



Special Event Permit Application

The Special Event Permit Application is used for events that are (1) open to the public and held in, or routed through, City property, including parks; (2) gatherings that draw more than 25 attendees; or (3) gatherings held on private property and affecting the City, surrounding property, or vehicle/pedestrian traffic (e.g., block parties). A separate application must be submitted for each event, or each event not held on consecutive days.

1. APPLICATIONS AND REQUIRED INFORMATION **MUST** BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT. ANY APPLICATION RECEIVED WITHIN 30 DAYS OF THE EVENT WILL BE DENIED.

2. The following must be submitted **with** the Special Event Permit Application:
 - a. Course information, if applicable, outlining:
 - a. How the Organizer will monitor, direct, and aid event participants for walks, fun runs, and similar events.:
 - b. A map of the event route and activity stations.
 - c. Where/when the Organizer will post event workers at roads, in parking areas, at trail crossings or at activity stations.
 - 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.
 - b. Traffic control plan, if 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.
 - c. Parking control plan, if 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.
 - d. Garbage and cleanup plan, if 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.
 - e. Vendor information
 - a. Type of vendor (i.e., food truck, vendor table, etc.) and planned set-up location(s).
 - b. How vendor will limit and monitor sales to event participants. For alcohol sales, indicate if there will be a perimeter roped off for 21+ participants.
 - f. Alcohol
 - a. The sale of beer or wine at City facilities is prohibited except as outlined in Chapter 7.52.100 of the Tigard Municipal Code. All individuals who serve alcohol must possess a valid alcohol server permit issued by the Oregon Liquor Control Commission (OLCC) if there is a pre-paid admission or registration for the event and a single source provider (Organizer). It is the sole responsibility of the Organizer to furnish the City with OLCC permits.
 - g. For road closures and block parties:
 - a. Abutting Neighbors' Notification Form (located at the end of this application)



CITY OF Tigard Special Event Permit Application

3. No less than 10 calendar days of the event start date, it is the sole responsibility of the Organizer to furnish the city with a certificate of insurance. The certificate of insurance will indemnify and insure the city as follows:
- a. Minimal coverage limits are as follows:
 - General Aggregate \$2,000,000
 - Personal & Advertising Injury \$1,000,000
 - Each Occurrence Limit \$1,000,000
 - Damage to Rented Premises \$50,000
 - b. Additional coverage may be required as follows:
 - Liquor Liability: \$1,000,000
 - c. The City of Tigard will be listed as a certificate holder on the certificate of insurance as follows:
City of Tigard Public Works, Attn: Parks Division, 8777 Burnham St., Tigard, OR 97223
 - d. The certificate of insurance must include under Additional Insured:
"The City of Tigard, its officers, directors, employees, and volunteers."
 - 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.

ORGANIZER INFORMATION

First Name: _____ Last Name: _____
 Organization: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Primary Day Phone: _____ Email: _____
 Event Day Contact Person: _____ Event Day Cell Phone: _____
Organizer's signature is required on pages 5 and 10 of this application.

EVENT INFORMATION

Name of Event: _____
 Location of Event: _____
 Date(s) of Event: _____
 Event Start Time: _____ Event End Time: _____ *(include time for set-up and tear-down)*
 Estimated Daily Attendance (required): _____ Number of parking spots needed, per day: _____
 If applicable, describe any special parking arrangements, including ADA parking: _____
 Description of event/activities: _____

SPECIAL REQUIREMENTS

- 1. Is this event on private property or cul-de-sac? *(Approvals required: PD; PW-Streets)* Yes No
- 2. Does any part of this event take place in a park or on city property? *(Approval required: PW-Parks)* Yes No
- 3. Are you requesting police assistance? *(Approval required: PD)* Yes No



Special Event Permit Application

4. Does this event cross or take place on a street or road? *(Approvals required: PD; PW-Streets)* Yes No
If yes, please describe: _____
5. Are you requesting a street/intersection closure? Yes No
A traffic control plan with narrative is required. You may be required to notify affected residents and businesses. If the event is a run or walk, a map of the course route must be provided.
If yes, please describe: _____
6. Will alcohol be served or sold? *(Proof of liquor liability insurance is required.)* Yes No
The Organizer must furnish the City with OLCC permits for all individuals who will serve alcohol.
7. Will food be prepared and/or served during the event: Yes No
If yes, who will be preparing and serving the food? _____
8. Will there be provisions for waste disposal and for toilet facilities? Yes No
If yes, what type? _____
9. Will there be emergency response services available at the event? Yes No
If yes, please describe: _____
10. Do you have insurance to cover the event? Yes No
Insurance with the city listed as an additional insured is required for all special events held on city property and may be required for other events.
11. Are you reserving a Park Shelter or Sports Field? Yes No

SPECIAL EVENT PERMIT FEES				<i>*If applicable</i>
Application Processing Fee	\$50.00	Refundable Cleaning Deposit	\$250.00*	Alcohol Permit Fee \$25.00*
First 3 Hours (per day):		Each Additional Hour (per day):		
0 – 25 people	\$25.00	0 – 25 people		\$10.00
26 – 100 people	\$75.00	26 – 100 people		\$25.00
101 – 200 people	\$175.00	101 – 200 people		\$55.00
201 – 500 people	\$275.00	201 – 500 people		\$90.00
501 – 2,000 people	\$475.00	501 – 2,000 people		\$155.00
2,001 or more people	\$1,000.00	2,001 or more people		\$330.00

SPECIAL EVENT FACILITY AND FIELD FEES		
<i>To receive the resident rate, you must reside within the City of Tigard boundary. Addresses will be confirmed.</i>		
<i>Two-hour minimum on all facility and field rentals.</i>		
Cook Park Shelters #1, #3, #4, Bishop-Scheckla Gazebo, Summerlake Shelter, and Dirksen Shelter		
	Resident	\$25.00 per hour
	Non-Resident	\$50.00 per hour
Cook Park Shelter #2		
	Resident	\$35.00 per hour
	Non-Resident	\$70.00 per hour
Sports Fields		
	Resident	\$10.00 per hour
	Non-Resident	\$20.00 per hour



Special Event Permit Application

PLEASE CHECK THE SHELTER AND/OR FIELD YOU WISH TO RESERVE			
<i>Shelter and field reservations for an additional fee.</i>			
COOK PARK SHELTERS		Capacity	
<input type="checkbox"/> Shelter #1		100	
<input type="checkbox"/> Shelter #2		250	
<input type="checkbox"/> Shelter #3		100	
<input type="checkbox"/> Shelter #4		150	
<input type="checkbox"/> Bishop-Scheckla Gazebo		100	
COOK PARK FIELDS			
<input type="checkbox"/> Soccer Field #1			
<input type="checkbox"/> Soccer Field #2			
<input type="checkbox"/> Soccer Field #3			
<input type="checkbox"/> Ballfield #3/Soccer Field #4			
<input type="checkbox"/> Ballfield #4/Soccer Field #5			
DIRKSEN NATURE PARK		Capacity	
<input type="checkbox"/> Shelter		60	
<input type="checkbox"/> Ballfield			
SUMMERLAKE PARK		Capacity	
<input type="checkbox"/> Shelter		150	
<input type="checkbox"/> Ballfield			
METZGER ELEMENTARY SCHOOL			
<input type="checkbox"/> Ballfield			

PERMIT FEE CALCULATION	
Special Event Application Fee	\$50.00
Refundable Cleaning Deposit, if applicable	
Alcohol Permit Fee, if applicable	
Special Event Fee (<i>First 3 Hours</i>)	
Special Event Fee (<i>Each Additional Hour</i>)	
Special Event Facility and Field Fee (<i>Total Hours x Hourly Rate</i>)	
TOTAL AMOUNT DUE	
<i>Special Event Fees are nonrefundable, unless otherwise indicated.</i>	

SUBMIT APPLICATION

Application must be submitted at least 30 days prior to the event and can be submitted using one of the following methods:

1. Email to parkres@tigard-or.gov
2. In person at the Tigard Public Works Building, 8777 SW Burnham St., Tigard, OR 97223
Hours: Monday – Thursday, 8:00 a.m. to 5:00 p.m.

APPROVAL PROCESS

Once your application has been submitted, it will be reviewed by department staff. You will be notified once a decision has been made and, if approved, will be instructed on how to complete payment. Please allow one week for the approval process.

ACCEPTED METHODS OF PAYMENT

Cash | Check (payable to City of Tigard) | Credit Card

CANCELLATION/REFUND REQUESTS

Except for a refundable security/cleaning deposit which may be required, all special event fees are non-refundable.

Cancellation requests must be received, in writing, 14 calendar days prior to the rental/event. Requests can be submitted:

1. By email, parkres@tigard-or.gov
2. By mail, City of Tigard Public Works, Parks Division, 8777 SW Burnham St., Tigard, OR 97223



Special Event Permit Application

ACKNOWLEDGMENT AND INDEMNIFICATION

I agree to hold harmless, indemnify, and release the City of Tigard, its employees, elected officials, and agents from any and all claims, liability, losses, and demands of whatever kind or nature, arising from or related to the activity described above or my use of the City's facilities.

I acknowledge that my reservation fee is only to reserve the shelter(s) or fields indicated. I further acknowledge that both my party and I are free to use the rest of the park without paying to reserve a shelter or field.

I acknowledge that 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.

I acknowledge I have read the City of Tigard Park Rental and Use Regulations and agree to comply with all the rules set forth. Failure to comply with the rules 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

APPLICATION ACCEPTED BY:

PARKS: _____
POLICE: _____
STREETS: _____

DATE: _____
DATE: _____
DATE: _____

APPLICATION PROCESSED BY:

STAFF: _____
PERMIT NO. _____

DATE: _____

Approved with the Following Conditions: _____



Park Rental and Use Regulations

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, signposts, or other supports.
 6. Complying with all applicable health and safety rules and regulations.
- 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



Park Rental and Use Regulations

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.
- M. 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.
- N. 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. Pursuant to Tigard Municipal Code 7.48, the Organizer is required to submit a completed application for all special events that are open to the public and are held in or routed through City property or right-of-way, including parks.
- 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. Except for a refundable security/cleaning deposit which may be required, all special event fees are non-refundable.
- D. The application should 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, if required, as specified in Tigard special event 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 period of the special event.
 - 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: \$50,000

Additional 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.



City of Tigard

Parks & Rec

Park Rental and Use Regulations

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 (when required). 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.
- 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 or the size and scope of the event will affect facility-wide parking 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 shelters 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. During the Shelter Rental Period, the event must conclude no later than noon.

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 any existing or future City park located within the City's urban renewal districts without a City permit. This includes, but is 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.



City of Tigard

Parks & Rec

Park Rental and Use Regulations

- 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.
 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 with all applicable state liquor laws and permitting requirements.

**THIS PAGE INTENTIONALLY LEFT
BLANK**



City of Tigard
Parks & Rec

CITY OF
Tigard

Abutting Neighbors' Notification Form

An Abutting Neighbors' Notification Form must be submitted for any event requesting a street closure. The organizer must inform residents and business in writing prior to the event *(as defined in Tigard Municipal Code 7.48.050)*. Please enter the information for each resident/business notified. Additional pages may be added, if needed.

Street Closure/Restriction Date(s): _____

Street Closure/Restriction Time: Start: _____ End: _____

Street(s) Affected: _____

Resident/Organization	Street Address	Notification Date