

**CITY OF TIGARD
PUBLIC WORKS DEPARTMENT
PARK SPECIAL USE/EVENT REQUEST**



Please read and complete the entire questionnaire. This request ONLY applies to Tigard Parks Department.

Applicant/Organizer Information:

Name of Applicant (Authorized to sign all documents)

Phone #

Address

City, State, ZIP Code

Email

Event Information:

Name of Event:

Date(s):

Location:

Time:

(Must include set-up and tear down time)

Total Attendance (Including children):

Detailed Description of Event/Activities**:

** If applicable, you must provide a map of the event route and/or activity stations or booths. Attach all additional details, diagrams, etc., to provide detailed and thorough information.

Additional Activities:

	YES	NO
Amplified music/voices – DJ Band Microphone Radio (Please circle option)	_____	_____
Will you have any type of play structure at your event?	_____	_____
Booths (Selling or offering to sell any article, or performing or offering to perform any service for hire is prohibited, except as outlined in Chapter 7.52.080 of the Tigard Municipal Code.)	_____	_____
Will there be alcohol at your event?	_____	_____
Will your event include a bartender?	_____	_____
Caterer? (Proof of Food Handlers License required 30 days prior to event)	_____	_____
Name of catering company: _____		
Piñata? (Additional \$100.00 deposit required for possible cleanup and/or damages)	_____	_____
Are you renting a park facility in conjunction with this event? (Shelter/field)	_____	_____
Location: _____		
Is the event open to the public?	_____	_____
Are you charging a fee for the event? (Entry, registration, donation or other fee)	_____	_____
Will your route take you into any other cities or agencies? (Durham, Tualatin, etc.)	_____	_____
Will your route take you onto any City of Tigard streets?	_____	_____
Other? Describe: _____		

*For more information please call 503.718.2641 to speak with a park reservation specialist.
Public Works Department: 8777 SW Burnham St, Tigard, Oregon 97223
Mailing Address: Public Works Department, 13125 SW Hall Blvd., Tigard Oregon 97223*

Additional Requirements:

- **Certificate of Insurance:** We require a “Certificate of Liability” naming the City of Tigard, its officers, directors, employees and volunteers as additional insured. You will be required to obtain this certificate through your insurance company. The certificate of insurance must be received by the City of Tigard at least 30 days prior to the event. Detailed insurance requirements listing specific language and limits of coverage will be included with approved permit.
- Map of the event route and/or activity stations is required. You must attach additional details, diagrams, etc., that provides detailed and thorough information.
- Should the event take participants onto Tigard streets at any time, you are required to contact the Tigard Police Department (503-629-0111) and follow their requirements. Proof of police approval is required.
- This request applies **only** to the explicit use of City of Tigard parks. If your event takes you into adjoining park systems, it is necessary for you to meet their specific requirements as well. Please contact those respective agencies to receive their authorization. Proof of approval is required.
- No area of the park can be roped off in any way.
- Volunteers must be provided, posted strategically at roads, in parking lots, all trail crossings along routes or at activity sites to safely monitor, direct and provide assistance to event participants.
- Selling or offering to sell any article, or performing or offering to perform any service for hire is prohibited, except as outlined in Chapter 7.52.080 of the Tigard Municipal Code.
- Pick up and dispose of any trash/garbage generated by your event in the appropriate receptacles. The size and nature of your event may require rental off additional dumpsters at organizer’s expense.
- Play structures such as bounce houses, dunk tanks, rock climbing walls, mechanical bulls, inflatable pools/play structures, etc. are prohibited at city facilities.
- No paint, or other permanent or semi-permanent markings are allowed without written permission.

Organizer Indemnification and Insurance Requirements: It is recognized that the volunteers and employees of the organizer are not reporting to, directed by, nor are they the responsibility of the City of Tigard. For that reason, the organizer will indemnify and insure the event.

- Organizer shall indemnify city for any liability or damages that city may incur due to Organizer’s failure to purchase or maintain any required insurance.
- Organizer shall be responsible for the payment of all premiums and deductibles.
- Organizer shall maintain insurance of the types and in the amounts described below.
- Organizer shall purchase and maintain insurance of the types and in the amounts specified below.
- Organizer shall furnish acceptable certificates of insurance to city at least 30 days before commencement of the event.
- Certificate holder will be listed as: City of Tigard Parks Department, 13125 SW Hall Blvd., Tigard, OR 97223.

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Insurance Policies: At Organizer’s own expense, the following policies must be in effect during the time of the special event (including set-up and tear down). Certificates of insurance must be received by the City of Tigard, Attn: Parks Department, 8777 SW Hall Blvd., OR 97223 or email parkres@tigard-or.gov.

Coverage

Limits

○ <u>Commercial General Liability (occurrence form)</u>	
○ General Aggregate	\$2,000,000
○ Personal & Advertising Injury	\$1,000,000
○ Each Occurrence limit	\$1,000,000
○ Damage to Rented Premises	\$ 50,000

- **Notice of Cancellation:** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written prior notice to the city’s certificate holder.
- **Primary Coverage Clarification:** All parties agree that Organizer’s insurance policy(s) will be primary in the event of a loss as a result of Organizer’s activities.
- **Additional Insured Status:** The City of Tigard, its officers, directors, employees, and volunteers shall be added as additional insured with respect to Organizer’s activities. All insurance policies will be endorsed to show this additional coverage.
- **Insurance Carrier Rating:** Coverage’s provided must be underwritten by an insurance company deemed acceptable by the city. The city reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

_____ By initialing this line, I acknowledge I have received and read a copy of the City of Tigard Park Rental and Use Regulations and agree to comply with all the rules set forth. Failure to comply with the requirements listed may constitute a violation of the event reservation and lead to cancellation of the event. The City of Tigard may cancel any event that is in violation of TMC 9.04, TMC 7.52 or not adhering to the Park Rental and Use Regulations.

Applicant: _____
(Signature)

Date: _____

City: Approval is subject to the conditions and requirement noted with this permit request.

Approved by: _____
(City Manager/Designee)

Date: _____

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