



Dear Presenters,

Thank you for your reservation request. Enclosed you will find all the necessary forms and documents to complete your booking confirmation.

Please read this letter and all enclosed forms and documents thoroughly as there have been several updates and additions since last year.

We will need a signed copy of the License/Use Agreement, General Rules and Regulations, ALL worksheet items, and your deposit check (if not previously submitted) not less than 30 days prior to your event date. This information helps us to prepare for your event. Therefore, the sooner you can provide it, the better we will be able to support your event and the smoother the event will run.

While this may seem to be a more lengthy process than years past, it is designed to give event presenters as much information as possible about what is necessary to host an event at Oregon Raceway Park.

At any point in the process should you have a question, just pick up the phone and give us a call. We will be happy to address your question(s), assist you with your planning, or provide you with any procedural function up to and including a custom designed event to meet your desired objective for the day. Whatever the nature, purpose, or goal of your event, we can assist or provide you with an event schedule, procedural outline, staffing, and event presentation; as little or as much support as you need for an enjoyable experience for you and your guests/friends/customers.

We hope you will find the following enclosed information and our available services to be beneficial and efficient in hosting your event no matter the size or scope.

We look forward to receiving your Confirmation packet and to your safe and successful event.

## **Procedures, Forms, and Documents.**

The physical layout and bi-directional configurations of Oregon Raceway Park are widely acknowledged to provide a challenging experience, generally exceeding other northwest venues in difficulty, and, in fun! In either direction, the track involves a steeper learning curve and is not easily mastered. That said, it has also proven to be a very safe track when certain common sense rules and safety procedures are understood and practiced. For this reason, it is important to be certain that ALL participants and guests are familiar with, and fully understand, these safety measures. This is especially true for those, new to our track, and/or, who lack experience in the direction of the day. For the safety and enjoyment of all track users as well as insurability for you, our hosting presenter, we have adopted the following rules and procedures:

**ORP Staff/ Event Presenter Meeting:** As soon as practical after arrival, but, in any event, prior to the drivers/riders meeting, Presenter and track management will meet and discuss any schedule changes and/or any new, changed, or updated information which needs to be exchanged and addressed at the drivers/riders meeting.

**Technical Inspection:** If you have your own inspection protocol, please submit a copy with your paperwork. If you do not, ORP has a self certification checklist you may use for this purpose. A copy is included in this packet

**Driver's/Rider's Meeting:** Event presenters will provide, in their event schedule prior to track going "Hot", sufficient time for a driver's/rider's meeting for the purpose of explaining the day's operating plan, safety topics, and standard and emergency procedures. Attendance at this meeting is required of all who will be operating a vehicle on course that day. Track management will be afforded 5 minutes at the conclusion of the meeting to extend a welcome to participants and to provide any additional information that is deemed appropriate for the safe conduct and/or enjoyment of the day's scheduled events. A sample outline of the items and procedures to be covered is provided in this packet.

**Novice Orientation and Track Tour:** Presenters will also provide sufficient time for a Novice track orientation for all “Novice” drivers/riders PRIOR TO driving/riding the track at speed. For the purpose of this orientation, a “Novice” is considered to be any driver/rider that lacks experience at ORP in the direction of the day regardless of experience elsewhere. A sample of a Novice orientation format is provided in this packet as a guide.

Upon request, ORP will assist or conduct either or both the Driver/Rider Meeting and Novice Orientation functions at no additional cost.

**Oregon Raceway Park License/Use Agreement:** This is the base document, which defines the terms, conditions, responsibilities, and obligations of the parties. Please read it carefully and fully complete and sign your portion of the document. We will need two (2) originals of the signed Agreement, along with your deposit and remaining paperwork. Upon receipt of all necessary, fully completed Confirmation Checklist items, and your deposit, ORP will execute and return one (1) original.

**General Rules and Regulations:** The ORP General Rules and Regulations apply to everyone entering the facility. Please review these thoroughly as you have a responsibility to enforce them under your License/Use Agreement of which they are a part. If you have any questions, please don't hesitate to ask.

**Event Worksheet:** The event worksheet is extremely important in preparing for your event. It communicates to us the nature, needs, and any special requests you may have. Please complete it as thoroughly and timely as possible. The sooner you can get us this information the better chance we have of fulfilling your requests. If you have any questions whatsoever, please do not hesitate to call us.

**Rate Card:** The rate card provides you with pricing information to identify the component costs and to help you estimate the total cost of your event. It also explains earned discounts for multiple events.

**Sample guidelines, plans, forms, and policies:** The following references are enclosed to assist you in planning your own program(s):

Driver's/Rider's Meeting Instructions and Talking points  
Sample Outline and Tips for Track Orientation  
Self Certification Technical Inspection Checklist – Cars  
Self Certification Technical Inspection Checklist – Motorcycles  
Rollover Protection Policy  
Track Tour Policy  
Confirmation Checklist

**Summary:** We at ORP are aware, and understand, that track time is important. It therefore follows, that it is important to minimize down time and strive to maintain a schedule. It has been our experience that, time spent communicating the rules and safety procedures to your guests, is routinely offset by the reduction of time required to recover vehicles from the course and/or responding to emergencies.

It is not our intent to burden you with onerous tasks, or to add complications to what is often the busiest time of the day. Our purpose is to promote safety for your guests and support and assistance to you, our presenter, in your endeavor to provide the best and safest track experience possible.

To that end, we are providing as much information as possible, as far in advance as possible, to aid in preparation for your event. We would greatly appreciate your cooperation, understanding, and timely compliance with these important requirements. Please refer to the enclosed "Confirmation Checklist" for completion items and timeline for submittal.

From our entire Staff, Management, and Track Support Team, we at ORP would like to thank you once again for your valued patronage. We look forward to serving you soon.