes of this application, a cultural festival or celebration is defined as an event connected to ethnic or national heritage traditions representative of our diverse population in Hillsboro. Events that are religious in nature are not eligible, but events may have connections to cultural and religious traditions if they are being celebrated in an inclusive and secular manner.

Our goal is to support authentic, community-led, cultural celebrations in an equitable, transparent way that improves access to support. The City of Hillsboro has set aside a limited fund to support these cultural events, and funding applications will be reviewed quarterly. Requests for specific dates, facilities, and equipment depend on availability.

Event Name: _____

Event Date(s): _____ Event Times: _____

Is the event: Free Ticketed

Proposed Location: _____

Organizer's Name: _____

Organization (If any): _____

Are you a Non-Profit 501(c)(3): Yes No

Organization/Event Website (if any): _____

Contact Phone Number: _____

Contact Email: _____

Event Description:

Are you requesting or receiving financial support from other City of Hillsboro departments (such as the City Manager's Office, Parks & Recreation Department, Hillsboro Public Library, or other City entity):

Yes No

There are four tiers of support available. Please check the support requested for the tier you qualify for. If you are requesting or receiving financial support for this event from other City Departments, support may be limited to fee waivers and equipment loans.

Tier 1 Support—Available for 501(c)(3) nonprofit organizations producing a free public event

Check boxes for support requested:

- Parks usage fee and Facility Supervisor fee waived
- \$2,000 financial sponsorship
- # of 10 x 10 Pop – Up Tents with tent weights (four is max.)
- “Festival Today” yard signs
- Two A-Frame Signage Boards

Tier 2 Support—Available for individual or group (that is not a 501(c)(3) non-profit) producing free public event

Check boxes for support requested:

- Parks usage fee and Facility Supervisor fee waived
- \$1,000 financial sponsorship
- # of 10 x 10 Pop – Up Tents with tent weights (four is max.)
- “Festival Today” yard signs
- Two A-Frame Signage Boards

Tier 3 Support—Available for 501(c)(3) nonprofit organizations producing a ticketed event

Check boxes for support requested:

- Parks usage and Facility Supervisor fee waived
- # of 10 x 10 Pop – Up Tents with tent weights (four is max.)
- “Festival Today” yard signs
- Two A-Frame Signage Boards

Tier 4 Support— Available for individual or group (that is not a 501(c)(3) non-profit) producing a ticketed event

Check boxes for support requested:

- 50% discount on Parks or Facility usage fee and Facility Supervisor fee
- # of 10 x 10 Pop – Up Tents with tent weights (four is max.)
- “Festival Today” yard signs
- Two A-Frame Signage Boards

This form must be submitted at least 60 days prior to the scheduled event date.

By signing this sponsorship request form, I am agreeing to acknowledge City of Hillsboro Cultural Arts sponsorship by including our logo in your event marketing, and to clean the facility use, and to return loaned equipment clean and in good repair.

Signature: _____ Date: _____