



City of Tigard

POLICE DEPARTMENT

Special Event Permit Application

To promote success and ensure safety at local events, the City of Tigard requires event organizers to complete a Special Event Permit application. Special Event Permit applications must be completed if an event involves a large group of people (compared to the usual occupancy of the site), is advertised to the public and does not occur regularly on the site; or impacts the use of city streets (including curb or parking lane), sidewalks, public rights-of-way, or uses city facilities or property (i.e., city buildings, parks, streets and parking lots).

It is important to follow the instructions, provide clear and accurate information and submit all necessary documents with the application. After submitting all forms, your application will be sent to all departments that will be involved in providing services or permits for the event. Do not assume that all aspects of the event will be approved; you may be asked to make changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event until approval from the City has been received.

A certificate of insurance for general liability naming the City of Tigard, its elected and appointed officials, officers, agents, employees, and volunteers as primary additional insured for an amount not less than \$1,000,000 combined single limit for death, bodily injury or property damages (including loss of use) in any one occurrence, and \$1,000,000 general aggregate coverage. The City must receive 30-day notice of cancellation or material modification. If alcohol is to be sold, liquor liability coverage is also required. (The City reserves the right to increase coverage minimum if the event presents extraordinary risk).

THE CITY WILL NOT ACCEPT ANY CERTIFICATE OF INSURANCE WITHOUT THE ADDITIONAL INSURED LANGUAGE.

The Chief of Police shall grant a permit in any instance in which the event will not, in his judgment, be held for any unlawful purpose and will not in any manner tend to breach the peace, cause damage or unreasonably interfere with the public use of the streets or the peace and quiet of the inhabitants of the city. The permit shall be subject to immediate revocation by the Chief of Police if any conditions of the permit are violated. There is no allowance for noise variance. The use of illegal fireworks is unlawful in the City of Tigard.

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit when issued. I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation. _____ (*initials*)

I hereby certify the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify the City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given. I agree to defend, indemnify and hold harmless the City of Tigard, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of deposit, denial of future events, criminal prosecution and/or administrative citation(s), fines.

Print name: _____

Signature: _____ Date: _____



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Special Event Permit Application Fee:	<u>Resident</u>	<u>Non-Resident</u>
	Non-Profit Fee \$75	\$125
	For-Profit Fee \$150	\$200

The following sections MUST be completed by the event coordinator for ALL EVENTS:

- General Event Information and Event Details
- Attached Site Plan
- Attached Sanitation Plan
- Certificate of Liability Insurance
- All applications must be signed and dated**

If this is an athletic event, parade, requires a street closure, exceeds parking capacity, or requires crowd control or security, the application MUST include:

- Traffic Control Plan/Athletic Event Plan
- Event Street and Sidewalk Use Section

If this event is requesting a street closure the application must include:

- Property Owner Notification Form

Some events may require:

- Security Plan

Other City of Tigard permits, licenses, fees and requests that may apply include:

- City of Tigard Park Reservation Form – Public Works Department. For more information call 503-718-2591 or visit <https://apm.activecommunities.com/tigard/home>.
- OLCC Temporary Sales License (TSL) Permit. If alcohol use is planned in the public right-of way for any event, submit all Oregon Liquor Control Commission (OLCC) permits with your application. The City of Tigard (local government as stated on the application) will process the first portion and then contact you to take the City-approved application to OLCC 503-872-5000.
- Washington County Temporary Restaurant License & Food Handler Certificate – for any food service establishment which operates at the same location in conjunction with a fair, carnival or similar public event. For more information call 503-846-8722 or visit www.co.washington.or.us.

Event type: (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Wedding/Party/Reception | <input type="checkbox"/> Festival/Fair/Car Show |
| <input type="checkbox"/> Farmers/Street Market | <input type="checkbox"/> Parade/Procession/Street Closure | <input type="checkbox"/> Walk/Bike Ride/Race |
| <input type="checkbox"/> 5k/10k/Half Marathon | <input type="checkbox"/> One Day Event | <input type="checkbox"/> Multiple Day Event |
| <input type="checkbox"/> Other | <input type="checkbox"/> Small Community Event
(100–500 people) | <input type="checkbox"/> Large Community event
(500 + people) |



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GENERAL EVENT INFORMATION

Event name: _____

New event Return event Route/plan change

Exact address of event: _____

Event date(s): _____ Total number of consecutive days: _____

Hours of event (from – to): _____ Step-off time (for athletic events only): _____

Set up/assembly date and time: _____ Break down date and time: _____

Describe the event's community and/or cultural benefit: _____

Name of sponsoring organization: _____

Contact person of sponsoring organization: _____

Sponsoring organization's physical address: _____

City/state/zip code: _____

Sponsoring organization type: Individual Commercial Government Non-profit

Tax ID number: 501 (c), federal employee ID or social security number: _____

Name of organizer/coordinator (responsible party): _____

Email: _____ Phone number: _____

Cell number: _____ Fax number: _____

Responsible person "onsite" day of event: _____

Cell number day of event: _____

This person must be in attendance for the duration of the event and immediately available to city officials.

Professional organizer/event planner hired to produce event (name/company): _____

Professional organizer address: _____

City/state/zip code: _____



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Are you serving/selling food at your event? Yes No

If yes, how many vendors? _____ Served Sold

If yes, contact Washington County for Temporary Restaurant License.

Are you serving/selling alcohol at your event? Yes No

If yes, how many vendors? _____ Served Sold

If yes, you must submit an OLCC TSL Application with the Special Event Application.

Are you serving/selling merchandise at your event? Yes No

If yes, how many vendors? _____

Is your event a parade/procession, athletic event or require a street closure? Yes No

If yes, you must complete the Event Street & Sidewalk Use Section and Traffic Control Plan.

The event organizer is responsible for proper event notification including, posters, mailers and/or signs as well as posting in the Tigard Times 30 days before the event. Include copies of all notifications with event application.

Are you requesting police services? Yes No

If yes, what type of assistance is requested? _____

The event holder shall be liable for the city's actual costs of providing services. Contact Police Department Dayshift Watch Commander for assistance at 503-639-6168.

Are you requesting street maintenance assistance? Yes No

If yes, what type of assistance is requested? _____

The event holder shall be liable for the city's actual costs of providing services.

Contact Public Works Street Supervisor, Vance Walker (503.718.2606 or vance@tigard-or.gov) to schedule the use of barricades. Barricades are located at 8777 SW Burnham St., Tigard. The applicant or designee affirms they will:

- Pick up barricades no later than 4 p.m. on the last working day prior to the event.
- Return barricades no later than 4 p.m. on the first working day following the block party.
- The applicant or designee affirms they have discussed the proposed street closure and placement of required traffic barricades with the Police Department Dayshift Watch Commander (503.639.6168).

Describe your procedures for crowd control and internal security. Attach additional sheets if necessary.



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How many volunteers are working the event? _____

What will the volunteers wear to identify themselves as volunteers? _____

If this is a Public Safety Run/Walk/Bike event, refer to the Traffic Control/Special Athletic Plan.

SITE PLAN

To ensure proper review of your event, a site plan including a detailed narrative is required. A map may also be submitted, but will not serve as a substitute to the written narrative. Hand drawn maps will not be accepted for required plans. Tigard maps are available at www.tigard-or.gov/maps.php. Other electronic mapping tools include Google Maps, PowerPoint files etc.

Attach a Site Plan with the following items clearly shown if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue.
- Location of all platforms, scaffolding, bleachers, grandstands, canopies, tents and other temporary structures.
- Location and description of sound stages, (height and size), description of amplified sound, sound checks (time and date), musical entertainment (number of performers, type of music).
- Detailed food vendors (FV), cooking area configurations, cooking methods (gas grills, propane, etc.).
- Location and description of beverage vendors both non-alcoholic (NAB), alcoholic beverages/wine and beer gardens (AB) along with number of serving stations at each location.
- Location of retail merchants/vendor booths (V).
- Location of large tents (200 square feet).
- Location of portable toilets (T).
- Location of hand-washing sinks (HWS).
- Generator locations, source of electricity and all requirements (E).
- Location of public entrances and exits.
- Identification of all event components that meet accessibility standards (ADA).
- Location of fencing, barriers and/or barricades.
- Location of fire lane (FL).
- Location of First Aid (+).
- Location of fire extinguishers (FE).
- Other related components not listed above (e.g., special equipment etc.).

TRAFFIC CONTROL PLAN OR ATHLETIC EVENT PLAN

To ensure proper review of your event, it is required that you attach a traffic control plan. Events that involve full/partial closure or blockage of City streets (parades, street closures and athletic events) to control traffic flow must also complete Event Street and Sidewalk Use.

A detailed narrative is required. A map may also be submitted, but will not serve as a substitute to the written narrative. Hand drawn maps will not be accepted for required plans. Tigard maps are available at www.tigard-or.gov/maps.php. Other electronic mapping tools include Google Maps, PowerPoint files etc.



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Attach a Traffic Control/Athletic Plan with the following items clearly shown if applicable:

- Set up/tear down times.
- Staging, loading and assembly areas (all). Please use a Site Plan to show staging area details.
- All parking and shuttles.
- Certifies flaggers/course marshalls, police and volunteer locations.
- How the course(s) will be marked.
- Location of fire lane (FL).
- Location of First Aid and/or medical personnel (+).
- Traffic flow. Description of how traffic will be directed.
- Procedures for crowd control.

SANITATION PLAN

Attach a Sanitation Plan with the following items clearly shown if applicable:

- Location of rest rooms and hand-washing units.
If using existing city facilities, please include service schedule if required.
- Location of garbage cans, dumpsters and recycling collection.
- If there will be food preparation, include provisions for cooking waste disposal.
- Post-event clean up, recycling plans and garbage disposal.

*Event coordinators are required to provide garbage dumpsters specifically for their event.
Use of existing garbage cans/dumpsters for local residents and business use is prohibited without permission.*

EVENT STREET AND SIDEWALK USE

Events that propose any street closures/blockages (temporary or hard closures) are required to fill out the Event Street and Sidewalk Use and submit a detailed traffic control plan. **This includes parades, processions and athletic events.**

Street location: Sidewalk only Street only Street, sidewalk and Park

Street Use and/or Closure Information – Name of streets to be impacted (attach further closure on a separate sheet if necessary)		
Event Location (address/street)	Between (address/street)	And (address/street)



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Special event route (i.e., held on sidewalk and/or street, changes to route, where and how you wish to travel). ALSO REQUIRED: a detailed map including the start point, end point, direction of travel street names, and barricades.

Are you requesting a complete or temporary street closure? _____

Why are you requesting this street closure? What activities will occur in the requested closed area?

Time of street closure: _____ Start: _____ End: _____

Participant type and number of entries of each type: (check all that apply)

- Participants/spectators _____
- Animals _____
- Vehicles _____
- Floats _____
- Bands _____
- Bikes _____
- Other _____

Please list any additional activities occurring in the requested street closure: _____

Will the proposed route cross Pacific Highway/99W? _____

If yes, be prepared to provide an alternative route.

Will the proposed route cross and/or utilize streets where TriMet operates? _____

PROPERTY OWNER NOTIFICATION — REQUIRED FOR “TEMPORARY” CLOSURES

Applicants shall provide an application and a notification form signed by all residents within the area to be seriously impacted by any requested temporary or hard street closure or any request which might have significant impact on area tenants. Failure to inform such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form.

Contact person: _____

Telephone: _____ Cell number: _____

The undersigned hereby petition the City of Tigard to close _____ (street)

between _____ (street) and _____ (street) for an event to be held on _____ from _____ until _____



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By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the street closure.

	Name	Signature	Address/phone
1			
2			
3			
4			
5			
6			
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You may attach additional sheets, if necessary. Do not submit this form until signatures are gathered.

FOR CITY USE ONLY:

Police Department Supervisor: _____ Public Works Street Supervisor: _____

Chief of Police: _____ Date received: _____ Date issued: _____ Date rejected: _____