



**Please fill out this worksheet completely, sign and return it along with any/all applicable outline plans and a copy of your event schedule, not less than thirty (30) days prior to your event. All fields are required. If you have any questions, please call 541-333-2452 for assistance.**

**PLEASE NOTE - Failure to fully complete and return all items timely may adversely affect availability of services, confirmation, and/or scheduling of your event.**

**When completed please return to: Oregon Raceway Park**  
PO Box 98,  
Grass Valley, OR 97029  
541-333-2452 Track Office  
[info@oregonraceway.com](mailto:info@oregonraceway.com)

Customer name (club, group and/or sanctioning body): \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Day(s): \_\_\_\_\_

Key contact person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email address: \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

(Auto, Motorcycle, or Kart - School, Race, Club Open Track, Testing/ Tuning, Time Trials, Practice, Film/Production, or Other: Please describe)

**ESTIMATED ATTENDANCE PER EVENT DAY:**

Day 1: \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_

**ESTIMATED PARTICIPANTS ON COURSE PER EVENT DAY:**

Day 1: \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_

**PLEASE SPECIFY THE COURSE CONFIGURATION TO BE USED**

Day(s) \_\_\_\_\_ Clockwise [ ]  
Day(s) \_\_\_\_\_ Counterclockwise [ ]

**Hot Pit Set Up & Disassembly** (Repositioning of Barriers) Fee \$40.00 per Barrier \$ \_\_\_\_\_

**INSURANCE (Required):** Customer Provided [ ] Certificate Received [ ]

If under track insurance: (K&K Provided) First Day (See ORP Rate Card) \$ \_\_\_\_\_

Additional Day(s) \_\_\_\_\_ @\$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

**EVENT SCHEDULE:**

Please include a detailed copy of your event schedule with this worksheet.



**EVENT HOURS:**

Most services assume an 8 hour day including a 1 hour lunch break (9 to 12 -1 to 5). Extended hours may result in additional fees. **(See ORP Rate Card)**

Date \_\_\_\_\_ Day \_\_\_\_\_ Arrive \_\_\_\_\_ Leave \_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_ Arrive \_\_\_\_\_ Leave \_\_\_\_\_

**TRACK FEE, 8 HOURS WITH 1 HOUR LUNCH: (See ORP Rate Card)**

Day \_\_\_\_\_ Hrs \_\_\_\_\_ On Track \_\_\_\_\_ Off Track \_\_\_\_\_ \$ \_\_\_\_\_

Day \_\_\_\_\_ Hrs \_\_\_\_\_ On Track \_\_\_\_\_ Off Track \_\_\_\_\_ \$ \_\_\_\_\_

Day \_\_\_\_\_ Hrs \_\_\_\_\_ On Track \_\_\_\_\_ Off Track \_\_\_\_\_ \$ \_\_\_\_\_

**EXTENDED TRACK FEE, OVER 8 HOURS: (See ORP Rate Card)**

Day \_\_\_\_\_ Hrs \_\_\_\_\_ X Fee \$300 = \$ \_\_\_\_\_

Day \_\_\_\_\_ Hrs \_\_\_\_\_ X Fee \$300 = \$ \_\_\_\_\_

Day \_\_\_\_\_ Hrs \_\_\_\_\_ X Fee \$300 = \$ \_\_\_\_\_

**SECURITY:** One guard included with Track Fee: (7:00am – 6:00pm day of event).

24 Hours (6:00pm day prior – 6:00pm day of)

Days \_\_\_\_\_ X Fee \$250 = \$ \_\_\_\_\_

Additional Hourly Rates (Before 7:00am or After 6:00pm)

Day \_\_\_\_\_ Hrs \_\_\_\_\_ X Fee \$30 = \$ \_\_\_\_\_

Day \_\_\_\_\_ Hrs \_\_\_\_\_ X Fee \$30 = \$ \_\_\_\_\_

**Drivers/Riders Meeting:** If requested, and in order to assure the communication of safety measures and procedures at no additional cost, Oregon Raceway Park will provide assistance with, or conduct your Drivers/Riders meeting. Otherwise, you will be responsible for this function.

Yes, I accept. Please provide me with details.

No, thank you, I plan to conduct my own Driver's/Rider's meeting. **Outline plan enclosed.**

**Novice Orientation and Track Tour:** Oregon Raceway Park offers, at no additional cost, a Novice Orientation and Track Tour designed to benefit those driving ORP for the first time, and any others who might just like a refresher. It provides an "On Track" preview of the course in the direction of the day and safety tips that apply. Please indicate your preference.

Yes, I accept. Please provide me with details.

No, thank you, I plan to provide my own Novice orientation, **Outline plan enclosed.**

**AMBULANCE- Paramedic/EMT Ambulance Unit (See Rate Card)**

Days \_\_\_\_\_ Qty \_\_\_\_\_ Arrive \_\_\_\_\_ Leave \_\_\_\_\_ Fee (\$/Day) \_\_\_\_\_ \$ \_\_\_\_\_

Days \_\_\_\_\_ Qty \_\_\_\_\_ Arrive \_\_\_\_\_ Leave \_\_\_\_\_ Fee (\$/Day) \_\_\_\_\_ \$ \_\_\_\_\_



**SANITARY SERVICES: (\$60 a Unit/Day)** (in addition to 4 portable toilets provided):

Day(s) \_\_\_\_\_ Qty: \_\_\_\_\_ Fee (\$/ Unit /Day) \_\_\_\_\_ \$ \_\_\_\_\_

**COMMUNICATIONS: (\$15.00 Unit/Day)**

Communication radio equipment needed: Y [ ] N [ ]

Day(s) \_\_\_\_\_ Qty: \_\_\_\_\_ Fee (\$/ Unit /Day) \_\_\_\_\_ \$ \_\_\_\_\_

**RACE CIRCUIT STAFFING** (includes radios, flags and lunch for 8 hours)

Chief of Flags: Day(s) \_\_\_\_\_ x Qty \_\_\_\_\_ x Fee \$150 = \$ \_\_\_\_\_

Course Workers: Day(s) \_\_\_\_\_ x Qty \_\_\_\_\_ x Fee \$135 = \$ \_\_\_\_\_

**EXTENDED RACE CIRCUIT STAFFING, OVER 8 HOURS**

Extended Workers Hours: Hrs. \_\_\_\_\_ x Qty \_\_\_\_\_ x Fee \$20 = \$ \_\_\_\_\_

**GARAGE UNIT RENTAL** (call for availability)

Daily Rental: Date(s) \_\_\_\_\_ Qty \_\_\_\_\_ x Fee \$100 = \$ \_\_\_\_\_

Three Day Rental: Date(s) \_\_\_\_\_ Qty \_\_\_\_\_ x Fee \$250 = \$ \_\_\_\_\_

Weekly Rental: Date(s) \_\_\_\_\_ Qty \_\_\_\_\_ x Fee \$500 = \$ \_\_\_\_\_

**ORP Meals:**

Breakfast: Date(s) \_\_\_\_\_ Qty \_\_\_\_\_ x Fee \$12.50 = \$ \_\_\_\_\_

Lunch: Date(s) \_\_\_\_\_ Qty \_\_\_\_\_ x Fee \$12.50 = \$ \_\_\_\_\_

Dinner: Date(s) \_\_\_\_\_ Qty \_\_\_\_\_ x Fee \$27.50 = \$ \_\_\_\_\_

**Maintenance Fee** (\$5 per signature, per day)

[ ] Yes, I will cover the Maintenance Fee on final invoice.

[ ] No, Please collect Maintenance Fee at main gate. **I will inform all guests in advance.**

**Additional Fees for Replacement/Replenishment Items Below:**

[ ] Yes, I will cover Additional Fees on final invoice. I will inform all guests in advance.

[ ] No, Please collect Additional Fees directly from offender. I will inform all guests in advance.

**Brake Markers: \$95.00 each**

**Damaged Cones: Sm \$25.00 ~ Lrg. \$35.00 each**

**Scuffed Cones: \$10 cleaning charge per cone**

**Fire Bottle Recharge/Replacement: At invoice cost of recharge/replacement**

**Grease Sweep: \$12.00 per bag**

**Radios: \$250.00 each**



Is camping requested? [ ] Yes [ ] No

Is event, a fee based event for spectators? [ ] Yes [ ] No

Are you inviting vendors? [ ] Yes [ ] No

Does your event require Towing Service? [ ] Yes [ ] No

Estimated Total \$ \_\_\_\_\_  
Track Deposit Fee (25% of Track Fee, Non Refundable) \$ \_\_\_\_\_  
Estimated Balance Due \$ \_\_\_\_\_

**OTHER AMENITIES**

Other services and amenities are offered in the local area. We can provide contact information regarding, restaurants, accommodations, or other services. Please make your needs known and we will make every effort to help you meet them.

The information requested on this form helps us in preparing for your event. The more detail and the sooner you can provide it, the better we will be able to support your event with the highest quality product available. Please, do not assume we know your specific needs. Verbal inputs, although perhaps helpful, cannot be binding. Please submit you requests in writing and return this worksheet no later than thirty (30) days before your event.

Thank you.

Customer name (club, group and/or sanctioning body): \_\_\_\_\_

Printed name of authorized representative from Customer: \_\_\_\_\_

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

<b>**Do not write below this line. ORP official use only**</b>
Received Date: _____ Reviewed by: _____ for Oregon Raceway Park