



City of Tigard

PUBLIC WORKS DEPARTMENT

Special Event Permit Application

As a service to the community, the City of Tigard rents park facilities including shelters and sports fields. This application is used for events that are open to the public, draw more than 25 attendees, and are held in or routed through City property.

APPLICANT/ORGANIZER INFORMATION

Name of Organizer (Authorized to sign all documents): _____

Name of group/organizer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

EVENT INFORMATION

Name of event: _____ Date(s) of event: _____

Event location: _____

Event hours: Start: _____ End: _____

Event set up start time: _____ Tear down end time: _____

Estimated event attendance (including participants, staff/volunteers, spectators) : _____

EVENT DETAILS

Detailed description of event/activities:

Are you renting a park facility in conjunction with this event (field/shelter)?: Yes No

Location: _____

Admission fee (entry, registration, donation or other fee)?: Yes No

(Please note: Payment for items, services, or participation cannot be collected in City parks.)

Amplified music/sound?: Yes No Source: _____

(Please note: Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more.)

Play structure?: Yes No

(Please note: Play structures such as dunk tanks, rock climbing walls, mechanical bulls, inflatable pools, or play structures that participants climb in or on (e.g. bounce houses) are prohibited in city parks.)

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Booths?: Yes No

(Please note: Payment for items, services, or participation cannot be collected in City parks.)

Alcohol?: Yes No (See Park Rental and Use Regulations, Section V. Alcohol)

Caterer?: Yes No Name of caterer: _____

(Please note: Proof of caterer’s current food service license required 30 days prior to event.)

FUN RUNS/WALKS

Describe event route, including activity stations. (Attach corresponding map of the event route and/or activity stations):

Where does the event start? _____ Where does the event end? _____

Does your proposed route take you into any other cities or agencies (Durham, Tualatin, etc.)?: Yes No

(Please note: 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.)

Will your route take you onto any City of Tigard streets?: Yes No

(Please note: 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.)

RENTAL FEES	
APPLICATION FEE Organized Group Event Process Fee	\$50.00
DEPOSIT (REFUNDABLE)	Not to exceed \$400.00
SHELTER RENTAL FEES <i>(2 hour minimum)</i> <u>Shelter #2</u> Resident (within Tigard city limits) Non-Resident	\$35.00 /hour \$70.00 /hour
<u>Shelter #1, #3, #4, Bishop/Scheckla</u> Resident (within Tigard city limits) Non-Resident	\$25.00 /hour \$50.00 /hour
SOCCER/BALL FIELD RENTAL FEES <i>(2 hour minimum)</i> Resident (within Tigard city limits) Non-Resident	\$10.00 /hour \$20.00 /hour

RENTAL FEES	
SPECIAL EVENT PERMIT FEE <i>(first 3 hours)</i> 0 – 100 people 101 – 200 people 201 – 500 people 501– 2,000 people More than 2,001 people	\$75.00 \$175.00 \$275.00 \$475.00 \$1,000.00
<i>(each additional hour)</i> 0 – 100 people 101 – 200 people 201 – 500 people 501– 2,000 people More than 2,001 people	\$25.00 \$55.00 \$90.00 \$155.00 \$330.00
ALCOHOL PERMIT FEE	\$25.00 /per event

NOTE: Fees, charges, deposits are subject to change.

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Application fee: \$ _____
 Deposit: \$ _____
 Shelter Fee (# of hours x hourly rental fee): \$ _____
 Field Fee (# of hours x hourly rental fee): \$ _____
 Special Event Fee (first 3 hours): \$ _____
 Special Event Fee (additional hours): \$ _____
 Alcohol Permit Fee: \$ _____
TOTAL FEES \$ _____

All fees, with the exception of sport field rentals, must be paid in full to process. Payment for sports field rentals must be made in full within 30 days of the event.

PAYMENT INFORMATION

Method of payment: Cash Check (Payable to the City of Tigard) Visa Mastercard American Express

Amount to be charged: \$ _____

Cardholder's name: _____

#: _____ Exp: _____/_____ CVC: _____

Application can be submitted:

1. By fax or email with credit card payment information to 503-684-8840 (fax) or parkres@tigard-or.gov (email).
 2. By mail with payment to Tigard Public Works, Parks Division, 13125 SW Hall Blvd., Tigard, OR 97223.
 3. In person at the Tigard Public Works Building, 8777 SW Burnham St., Tigard, OR 97223.
- Office hours are from 8 a.m. to 6 p.m., Monday–Thursday.

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SPECIAL EVENT PERMIT APPLICATION

PARK RENTAL AND USE REGULATIONS

I. Definitions

For the purpose of these rules, the following definitions apply:

- A. "City" refers to the City of Tigard.
- B. "Good Standing" is defined as an account with a zero past due balance.
- C. "Organizer" refers to an individual, a representative of an organization, group, league, etc., or an organization, group, league, etc. that applies to rent a shelter, sports field, or other facility or that applies for a Park Special Use/Event Permit.
- D. "Shelter Rental Period" refers to the period of time when shelters are available for rent. This period generally extends from the first Saturday in April through the last Sunday in September.

II. General Rental Rules

- A. Reservations are accepted as outlined in the Tigard park facility rental applications.
- B. The Organizer's name, address, and phone number must appear on all paperwork associated with the rental, including but not limited to the application, permits, insurance certificates, payments, etc.
- C. Reservations are only accepted from an Organizer whose account is in Good Standing.
- D. The Organizer is responsible for:
 1. The actions of all those using the rented facility.
 2. For accurately reporting the number of people using the facility.
 3. For the condition of the facility at the end of the rental period. (Facilities should be undamaged and clean with picnic tables wiped clean, litter placed in trash cans/dumpsters, and decorations removed.)
 4. Posting all signage/markings in an acceptable manner and removing said signage/markings immediately following the event. At no time will signs, paint or any type of permanent marking be affixed or applied to plants or any public facility, including city streets. Examples of acceptable methods of signage/markings include stand-alone A-frame signs and washable sidewalk-chalk markings.
 5. Obtaining the written approval of the park division manager before installing anything that pierces the ground, including but not limited to tent stakes, sign posts, or other supports.
- E. The City reserves the right, at its sole discretion, to charge the Organizer:
 1. For special equipment.
 2. To repair damage (including materials and labor).*
 3. For personnel:
 - a. To provide cleaning services if the facility is not left in the condition outlined in II.D.3.*
 - b. To implement a traffic control plan, parking plan and/or garbage and cleanup plan (where applicable) in the event the Organizer fails to do so.

* Personnel/labor costs will be calculated based on the City's actual costs. Costs may be at an overtime rate and may include overhead costs.
- F. The Organizer must be at least 18 years of age.
- G. The minimum rental period is 2 hours.
- H. A facility rental is for the exclusive use of the stated facility only and does not grant or imply the rental of, or the exclusive rights to other park facilities or areas. At no time will the Organizer, or those associated with the Organizer, block or inhibit access to other areas or facilities not included in the rental.
- I. The Organizer must strictly adhere to the scheduled reservation time, which must include time for setup, teardown and cleanup. Facilities are not available prior to the rental period and must be completely vacated at the end of the rental period.
- J. Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more.
- K. The City reserves the right to cancel any scheduled usage of a park facility at any time. Under these circumstances, every effort will be made to find an alternative date or location for the Organizer. If an alternative cannot be found, a full credit or refund (including non-refundable fees) will be issued.
- L. The City may assess any charges, fees or deposits authorized by the City Council and outlined in the City's Master Fees and Charges Schedule and Tigard park facility rental applications.

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- M. If a caterer serves food, the Organizer must furnish the City with a copy of the caterer's current food service license no less than 30 calendar days prior to the rental or event.
- N. Failure to comply with any of the requirements and/or timelines established herein will result in a cancellation of the reservation; facilities will be rented to other park users.
- O. Requests for exemptions to any of the Park Rental and Use Regulations must be made in writing, to the parks division manager.

III. Special Events Including Fun Runs and Walks

- A. The Organizer is required to submit a completed application for:
 - 1. All events that are open to the public and are held in or routed through City property, including parks, that:
 - a. Are held during the Shelter Rental Period. The application is required regardless of the number of attendees.
 - b. Will draw more than 25 attendees, including, but not limited to the Organizer, participants, volunteers and workers. The application is required even if the event takes place outside the Shelter Rental Period.
- B. A separate application must be submitted for each event or event not held on consecutive days. For example, a fun run held on four Sundays in May (non-consecutive days) requires four applications. An event held Friday – Sunday (consecutive days) requires one application.
- C. All fees, charges, deposits must be submitted with the application at the time the reservation is made. The organized group processing fee applies to all events and is non-refundable.
- D. The application must be submitted to the City at least 45 days prior to the event.
- E. No less than 30 calendar days prior to any special event, it is the sole responsibility of the Organizer to furnish the City with a:
 - 1. Certificate of insurance as specified in Tigard park facility rental application.
 - a. Organizer is responsible for the payment of all insurance premiums and deductibles.
 - b. Organizer will maintain insurance coverage as required by the City throughout the entire rental period.
 - c. Minimal coverage limits are as follows:
 - General Aggregate: \$2,000,000
 - Personal & Advertising Injury: \$1,000,000
 - Each Occurrence: \$1,000,000
 - Damage to Rented Premises: \$50,000Additional coverage may be required as follows:
 - Liquor Liability: \$1,000,000
 - d. 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.
 - e. Insurance coverage must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance provided by carrier(s) with an unacceptable financial rating.
 - f. Any certificate of insurance that fails to comply with the City's requirements will not be accepted.
- 2. Traffic control plan (when required) showing/describing:
 - a. How traffic will be managed to ensure there is sufficient capacity/flow to accommodate event attendees along with normal area traffic.
 - b. How traffic will be managed to ensure nearby residents have safe and efficient access into and out of their neighborhoods and other areas.
 - c. Where traffic control attendants will be stationed. Attendants will be provided at the sole expense and liability of the Organizer.
- 3. Parking control plan (when required) showing /describing:
 - a. Locations with sufficient parking capacity to accommodate event attendees. This includes providing proof that the owner or manager of the location has granted the Organizer the authority to use the location.
 - b. Where parking attendants will be stationed. Attendants will be provided at the sole expense and liability of the Organizer.

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4. Garbage and cleanup plan (when required) identifying:
 - a. How garbage will be disposed of.
 - b. How the Organizer will ensure any facilities, (including, but not limited to fields, shelters, parking lots, picnic tables, etc.), used in conjunction with the event are clean and free of litter and signage. Implementation of the garbage and cleanup plan will be provided at the sole expense and liability of the Organizer.
5. A plan outlining how the Organizer will monitor, direct and provide assistance to event participants for walks, fun runs and similar events. The plan will include:
 - a. A map of the event route and activity stations.
 - b. Where/when the Organizer will post event workers at roads, in parking areas, at trail crossings or at activity stations.
 - c. When event participants will travel on or across Tigard streets, the Organizer must provide documentation that the event was approved by the Tigard Police Department.
 - d. When event participants travel through adjoining cities, such as Durham or Tualatin, the Organizer must provide documentation that the event was approved by these adjoining cities.
 - e. During the Shelter Rental Period, the event must conclude no later than noon.
- F. The City reserves the right to deny any event application, if the application:
 1. Is incomplete.
 2. Conflicts with other park reservations.
- G. In some cases, the number of participants and/or the size and scope of the event will affect facility-wide parking and/or traffic, and access to or use of facilities/services near the event by non-participants. Such affects may render park facilities unavailable for rent by other park users. During the Shelter Rental Period, the City, at its sole discretion, may require the Organizer to rent those unavailable facilities in addition to the facilities requested by the Organizer. The Organizer will be required to rent said facilities at the standard rental fee for the time period in which the event takes place. In the event said facilities were already rented by other park users, the event will not be scheduled, and a full credit or refund (including non-refundable fees) will be issued.

IV. Prohibited at City Facilities

- A. The following are prohibited in City facilities:
 1. Play structures such as dunk tanks, rock climbing walls, mechanical bulls, inflatable pools, or play structures that participants climb in or on (e.g. bounce houses).
 2. The sale or offer to sell any article, or performing or offering to perform any service for hire except as outlined in Chapter 7.52.080 of the Tigard Municipal Code.
 3. Gratuities or tips.
 4. All smoked materials—including cigarettes, cannabis products, cigars, and pipes—and e-cigarette products that emulate smoking are prohibited on all City park property, park facilities, and trails.

V. Alcohol

- A. Alcoholic beverages are permitted in most Tigard parks. However, alcohol is prohibited in all Downtown Tigard parks located within the Urban Renewal District including, but not limited to: Main Street Park, Liberty Park, Commercial Park, Fanno Creek Park and the Jim Griffith Memorial Skate Park.
- B. The sale of beer or wine at City facilities is prohibited except as outlined in Chapter 7.52.100 of the Tigard Municipal Code.
- C. In parks where alcohol is permitted, requirements vary based on how the alcohol is provided.
 1. If there is no pre-paid admission or registration for the event and a single source provider (host) provides/serves alcohol to event participants, it is the sole responsibility of the Organizer to furnish the City with a certificate of insurance that includes a host liquor liability endorsement as specified in Tigard park facility rental application. The City must receive the certificate no less than 30 calendar days prior to any rental.
 - a. Organizer is responsible for the payment of all insurance premiums and deductibles.
 - b. Organizer will maintain insurance coverage as required by the City throughout the entire rental period.
 - c. Insurance coverage must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance provided by carrier(s) with an unacceptable financial rating.
 - d. Any certificate of insurance that fails to comply with the City's requirements will not be accepted.

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2. If there is pre-paid admission or registration for the event and a single source provider (host) provides/serves alcohol to event participants, all individuals who serve alcohol must possess a valid alcohol server permit issued by the Oregon Liquor Control Commission (OLCC). It is the sole responsibility of the Organizer to furnish the City with OLCC permits for all individuals who will serve alcohol as specified in the Tigard park facility rental application. The City must receive the permits no less than 30 calendar days prior to any rental.
 3. There are no insurance requirements if event participants bring their own alcohol for personal consumption.
- D. Consumption of alcohol must comply will all applicable state liquor laws and permitting requirements.

VI. Cancellations, Refunds

- A. No credit or refunds are made due to weather conditions.
- B. The following charges and fees are non-refundable:
 1. Organized group processing fees
- C. For all special events, requests for credits or refunds must be received, in writing, no less than 30 calendar days prior to the rental/event.

ACKNOWLEDGMENT AND INDEMNIFICATION

I agree to hold harmless, indemnify, and fully and completely release the City of Tigard, it’s officers, directors, employees, and agents from any and all claims, demands, damages, losses, causes of action, costs, expenses and liability of every nature and description of whatsoever kind of death or injury of all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting there from, to any party arising from, during or in any matter connected with the event activities. I acknowledge I have read the Park Rental and Use Regulations and agree to comply with all the rules set forth. Failure to comply with the Park Rental and Use Regulations may lead to cancellation of the event.

Applicant signature: _____ **Date:** _____

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as “recreational use immunity”). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This rental fee is only for use of the assigned Shelter and for use of the shelter-related amenities in the shelter; or the assigned sports field. Other uses of this park, or any use of the property outside the assigned shelter or field, are not subject to a charge and therefore the City of Tigard is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

FOR STAFF USE ONLY	
Approved by: _____	Date: _____

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