



Special Event Permit Manual



Parks Department

500 Hilda Street | Oregon City, OR 97045
Phone (503) 496-1201 | Fax (503) 656-7488

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SPECIAL EVENT GENERAL INFORMATION

What is a Special Event?

- A single activity held on a single date in one location
- A series of activities, advertised as one event, held on successive days in one location
- A single activity held on the same day of the week for successive weeks in one location
- A single activity, advertised as one event, held on the same day in more than one location is considered a single event. However, a separate permit is required for each site and usage fees will be assessed for each site. Usage fees will be determined by the type of event

When are Special Event Permits required?

- A gathering or an event that involves a group of more than 100 people
- Admission is controlled by donations, entry fees or tickets (festival type events, concerts, runs, walks, races, contests)
- Participants are charged an entry fee (vehicles, cyclist, runners, vendors)
- The event is advertised as a public event, with or without a fee (dog shows, car shows, etc.)
- The event is closed to the public (i.e. private catered parties, conventions, group meetings, retreats, weddings, etc.)
- Vendor servicing event (rented items, security, catering) or participating in event (selling or promoting business)
- Sales of any kind of products/services
- Food is being prepared and served for consumption by the public at an event (carnival, fair, concerts or other public gathering)
- Tents, canopies, tables and/or chairs brought in
- Inflatables (bounce house or slide) or mechanical rides set up
- Need for fencing or barricades
- Stage or other structure is built/brought in
- Security is needed to patrol or monitor event
- Need for additional electricity or water other than what is included with a regular shelter reservation
- Signage is necessary to control, direct event
- Amplified sound with PA system or other noise generator for live or recorded music
- Parking is inadequate to accommodate for size of event
- Event impacts roadway, sidewalk, pathway, driveway, curb, parking space, or public parking lot
- A certified flagger, police officer or signs are needed to direct traffic.

Who is the Permittee?

- The person responsible for the event, whose name is on the application/permit, and is responsible for all usage fees. This is the person ultimately responsible for seeing that all fees are paid and that all of the permit conditions, rules and regulations are complied with.

Special Event Permit Considerations

The Parks Department allows special events to be held with an approved Special Events Application and in accordance with the City of Oregon City Municipal Code. All special events on park property will be approved based upon a number of criteria that will allow the event to be successful, while not impacting the overall operation of parks, activity or other events scheduled. In issuing a permit, the following factors are considered:

- 1) The event is unlikely to cause injury to persons or property, create a disturbance, cause disorderly conduct, encourage or result in violation of the law

- 2) The event is to be held at a date, time and venue that does not interfere, conflict or cause potential concerns with other events scheduled in the city
- 3) Whether or not the event will interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area
- 4) The proposed location is adequate for the size and nature of the event
- 5) The event does not unreasonably interfere with intended use of the area; e.g. athletic fields, picnic areas, etc.
- 6) Type of event, date of event, and hours of event
- 7) Compliance with conditions of City of Oregon City Municipal Code
- 8) All permit requirements have been met

APPLYING FOR A SPECIAL EVENT PERMIT

Applying for a City of Oregon City Parks and Recreation Special Event Permit is a two-part process. The initial application is the “who, what, when and where” of your request to reserve a park space for your event. A Special Event Permit Application must be filled out completely and a \$50 application fee must be submitted to the Parks Department office, Monday through Friday between 8:00 a.m. and 4:00 p.m.

Applications may be turned in to the Parks Department

- 1) Mail or hand delivery to 500 Hilda Street, Oregon City, OR 97045
- 2) Fax to (503) 656-7488
- 3) Email to parksinfo@orccity.org

If the application is mailed or faxed, the \$50 application fee must be paid before the Special Event Permit Application is processed. The application fee is nonrefundable. Once this application and application fee are received, the application will be submitted for review. If the application is approved, you will receive a “Special Event Requirements” checklist.

The “Special Event Requirements” checklist is the second step in the application process. The checklist will list all the signatures, forms, and fees that will need to be submitted to the Oregon City Parks Department to be issued a Special Event Permit. All requirements will be due a minimum of 30 days prior to your event. If all requirements are not met by this date, additional fees may be added.

PERMIT APPLICATION REQUIREMENTS

Special events require a permit issued by the city. Additional documents which the city may also require to make an application complete include:

- Certificate of Insurance naming the City of Oregon City as additional insured and Indemnity Agreement releasing the city from liability
- Street closure plan/traffic control plan with Public Works, ODOT and/or Clackamas County approval
- Temporary Restaurant License & Food Handler Certificate: For any food service establishment in the street, public right-of-way, and city facility

FEES

**Please see Special Event Fee Schedule
on page 8 for specific fees**

APPLICATION FEE: The \$50 application fee is due at the time the application is submitted and is required before an application will be processed. This fee is non-refundable and does not apply to the usage fees.

LATE FEE: If the Special Event Application is received less than 30 days prior to proposed event start date, the application fee is increased by \$50.

SPECIAL EVENT PERMIT FEE: Special Event Permit Fees are for the infrastructure facilities, open space or group areas necessary to accommodate special events. Fees for reservation of specific shelters would still apply.

PARK USAGE FEE: Fees are dependent upon activity type, park, and size of event. Fees will be assessed after review of the Special Event Permit Application by the Parks Manager.

CLEANING/DAMAGE DEPOSIT: The \$250 is fully refundable. However, if cleaning is required or damage has occurred from the event, the Parks Department reserves the right to do the cleaning and repair; repair costs and labor will be deducted from the deposit. Additional charges may be incurred for excessive damage or cleaning.

OTHER FEES THAT MAY BE REQUIRED:

- Portable restrooms
- Drop box for garbage
- Locating (irrigation or utility lines)
- Barricades

All fees must be paid no less than 30 days prior to the date of event. If fees are not paid, reservations will not be held. The Parks Department will not maintain waiting lists for park reservations.

Depending on type of event, Oregon City Business License, Public Works for Right-of-Way permit, Police Department for security, or Clackamas County Health Department for Temporary Restaurant License may be required and additional fees may be required.

EVENT CANCELLATION/REFUNDS

The application fee is non-refundable.

If a permit has been issued and an event is cancelled at least 14 days prior to event, a full refund will be given.

If the event is cancelled within 14 days of event, covered shelter fees will be retained. A refund of other charges will be refunded; however, if any expenses or charges have been incurred for portable restrooms and drop box, charges will be deducted from the refund.

SET-UP AND TAKE-DOWN DAYS

When scheduling an event, be sure to schedule ample set-up and take-down time. If set-up and take-down requires a full or half day, then usage fees will be applied for each full or half day needed. Limited access fees do not apply to set-up and take-down days.

SITE PLAN

Permittees who plan to bring equipment, booths, stage, etc. into the park must provide a site plan 30 days prior to setup. Permittees who do not plan any major changes in the event layout from the previous year's application must also provide a current site plan a minimum of 30 days prior to setup. Permittees applying for RUNS, WALKS, or RACES must provide a route map for each park area to be used. This must be included with the original application. These site/route plans will be reviewed by the Parks Manager prior to application approval. The Oregon City Parks Department can provide scale maps for this purpose.

In addition, the site plan should identify the location of the following:

- Food and drink serving area
- Fencing/barriers
- Tents, canopies, booths, stages, bounce houses/slides, rides or other equipment
- Vehicles which will remain on site either as displays or as part of the event
- Portable restrooms
- Trailers (stationary, without engines or any means of moving)

- Games and/or activities
- Additional garbage and dumpsters

Some events may require an on-site meeting with the Parks Manager to discuss site/route plan a minimum of 30 days prior to the scheduled setup date. If this is a requirement for the event, failure to meet with the Parks Manager may result in cancellation of your permit.

The Oregon City Parks Department reserves the right to change the routes of Runs, Walks or Races if it is the opinion of the Parks Manager that the turf conditions cannot support the activity. In most locations, roads cannot be closed to traffic and Permittee must provide monitors or other security personnel and measures to assure the safety of the participants. Participants must stay on the roads and paths in the park, and any marking used to designate the route must be removed by the end of the day. (Exception: Route markers which will wash away with water may be left).

RESTROOMS

While most city parks are equipped with restroom facilities, they are generally inadequate for large events. Permittee is required to provide one (1) portable restrooms for every event with 101+ attendees. An additional restroom will be required for every additional 125 people at intervals of 225, 350, 475, and 600 people. Drop-off location must be approved by the Parks Manager prior to restroom delivery. If irrigation or turf damage occurs during portable restroom delivery, the permittee will be responsible for the cost incurred to fix any such damage. See Special Event Fee Schedule on page 8 for fees.

For events where a vendor donates the portable restrooms, [Addendum A - Vendor List](#) must be filled out and returned to the Parks Department.

GARBAGE

Removal and general park cleanup is the responsibility of the permittee. Permittee shall provide one 3-yard drop box for 101+ event attendance. Since many special events occur during the weekend, permittee shall empty the garbage containers from the event into the dumpster so that other park users will find a clean park. Placement of drop box will be arranged by the Oregon City Parks Department. See Special Event Fee Schedule on page 8 for fees.

FENCING

All fencing used in the park should be self-supporting. The location of any and all items that require staking must be referenced on the site plan prior to the event. If stakes are put into the ground, locations must be approved by the Parks Department. Permittees will be charged an additional fee for locating to irrigation and/or utility lines (see page 8 for fee information). Permittee will be responsible for all damages to underground utilities or the irrigation system caused by unapproved stakes.

When fencing is allowed for Limited Access/Entrance Fees, fencing may be erected a maximum of 24 hours prior to the opening of the event and must be removed within 24 hours following the closing of the event. The event opening and closing does not include setup and takedown days but is limited to the days that the public is actually attending the event. No fencing will be allowed for more than 5 days total.

No event shall block public access to the park by putting fencing or any other barrier across public walkways or restricting movement from one side of the park to the other via public sidewalks.

For events that a vendor provides fencing, [Addendum A - Vendor List](#) must be filled out and returned to the Parks Department.

Setting up fencing can cause damage to turf, in-ground irrigation and utilities. The Permittee will be liable for damage and the cost of repairing any such damage will be deducted from the Cleaning/Damage Deposit or billed if charges exceed Damage/Cleaning Deposit amount. Pre-event meetings and communication with the Parks Department can prevent this damage.

GROUND STAKES

Permittees who plan to bring in large tents/canopies, fencing, barriers, bounce houses/slides, rides or other equipment that require staking must follow the guidelines for ground stakes. The location of any and all items that require staking must be referenced on the site plan prior to the event. Stakes must be approved by the Parks Department prior to setup. Permittees will be charged an additional fee for locating to mark irrigation and/or utility lines (see page 8 for fee information).

Using stakes can cause damage to turf, in-ground irrigation and utilities. The Permittee will be liable for damage and the cost of repairing any such damage will be deducted from the Cleaning/Damage Deposit or billed if charges exceed Damage/Cleaning Deposit amount. Pre-event meetings and communication with the Parks Department can prevent this damage.

LIMITED OR CONTROLLED ACCESS

All barriers and/or fencing used to secure the area will be supplied by the permittee. Locations of the barriers, fencing and other fixtures must be shown on the site plan and submitted to the Oregon City Parks Department for approval within the timelines established elsewhere in this manual.

All fencing and barrier placement requires approval of the Fire Department. The Oregon City Parks Department requires a minimum of 10 feet of unobstructed entry and 10 feet of unobstructed exit on at least two opposing sides of the event. This entry/exit may be divided into one 5-foot exit with a divider between the exit and the entrance. Permittees will be charged an additional fee for locating to mark electrical and irrigation lines.

UTILITIES

If you require additional power and wish to bring in a generator, please remember that this requires the approval of the Oregon City Parks Department and must be indicated on the event site plan. Permittees choosing to use generators instead of accessing park electricity (or in areas without electricity) must also contact the Oregon City Parks Department for placement of the generator which must be indicated on the event site plan.

Clackamette Park is equipped with potable water which is available to users at no charge. Clackamette Park has 110/20amp and 240/50amp electricity. This may not be adequate for your event. For specific park utility information, contact the Oregon City Parks Department for a list of utilities for that park.

MOTORIZED VEHICLES IN THE PARK

Motorized vehicles, electric bikes and other power operated vehicles are prohibited on park property.

MUSIC, LOUD SPEAKERS, P.A. SYSTEMS

Permission may be granted to have music and/or PA system throughout an event. Permittee is responsible for keeping noise from becoming a nuisance and ensuring the starting and ending of the music, PA system, and other loud noise at the required times (start at 10am and end 10pm).

ALCOHOL

Alcohol is prohibited in city parks and park sports fields without special permit. Permission may be granted to allow the possession at some city parks. Contact the Parks office for more information.

SECURITY

Permittee is responsible for providing adequate security for their event. The Oregon City Parks Department reserves the right to require permittee to provide sufficient security to meet permit conditions imposed by the Police Department. It may be required for certain public events in city parks to meet with the Police to discuss security and as a condition of use, may be a requirement to provide such security as required by the Police Department.

For events where security is hired for event, [Addendum A - Vendor List](#) must be filled out and returned to the Parks Department.

RUNS/WALKS/RACES

ROUTES: Oregon City Parks Department reserves the right to change the routes of Runs/Walks/Races if, at the discretion of Park Administration, i.e. the turf conditions cannot support the event. In most locations, roads cannot be closed to traffic and the permittee must provide monitors to assure the safety of participants.

Participants must stay on the roads and paths in the park. Any marking used to designate the route must be removed by the end of the day (Exception: Route markers which will wash away with water may be left). Failure to remove markings will result in cleaning charge being deduct from Cleaning/Damage Deposit.

Events that utilize city streets require a parade/run/walk permit issued through Public Works Department.

TRAFFIC CONTROL PLAN: You will need to include a Traffic Control Plan if your event is to affect public right-of-way with any one of these conditions (Note: Public right-of-way extends beyond the paved or travel surface of a roadway):

- Restrict or close a roadway (lanes, bike lanes, shoulders, etc.)
- Restrict or close a sidewalk/pathway
- Restrict or close a driveway
- Restrict or close parking spaces
- Restrict or close a public parking lot
- A certified flagger, police officer or signs are required
- Posting of any signs in the right-of-way

For Traffic Control Plan or Street Closure Plan, an application can be completed through an online form at <http://www.oregoncity.org/publicworks/special-event-permits> or it can also be printed and sent or delivered to the following address:

City of Oregon City
Public Works Department
625 Center Street
P.O. Box 3040
Oregon City, OR 97045

SPECIAL EVENT INSURANCE

The permittee must provide proof of liability insurance for injury and property damage for the duration of the event in the sum of \$2,000,000. The policy shall name the City of Oregon City, its officers and employees as additional insureds. The insurance should include the name of the event and the permittee. The indemnity Agreement on the application, which is attached to this manual, must be signed and included with the insurance certificate.

Hold Harmless/Recreational Land/Facility Liability

NOTICE: Oregon law (ORS 105.682, et seq.) provides that the City of Oregon City is not liable in contract or tort for injury, death, or property damage that arises out of use of 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. The fee you paid is only for use of the reserved park shelter, grassy areas, overflow parking, parking lot, or sports fields. Other uses of this park, or any use of the property outside the reserved facility are not subject to a charge and, therefore, the City of Oregon City 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.

OTHER PERMITS AND INSPECTIONS

It is the responsibility of the permittee to comply with all City, State, and County requirements when staging their event. Below are some other permits and/or inspections which may be required.

Health Department

Individual or groups planning to prepare and provide food, either for sale or free, in which they will be serving to the public at an event must first obtain a *Temporary Restaurant License*.

If the event is a private event for members by invitation only, no license is required.

For more information, call the Clackamas County Public Health Department at 503-742-5931 or go to the Clackamas County Public Health website at <http://www.clackamas.us/publichealth/restaurantlicensing.html>.

The State of Oregon regulations require that every food worker (volunteer, vendor or caterer) involved in public food handling and preparation acquire a certified Food Handler’s Card.

For more information, call the Clackamas County Health Department at 503-655-8430 or visit the website at <http://www.orfoodhandlers.com/eMain.aspx?State=OREGON>

Oregon City Business License

An Oregon City Business License must be obtained by the permittee or organization in charge of the event for the following:

- If admission to a special event controlled by donations, entry fees or tickets
- Event where participants (vehicles, cyclists, runners, or vendors) are charged an entry fee
- Any vendor is providing a service
 - Companies providing rental items such as tents, canopies, bounce house, blow-up slide, fencing, building stage or other structures
 - Private security
 - Caterer serving food (but not selling food)
- Vendor is participating in an event

- Selling merchandise
- Selling food and/or beverages
- Promote services, merchandise or commercial brand
- Solicit donations for organization or cause

All vendors, businesses and individuals that are conducting business inside the City Limits of Oregon City are required by Municipal Code: OCMC Title 5, Chapter 5.04 to obtain a business license before doing business. In addition, all businesses and individuals operating within the City Limits must comply with the City's Building, Zoning, Fire and Police safety requirements.

For more information on obtaining an Oregon City Business License for a special event, call 503-496-1519 or visit the website at <https://www.oregoncity.org/economicdevelopment/business-licenses>