



User's Guide for Major Parks Including Tom McCall Waterfront Park



Revised 12/5/12

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OFFICE LOCATED ON THE FIRST FLOOR
Office open Monday-Friday 8:00am-5:30pm
Phone hours Monday-Friday 8:30am-5:15pm

Major Parks

Alberta Cathedral Columbia Park, Annex & Buffer

Delta (East)
Eastbank Riverfront
Elizabeth Caruthers

Gabriel

Holladay Jamison Square Kelley Point Laurelhurst Lents Montavilla

Mt. Scott Mt. Tabor

North Park Blocks

Peninsula Pier Sellwood

Sellwood Riverfront

South Park Blocks Washington Waterfront Westmoreland Willamette

Minor parks are the many parks that are not on the major parks list.

Applying for a Special Use-Public Event Park Permit

Applying for a Portland Parks and Recreation Special Use Public Event Permit is a two part procedure. The initial application is the "who, what, when and where" of your request to reserve a park space for your event. Once this application and application fee are received, you receive a "Special Use Requirements" checklist.

The "Special Use Requirements" checklist is the second step in the application process. The "Special Use Requirements" checklist will list all the signatures, forms and fees you will need to submit to Portland Parks to be issued a park permit. All requirements will be due a minimum of 30 days prior to your event (due date will be posted at the top of the checklist). A Rush Fee is added if you miss this date. The application fee is nonrefundable and a new application fee may be charged for any changes once your application has been processed.

You can see examples of the various possible requirements in the FAQ section of our website at: http://www.portlandonline.com/parks/index.cfm?c=49142&a=266507

The application process is not complete until all of the "Special Use Requirements" have been met.

Depending on the complexity of your event you will need to allow yourself enough time to make the required notifications, obtain signoffs, insurance and secure permits that may be required by other agencies. A minimum of sixty days in advance of your event is PP&R's recommended timeframe for completing this part of the process. Large multi-day events can take as long as nine months to complete the process.

Consult with one of the PP&R Public Event Coordinators to understand the scope of your requirements for completing the application process.

Application/Processing Fees

Special Use - Public Events (any special use permit that is advertised to the general public)					
	Rate 1	Rate 3	Rate 4	Rate 5	
30 days or more notification	\$80.00	\$270.00	\$270.00	\$270.00	
29 days or less notification	\$160.00	\$540.00	\$540.00	\$540.00	
10 days or less notification	\$320.00	\$1,080.00	\$1,080.00	\$1,080.00	

Special Use - General (any permit to use a park facility that is not a picnic, wedding, gym, or ball field permit is a Special Use Permit. For furthur details see our Special Event/Special Use Permit Manual at http://www.portlandonline.com/parks/index.cfm?c=49142&a=261042)

Rate 1 or 2

Rate 1 or 2 w/ Site Plan

	Rate 1 or 2	Rate 1 or 2 w/ Site Plan
10 or more days notification	\$80.00	\$160.00
9 days or less notification	\$160.00	\$320.00

Permits will not be processed without payment of application/processing fees. Application fees are non-refundable.

Rush Fee

If the "Special Use Requirements" are not completed and filed in the Customer Service Center more than 30 working days in advance of the event, the Application/Processing fee will be increased to the Rush fee (two times the applicable Application/Processing fee).

Waterfront Park Site Plan Accelerated Review Fee

Accelerated Site Plan Review fees apply to events at Waterfront Park which utilize turf areas, require a site plan, and have more than 125 in expected attendance.

Events are required to supply Portland Parks & Recreation's Customer Service Center a detailed and accurate Site Plan no later than 45 days prior to the event's first load-in date. Events failing to meet this deadline will be assessed the Accelerated Review Fee. An additional Review Fee is assessed with each missed deadline. Accelerated Review Fees are in addition to all other Application/Processing Fees. See schedule and fees below. See page 10 for additional clarification of site plan requirements for Waterfront Park.

Fees are applied by the following schedule and increments:

45 Days - 30 Days - 10 Days - Maximum Total \$665.00 \$665.00 \$665.00 \$1995.00

Explanation of Rates

Rate 1A-J

No sales, admission fees, concessions, entry fees, pledges or donations. Funds to produce the event may be obtained from grants, donations, or sales that occur off site prior to the event.

OR

Runs/Walks where no donations are solicited and no entry fee is charged to participate.

- Rate 2 Closed to the public, with or without a fee (i.e., catered private parties, private fundraisers, conventions, etc.)
- Rate 3 Commercial: the purpose of the event is to distribute information and/or introduce a product that may result in present or future donations or sales.

OR

Sales: Events where concessions, and/or sales are part of the event.

OR

Runs, Walks, Contests where entry fees are charged in order to participate and the end event is combined with a festival type event (beer gardens, band, or similar activity).

- Rate 3B Festival-type events where there are sales. Sales are limited to eight (8) vendors. These vendors are for providing food services to the public and event personnel during the event. Vendors may also provide specific event-related goods and services that closely follow the theme or subject matter of the event. No admission may be charged to the festival. No donations may be collected. This rate is limited to one-day (including set-up and take-down) events with an attendance of 1000 people or less. In addition to the usage fee, a separate pervendor charge is assessed.
- Rate 4 Runs/Walks/Contests where entry fees are charged in order to participate and race memorabilia may be sold on site. Race memorabilia is limited to T-shirts/sweatshirts or other race-related items which have a per item cost of \$25.00 or less.
- **Rate 5** Limited Access/Entrance Fees: These are events that totally fence the area and charge an admission fee.

Note: If an event falls into more than one rate category, the higher fee will apply.

All policies found in the Special Event/Special Use Permit Manual apply in addition to those which are unique to major parks.

Minor parks will only be considered for a special use permit, if in the opinion of the Park Bureau, the event requesting the site will not adversely impact either the park or the surrounding neighborhood. If approved, only one special use permit will be allowed per date.

Major Park Usage Fees

All fees are calculated per section per day in Waterfront Park, the North Park Blocks, and the South Park Blocks, and per park per day in other major parks.

Special Use - Public Events					
	Rate 1 A-J	Rate 3	Rate 3B	Rate 4	
Major Parks (Except Waterfront, Mt Tabor Amphitheater and Washington Park Amphitheater)	Based on attendance. See below.	\$2,140.00	\$270.00 +\$45.00 / vendor	\$270.00 + \$0.45 / contestant	
Minor Parks	Based on attendance. See below.	\$1,075.00	\$270.00 +\$45.00 / vendor	\$270.00 + \$0.45 / contestant	
Mt. Tabor Amphitheater	\$500.00	\$2,140.00	\$500.00 or \$270.00 +\$45.00 / vendor, whichever is higher	\$500.00 or \$270.00 + \$0.45 / contestant, whichever is higher	
Washington Park Amphitheater	\$1,500.00	\$2,140.00	\$1,500.00	\$1,500.00 or \$270.00 + \$0.45 / contestant, whichever is higher	
WFP A North of Burnside Bridge	Based on attendance. See below.	Not Allowed	Not Allowed	Not Allowed	
WFP B Mast to Burnside Bridge WFP C Morrison Br. to Mast WFP D Fountain to Morrison Br. WFP E Riverplace to Hawthorne Br.	Based on attendance. See below. Fee is per Section	\$2,140.00 Per Section	\$270.00 +\$45.00 / vendor Per Section	\$270.00 + \$0.45 / contestant Per Section	
WFP E1 Hawthorne Br. to John Yeon Building	Based on attendance. See below.	\$1,076.00	\$270.00 +\$45.00 / vendor	\$270.00 + \$0.45 / contestant	
WFP G	Based on attendance. See below.	\$538.00	\$270.00 +\$45.00 / vendor	\$270.00 + \$0.45 / contestant	

Special Use - General					
	Rate 1 A-J	Rate 2			
Major Parks (Except Waterfront, Mt Tabor Amphitheater, Cathedral Park Amphitheater, and Washington Park Amphitheater)	Based on attendance. See below.	See below			
Minor Parks	Based on attendance. See below.	See below			
Mt. Tabor or Cathedral Amphitheater	\$500.00	See below			
Washington Park Amphitheater	\$1,500.00	See below			

Rate 1 Usage Fees (based on attendance)

Rate 1A	Rate 1B	Rate 1C	Rate 1D	Rate 1E	Rate 1F	Rate 1G	Rate 1H	Rate 1I	Rate 1J
1-499	500-999	1000-	1500-	2000-	2500-	3000+	4000+	5000+	10000+
		1499	1999	2499	2999				
\$155	\$259	\$518	\$776	\$1,035	\$1,294	\$1,553	\$1,811	\$2,070	\$2,329

Rate 2 Usage Fees

General Rate 2 Fee - \$1,064. Closed to the public, with or without a fee (i.e., catered private parties, private fundraisers, conventions, etc. Does not include downtown destination parks. See Downtown Destination Parks.)

• Closure Fee - \$3,192. Closure of a park (or their fountains including shut off) during the event season (Memorial Day through Sept 30) is automatically charged at three times the current rate. See definitions.

Rate 2 Downtown Destination Parks Fee - \$2,064.50 (Ankeny Pavilion, Bill Naito Legacy Fountain and Plaza, Jamison Square, Ira Keller Fountain, The Fields & Waterfront Park) Closed to the public, with or without a fee (i.e., catered private parties, private fundraisers, conventions, etc.)

• Closure Fee - \$6,193.50. Closure of a park (or their fountains including shut off) during the event season (Memorial Day through Sept 30) is automatically charged at three times the current rate). See definitions.

Definitions

- Downtown Destination Parks Ankeny Pavilion, Bill Naito Legacy Fountain and Plaza, Jamison Square, Ira Keller Fountain, The Fields & Waterfront Park.
- Event Season Memorial Day through September 30.
- Closure of a Park Closure of all or the majority of any park and or its amenities for the sole use of an event is automatically charged at three times the current rate. Closure status may be determined by placement of fencing to restrict access, high attendance, placement of tent/s stages or equipment and or activities that are limited to event guests only and that significantly hinder the public's use of the park.
- Majority A "majority" of a park is determined when either the physical acreage used is more than half of the usable acreage or half of any park's individual reservable "section" (e.g. Gov. Tom McCall Waterfront Park), or the area to be permitted includes all or the majority of the park's primary features (picnic areas, athletic fields, etc.).

Bridge Area Event Days

\$325.00 Event Days

Parking/delivery/staging under the Burnside (Limited usage due to Saturday Market), Hawthorne and Morrison Bridges in Waterfront Park. Major Park fees apply for event use.

Daily Usage fee for public events with limited access or entrance fees (per Section at WFP): \$6,350.00

Maximum Fees

Maximum Rate 3 fees (limited to a maximum of 11 consecutive event days): \$43,060.00 Maximum Rate 5 fees (limited to a maximum of 11 consecutive event days): \$110,670.00

Load-in and Load-Out Day Fees

Load-in and load-out days for rates 2, 3, 4 & 5: \$285.00. Rate 1 load-in and load-out days are the same as usage rates.

Flagging fees

\$71.00 per section of WFP (fee subject to change.) \$100.00 general flagging all other parks

Potable water

\$43.00 per day per section plus \$100 refundable deposit on potable water connector. (All Connectors must be obtained and returned to either Vendor of Record or [limited to 1 connector] on site from PP&R staff.)

Electricity

\$25.00 (110v/20amp only) per day per section.

Vehicle access

In Waterfront Park: \$60.00 for the 1st vehicle, per day, plus \$16.00 each additional vehicle, per day. In all other parks: \$60.00 for the 1st vehicle, per day, plus \$25.00 each additional vehicle, per day.

Scheduling

Events in major parks, except Waterfront Park, and the North and South Park Blocks will be limited to one Special Use Permit per date unless, in the opinion of Portland Parks & Recreation, the scheduling of more than one event will not adversely impact the park, the surrounding neighborhood, or either event. The original event permit holder may be consulted prior to approval of a second permit unless, in the opinion of PP&R, the second permit is of limited impact or utilizes an area of the park with a natural barrier or space allowance between the events.

Site Plan

Portland Parks & Recreation Administration as well as the Facilities and Maintenance Supervisor who has responsibility for the park requested must approve all Site Plans. In some cases, a review by the Police and/or Fire Bureaus may also be required.

On-Site Parks Assistance

Facilities and Maintenance Supervisors and their staff or the Public Events Coordinator are available to answer questions regarding individual park facilities. They are available to assist with developing of site plans, locating underground utilities, making suggestions on how to reduce turf damage, and for on-site consultation both prior to and during set up. They may also be available by phone to assist with emergencies during the event.

Music/P.A. System

All Amplified music or use of a P.A. system in any park might require a noise permit. The Noise Control Officer at (503)823-7350 in the Bureau of Development Services issues noise permits. PP&R has placed limitations on the use of P.A. systems

and amplified music depending upon use and park location. No amplification is allowed in Peninsula Park or at the Hoyt Arboretum. No park permit will be issued for amplification, regardless of the noise levels, unless a valid noise permit is on file in the PP&R Customer Service Center.

Utilities

Electricity:

Some parks have 110V/20amp electricity. This may not be adequate for your event. If you require additional power and wish to bring in a generator, please remember that this requires the approval of the Facilities and Maintenance Supervisor responsible for that park and might require a noise permit. Permittees choosing to use generators instead of accessing park electricity (or in areas without electricity) must contact the park Facilities and Maintenance Supervisor for placement of the generator. Use of generators in parks might require a noise permit issued by the Noise Control Office at (503) 823-7350.

A vendor of record will control electrical services in Waterfront and the Eastbank. Please contact the Public Events Coordinator for the name of the current Vendor of Record and updates on new locations requiring the use of this vendor.

If you will be utilizing temporary electrical sources such as generators, you need to obtain an electrical permit through the Bureau of Development Services, (503) 823-7290. The permitting process involves a routine inspection verifying that equipment meets State safety regulations. The permit is valid for the duration of the event.

Propane:

The Portland Fire Bureau limits the use of propane for cooking in some parks. Please see the Waterfront Park section of this manual for conditions governing the use of propane and natural gas at this site. Please check with the Fire Bureau for requirements or to obtain a permit to use propane at other locations.

Recycling & Waste Reduction

Under City Ordinance No. 182190, and supported by the Administrative Rules, all businesses are required to separate recyclable materials from mixed waste and set out for recycling a minimum of 75% of their waste, given practical limitations (adopted September 2008). As part of the permitting process, Portland Parks requires that you observe all City ordinances. What this means is that you must provide recycling for vendors at your events. For more on Event Recycling Services provided by the City, please see Appendix A.

Polystyrene Foam

The Portland City Council passed Ordinance No. 161573 banning the use of polystyrene foam containers for take-out food as well as food served on restaurant or retail food vendor premises (adopted January 1989). County Sanitarian, restaurant inspection reports and citizen complaints will provide the City with information on violations of the ordinance. Restaurants or retail food vendors in violation of the ordinance after a first notice may be fined up to \$250, and \$500 for subsequent violations.If additional clarification is needed, you may call (503) 823-7202.

Restrooms

Events will be required to provide portable restrooms if, in the opinion of the Public Events Coordinator or the Facilities and Maintenance Supervisor, this usage exceeds normal service limits. One portable restroom is required for every 125 expected in attendance. Five percent of all portable restrooms must meet ADA standards for accessibility for public events. When portable restrooms are required, the first portable placed on site must meet ADA standards. When restrooms are required in two or more locations, each location must include an ADA approved restroom.

Public Access

Permittees obtaining permission to erect fencing in a park MUST adhere to a fencing plan approved

by the Facilities and Maintenance Supervisor. At no time will an event be allowed to put fencing across a sidewalk or other public right of way without the written permission of the Senior Recreation Supervisor or their designee. Stakes put into the ground to support fencing cannot exceed 8" in depth without flagging of underground utilities. A fee will be assessed for this service. (See page 8)

Emergency access must be maintained at all times: Entrance and Exit gates, including emergency exits must be unlocked, unbolted, etc. at all times that the event is open. Exit signs must be posted as required by the Fire Bureau. Vehicles cannot be parked on the public walkways. Contact the Fire Bureau's Public/Special Event Inspector at (503) 823-3955 or (503) 823-3795.

Police and Fire Bureau Sign Off

A review by the Police or Fire Bureau may be required prior to approval and release of a Park Permit if, in the opinion of Portland Parks & Recreation, or any other City Bureau, an event could create excessive traffic hazards or tie-ups, or require traffic or parking controls; or have the potential of creating a public safety hazard or be of such a size as to require further review.

Public Streets

Any event which utilizes public streets or sidewalks for a parade, run, walk, procession of any kind may require a street procession permit. Please call the Bureau of Revenue at (503) 865-2482 for further information.

Insurance

All special events, walks, and runs, as well as most special use permits or any event where sales or food are included require insurance and an additional insured endorsement. See Special Event/Special Use Permit Manual.

Appendix A Tom McCall Waterfront Park

This document does not address policy for use of the docks or the seawall. Please see the "How to Obtain a Permit for Docking" brochure for these policies.

All policies found in the Special Event/Special Use Permit Manual apply, in addition to those which are unique to Waterfront Park.

Scheduling

Waterfront Park scheduling for Multi-day Special Events is by written proposal. The Customer Service Center will begin accepting written proposals in October for the following calendar year. As a result of donations made by five major events during the installation of the Public Utilities in Waterfront Park, these events have the right of first refusal for the dates and spaces, which they were using at the time of the construction. Please check with the Public Events Coordinator at (503) 823-2514 regarding these pre-approved dates. Proposals will be reviewed in October and Events notified of approval or denial of the request.

For purposes of scheduling and fees, Waterfront Park has been divided into sections A-G, plus Riverplace Marina.

The area just East of the John Yeon Building is under the tenant's control, and events wishing to use this space must notify the tenant in addition to obtaining a permit from the PP&R Customer Service Center.

Section A and the Police Memorial in Section E are limited in use due to the nature of their design as memorials.

Riverplace Marina may be limited in use due to the commercial nature of this development and existing concession contracts.

Site Plan

Waterfront Park is maintained through the West Service Zone. All site plans must be approved by the Supervisor, Danielle Ferguson, (503) 823-3635; in most cases, a sign off by the Fire Bureau and Portland Police is required. For Fire Bureau sign off please contact the Public/Special Event Inspector at (503) 823-3795 or (503) 823-3955. For Police sign off, please contact Central Precinct at (503) 823-0097.

Site plans must be submitted on either PP&R provided maps or a map of your own design in some increment of 11"x17" and a scale of at least 1"=60' (no smaller). Site Plans 8.5x11 or 8.5x14 will not be accepted. Faxed maps will not be accepted. You may mail them or hand deliver them to the Customer Service Center. If your site plan incorporates color, you must submit 3 copies. This plan must clearly show your fencing plan. Please, do not use pencils for drawing. Pencil lines do not copy clearly for distribution.

Flagging of Irrigation & Utilities

(See page 8 for fees.)

Any installation of tents, canopies, stages, or anything which requires stakes to be placed in the ground will require that the irrigation and utility lines be located.

On-Site Assistance

The Public Events Coordinator or the Facilities and Maintenance Supervisor or his staff are available to answer questions regarding the Waterfront Park facility. They are available to assist with developing site plans, locating underground utilities, making suggestions on how to reduce turf damage, and for on-site consultation prior to and during set up. They are also available to assist with emergencies during the event. The Coordinators can be reached in the Customer Service Center.

Cary Coker: (503) 865-2375 Dory Stuart: (503) 865-2376

Programming Conflicts

For purposes of scheduling, Tom McCall Waterfront Park has been divided into Sections A through G, plus Riverplace Marina. Each section is considered to be a Major Park when determining rental fees.

Events which utilize three or more sections of the park for their event, or whose estimated attendance is expected to exceed 10,000 people per day shall be deemed a Major Event, and no other park usage will be allowed during the actual event days (not including set up and take down) unless, in the opinion of PP&R, a second event would not adversely affect the park or public safety. Any exceptions to this policy will, before being considered by PP&R, require the written consent of the original Major Event permittee as well as the approval of Recreation Management and may include representatives of the Police and Fire Bureaus. All decisions of PP&R regarding double bookings shall be final. (Sections E is exempt from this policy.)

Events, which utilize two sections of the park, will be consulted only if, in the opinion of PP&R, the two events will adversely affect the park or public safety. (Section E is exempt from this policy.)

Events utilizing one section of the park will be consulted only if another event is to be scheduled in an adjoining section. (Section E is exempt from this policy.)

Due to the natural break provided by Salmon Street Springs and the John Yeon Building, Sections D and E1/E may be scheduled independently of each other, without notice or sign off required from other events scheduled in Sections B-D.

The area directly east of the John Yeon Building can only be scheduled with the written permission of the building tenant and if no other events are scheduled in any of the following sections: D, E/ E1, or G.

If either D, E/E1, or the Hawthorne Bridge Area are already scheduled with conflicting events as described above, a permittee desiring to schedule G or the area east of the John Yeon Building will be required to obtain written permission from the permittees of both Sections D and E/E1 prior to making application to the Customer Service Center. PP&R will review these conflicts when issuing or denying permits. Even if permission is received from other users, PP&R shall have the final decision on approving a permit.

Police Memorial

The Police Memorial is located in the Northwest corner of Section E, between the bowl and the approaches to the Hawthorne Bridge. This passive area, built to honor those men and women who have fallen in the line of duty, can be utilized by event patrons to sit and enjoy events.

The Memorial cannot be utilized as part of any special event. No Special Event activities are to be scheduled in this area. No tents or canopies, motor vehicles or trailers, sales or promotions, or staging area will be allowed in this area.

This area can be reserved for small memorial services. The fee for a simple Memorial Service, no equipment brought in, is a \$80.00 non-refundable application/processing fee.

Green Space Policy

The City of Portland desires to maintain Waterfront Park as an open greenway along the river for the

enjoyment of residents as well as tourists. To this end, sections of the park will have limited scheduling or windows to allow time for turf renovation, reseeding, watering, and growth time or passive recreational public use.

Public Access

Permittees obtaining permission to erect fencing in Waterfront Park must adhere to the approved fencing plans as shown on the Waterfront Park Maps. Events do not control any part of the Esplanade as this has been designated as a bikeway and public pedestrian right of way. All site plans must be submitted on these maps, which are available in the Customer Service Center.

Any event where perimeter fencing is erected must maintain a free and open east/west path of travel wherever a paved walkway exists. With written permission of PP&R Administration, events scheduled in Section D, which contains two East/West walkways, may close one of the two East-West walkways. With written permission of PP&R Administration, events utilizing Sections B, C, and D may close two of the three pathways. The area under the Morrison Bridge must remain open as a fire lane at all times.

Events wishing to place fencing or other access barriers along the curb where the park meets Naito Parkway must maintain a 10-foot access lane (setback from Naito). If an event plans on setting up any closer than 10 feet to Naito Parkway, a northbound lane closure of Naito Parkway and written permission from PP&R must be obtained. This lane closure must be maintained as an alternate public right of way for the safe passage of the general public around the event. The lane closure may not be used as an alternate event parking area.

Utilities

See site maps for utility placement and hook-ups.

Please check with Cary Coker, Public Events Coordinator, (503) 865-2375 for current information.

Electricity:

For electrical needs over 110v/20amp permittees are required to use the current Vendor of Record for Waterfront Park: Hollywood Lights: (503) 232-8855 Fax: (503) 232-8505.

110V/20A power is available at: Battleship Oregon Mast Salmon Street Springs Section E

All costs associated with obtaining power through vendor shall be the responsibility of the permittee. Generators are not allowed in the Waterfront Park until all existing electrical resources have been exhausted.

Use of generators requires a noise permit from Noise Control, (503) 823-7350 and the written permission of PP&R.

Propane/Natural Gas Use in Waterfront Park

Professional Food Vendors are required to use natural gas cooking equipment, provided natural gas is available within a reasonable proximity to the respective food booths.

Independent Food Vendors who work more than one event per year in Waterfront Park are required to use natural gas cooking equipment, provided natural gas is available within reasonable proximity to the respective food booths.

Independent Food Vendors who work only one event per year in Waterfront Park will be encouraged by Event Coordinators to use natural gas or electric cooking equipment.

Professional and Independent Food Vendors located in a Midway are required to use electric cooking equipment if the respective food booths are tents or canopies. If the booths are trailers, electric cooking equipment is required.

Natural gas is not available in Section E1 (Salmon Springs to Hawthorne Bridge). Event Coordinators will encourage Food Vendors to use electric cooking equipment. However, the use of propane cooking equipment will be permitted on a case by case basis.

Natural gas is not available in certain other areas of Waterfront Park (the Mast, segments of Section E., etc.). Event Coordinators will encourage Food Vendors to use electric cooking equipment in these areas. However, the use of propane gas cooking equipment will be permitted on a case by case basis.

Permitting Instructions:

Natural Gas and Propane Gas Permits for Portable Cooking Equipment are issued by the Fire Marshal's Office of Portland Fire & Rescue. Permits will NOT be issued on site.

Permit application(s) must be made at least one week in advance of the first event the Food Vendor intends to work. Food Vendors must make their permit application(s) at the Fire Marshal's Office, which is located at 55 SW Ash St., Portland OR. Their office is open Monday through Friday, between the hours of 7:30 am and 5:00 pm. If a Food Vendor is located outside the Portland metropolitan area, an application can be requested by telephone at (503) 823-3700 and will be mailed to the vendor.

A separate permit is required for each individual booth/cart/trailer. A permit is valid within the jurisdiction of Portland Fire & Rescue and for the entire calendar year in which it is issued. Food Vendor booths will not be allowed to open without a valid permit and if opened without benefit of a permit will be subject to immediate closure.

Definitions:

The categorization of a Food Vendor as a Professional or an Independent shall be determined on a collaborative basis between Portland Fire & Rescue and the respective Event Producer. The terms "reasonable proximity" and "adequate availability of rental natural gas cooking equipment" shall be determined on a collaborative basis between Portland Fire & Rescue and respective Event Producer. The final determination of terms shall be that of Portland Fire & Rescue.

Natural Gas:

Events connecting to natural gas must use the Vendor of Record for Waterfront Park: Jacobs Heating: Susan Krummann (503) 234-7331 or Fax (503) 813-9257.

All costs associated with obtaining natural gas through this vendor shall be the responsibility of the permittee. Equipment to access natural gas may be obtained from the Vendor of Record. Please make this request known when applying for a permit. Unless other arrangements have been made in advance, each vendor is responsible for all cooking unit connections within their booth. Normal gas hook ups will be from the back of the booth to the natural gas source.

Water

Potable water is available in areas B through E. There is no potable water in Sections A, E1, or G. Equipment to access potable water is required. Events requiring more than one connection per section must obtain that service through the vendor of record: Hollywood Lights. Connectors must be obtained from and returned to Hollywood Lights. All costs associated with obtaining water through this vendor shall be the responsibility of the permittee. A \$100.00 per connector restocking fee will be charged to any event returning potable water connectors obtained from Hollywood Lights to the Customer Service Center or to the West Zone Services office.

Events requiring no more than one potable water connection per section need not go through the Vendor of Record. Please make this request when applying for a permit with the Customer Service Center. All connector deposits must be paid to the Customer Service Center prior to set up. Waterfront Park staff will provide connectors only with paid permits authorizing usage. The Customer Service Center does not store potable water connectors in the Portland Building, and they cannot accept the connectors back at the end of the event. Connectors must be obtained from and returned to staff on-site in Waterfront Park. A \$100.00 per connector restocking fee will be charged for any connector returned to the Customer Service Center.

(Please remember that normal summer work hours for West Zone Services District are 6:00am to 2:30pm. All other times are by appointment only.)

Gray Water Disposal

Gray water may be disposed of in Sections B, C, D, & E. Contact Environmental Services for proper disposal of gray water in holding tanks: (503) 823-7230.

Storm drains and area drains are not approved for gray water or grease disposal.

It is the responsibility of the permit holder to assure that all drains are used for wastewater only and that drain traps or some other system is used to trap food scraps from entering the drain system. There is no garbage disposal system on these drains. All fees for cleaning out drains following an event will be billed back to the event as damages.

Grease Disposal:

Grease must be carried off site and disposed of properly.

Waste containers can be obtained from vendors who provide trash receptacles and dump boxes.

Dumping of grease in manhole outlets, storm drains, or gray water disposal outlets is prohibited.

Garbage

The permittee is responsible for the removal of all garbage, litter, and debris created by the event. This includes all garbage, litter, and debris placed in park cans and containers in and around the event area. Removal of debris, temporary containers, and general park clean up around the event area should occur immediately after the actual event, and be completed within the scheduled permit time. Permittee shall provide one 3-yard drop box for every 250 people estimated in attendance. Placement of all temporary drop boxes should be arranged with the Park Supervisor. The Permittee is responsible for securing all temporary drop boxes with a lock during the event. In all Portland Parks, Permittees are required to "pack their garbage and debris out."

Polystyrene Foam

The Portland City Council passed Ordinance No. 161573 banning the use of polystyrene foam containers for take-out food as well as food served on restaurant or retail food vendor premises (adopted January 1989). County Sanitarian, restaurant inspection reports and citizen complaints will provide the City with information on violations of the ordinance.

Restaurants or retail food vendors in violation of the ordinance after a first notice may be fined up to \$250, and \$500 for subsequent violations. If additional clarification is needed, you may call (503) 823-7202.

Recycling and Waste Reduction at Waterfront Events:

Under City Ordinance No. 182190, and supported through the Administrative Rules, all businesses are required to separate recyclable materials from mixed waste and set out for recycling a minimum of 75% of their waste, given practical limitations (adopted September 2008). In addition, businesses must recycle all of their paper and containers (plastic, metal and glass).

As part of the permitting process, Portland Parks requires that you observe all City ordinances. What this means is that you must provide recycling for vendors at your events. To facilitate recycling at your event, staff from the Bureau of Planning and Sustainability (BPS), in partnership with Portland Parks & Recreation, has been recruited to facilitate your recycling efforts. The Bureau of Planning and Sustainability Event Recycling program will help facilitate:

- 1) Recycling system design and setup to include identifying which commodities are most likely to be recyclable, planning placement of recycling containers, and other system related assistance.
- 2) Providing equipment including containers and assistance with recycling signage.
- 3) Training and support for your employees, vendors and others about the planned system prior to the event, as well as trouble shooting the system on the event day(s).

The City does not, however, provide labor for collection/sorting etc. of recyclable materials at events.

If you have any questions regarding the City's involvement in this project, please contact the City of Portland's Bureau of Planning and Sustainability at (503) 823-7202.

Restrooms

All Special Events in Waterfront Park are required to provide portable restrooms. All Events must meet the current ADA requirements for accessible restrooms. Please see the "Policies and Procedures" within the "Special Use Permit" brochure for all ADA requirements. One (1) portable restroom is required for every 125 expected in attendance. 5% of all portable restrooms must meet ADA standards for accessibility. When portable restrooms are placed, the first one placed in the cluster of restrooms must meet ADA standards. If you are required to provide only one portable restroom, it must meet ADA standards for accessibility. If your event requires restrooms in more than one location, then each location must meet the same ADA requirements. Please confirm with the Public Events Coordinator for the number required for your event

ADA requirements regarding portable restrooms for public events in Waterfront Park:

- Beginning 2002, PP&R will base the number of portable restrooms required for any given event on the previous year's highest daily attendance.
- New events will follow the current Special Events guidelines.
- The Permittee is required to provide 1 portable restroom for every 125 people estimated attendance.
- For single-user portable toilet units clustered in a single location, at least 5% but no less than one toilet unit shall be installed at each cluster whenever typical inaccessible units are provided.
- Events who supply less than the estimated requirement will be assessed a damage fee for each unit below the required number and each day the event is out of compliance.
- New events who supply less than the current requirement will be assessed a damage fee for each unit below the required number and each day the

event is out of compliance.

- Permittee will only be assessed damages for event days.
- The damage fee assessed for each standard portable restroom is \$50 and \$125 for every ADA accessible restroom.
- PP&R retains the right to determine if an event requires a greater number of restrooms due to the nature of the event and or past complaints or problems directly related to these facilities.

Renovation Fees

All events in Waterfront Park will be assessed their share of the total costs of renovating the turf at the end of each event season. This is calculated on a per point basis depending on the number of sections and days used as well as the nature of the event. (See Renovation Costs Worksheet, Appendix A.)

South Waterfront Park

This area is designed as a garden and is to be treated more as a neighborhood park with lowkey, small events on the hard surface in the garden area. Attendance at any given time may not exceed 150. Events are restricted to one-day events only. Limited set-up of small freestanding canopies will be allowed with Park Supervisor approval. Catered food may be allowed, but no cooking will be allowed on-site. No vehicle access is allowed. No motorized equipment, no turf related activities, no generators or excessive noise generating devices (including any form of amplified sound) or anything that has the potential to damage this fragile area will be allowed. Restrooms are accessible with a ZA1 key; therefore no portable restrooms are allowed. No Rate 3 or Rate 5 events will be allowed in this area.

Appendix B

Waterfront Park Renovation Fee Worksheet:



^{*} Times number of sections used

^{**} Times number of days in the park. (Please note, if the # of set up/take down vehicles will vary from day to day, please specify the # per day and we will figure your fees on a daily basis.)

Appendix C

Portland Fire & Rescue Policy Natural Gas and Propane Gas Use in Waterfront Park

April 1, 2000

Policy Statements

Professional Food Vendors are required to use natural gas cooking equipment, provided natural gas is available within a reasonable proximity to the respective food booths.

Independent Food Vendors who work more than one event per year in Waterfront Park are required to use natural gas cooking equipment, provided natural gas is available within reasonable proximity to the respective food booths.

Independent Food Vendors who work only one event per year in Waterfront Park will be encouraged by Event Coordinators to use natural gas or electric cooking equipment. The use of propane gas cooking equipment will only be permitted on a case by case basis.

Professional and Independent Food Vendors located in a Midway are required to use electric cooking equipment if the respective food booths are tents or canopies. If the booths are trailers, electric cooking equipment is required.

Natural gas is not available in Section E-1 (Salmon Springs to Hawthorne Bridge). Event Coordinators will encourage Food Vendors to use electric cooking equipment. However, the use of propane cooking equipment will be permitted on a case by case basis.

Natural gas is not available in certain other areas of Waterfront Park (Ankeny Plaza, the Mast, segments of Section E., etc.). Event Coordinators will encourage Food Vendors to use electric cooking equipment in these areas. However, the use of propane gas cooking equipment will be permitted on a case by case basis.

Permitting Instructions

Natural Gas and Propane Gas Permits for Portable Cooking Equipment are issued by the Fire Marshal's Office of Portland Fire & Rescue. Permits will not be issued on site. Permit application(s) must be made at least one week in advance of the first event the Food Vendor intends to work. Food Vendors must make their permit application(s) at the Fire Marshal's Office, which is located at 55 SW Ash St., Portland OR. Their

office is open Monday through Friday, between the hours of 7:30 am and 5:00 pm. If a Food Vendor is located outside the Portland metropolitan area, an application can be requested by telephone at (503) 823-3700 and will be mailed to the vendor.

A separate permit is required for each individual booth/cart/trailer. A permit is valid within the jurisdiction of Portland Fire & Rescue and for the entire calendar year in which it is issued. Food Vendor booths will not be allowed to open without a valid permit and if opened without benefit of a permit, will be subject to immediate closure.

Definitions

The categorization of a Food Vendor as a Professional or an Independent shall be determined on a collaborative base between Portland Fire & Rescue and the respective Event Producer. The terms "reasonable proximity" and "adequate availability of rental natural gas cooking equipment" shall be determined on a collaborative basis between Portland Fire & Rescue and respective Event Producer. The final determination of terms shall be that of Portland Fire & Rescue.

Policy Background

This policy supercedes and replaces a similar policy that was adopted as of January 1, 1999, both pertaining to the use of natural gas and propane gas in Waterfront Park.

On January 1, 1998 the Event Producers that utilized Waterfront Park, in cooperation with Portland Fire & Rescue and the Portland Parks & Recreation Bureau, initiated the use of natural gas and the curtailment of the use of propane gas on a test basis during the 1998 Event Season. The policy adopted as of January 1, 1999 was based primarily on the results of the testing experience and in consultation with the Parks Bureau and the Event Producers.

The January 1, 1999 Policy included a 3-year phase in (1999, 2000 and 2001) for the expanded use of natural gas and further curtailment of the use of propane gas in Waterfront Park. While the provisions of the Policy that pertained to the 1999 Event Season were basically met, it became increasingly apparent that the provisions of the Policy pertaining to 2000, 2001 and beyond were unworkable for the Event Producers and their Food Vendors.

The most glaring impracticality of the Policy was the inability of certain Food Vendors to comply, due to the lack of availability of natural gas and electric cooking equipment on a rental basis. In essence, there is little electric equipment, and virtually no natural gas equipment, available for rent.

Many of the Food Vendors are small, independent businesses that work one or possibly two events per year, generally only one in Waterfront Park, and are not considered Professional Food Vendors. They cannot afford to purchase cooking equipment, new or used, or rely solely on rental equipment. In addition, the cost of plumbing booths for natural gas and the hook-up fees for the natural gas supplies in the Park are considerably more expensive than those for propane gas. As a result of the aforementioned, this Policy is adopted as of April 1, 2000.

Appendix D

Film & Video Production and Still Photography

Portland Parks & Recreation (PP&R) created this policy to support film and video production as well as still photography within City of Portland parks.

Application/Processing Fees

- Application/Processing Fee: \$80.00
- Application/Processing Fee for shoots with three (3) working days or less notice: \$160.00
 Note: PP&R makes no guarantee that a park may be available for use with less than three business days notice.

Fee Waiver Eligibility

Fee waivers are available for the following types of activities and whose use does not exclude "in season" athletic league play or PP&R recreation or educational programming.

The following permits are eligible for 100% reduction of Usage fees.

- News Production, Cable Access, Public Service Announcements.
- Documentary/Advertising/Marketing for the promotion of Portland Parks & Recreation, City of Portland, Metro Area or the State of Oregon.
- Student Film for class projects or non-commercial student productions.

Note: Fee Waivers do not waive extra fees such as vehicle access, electricity, application/processing fees, etc.

Fee waivers are also available to groups who will have 25 or fewer people within the park and whose use does not exclude "in season" athletic league play or PP&R recreation or educational programming.

Usage Fees

Film & Video Fees:

	without Fee waiver	with Fee Waiver
Hourly	\$70 (two hour minimum.)	\$35 (two hour minimum)
3-14 hours	\$740 (maximum)	\$375.50 (maximum)
15-24 hours	\$1140 (maximum)	\$570 (maximum)

Still Photography Fees:

	without Fee Waiver	with Fee Waiver
Hourly	\$40 (two hour minimum)	\$20 (two hour minimum)
Up to 24 hours	\$740 (maximum)	\$375.50 (maximum)

Changes

All permits issued from the Customer Service Center are allowed one change in date or location. Any further changes may incur an additional application/processing fee.

Rain Dates

All film, video or still shoot permits issued from the Customer Service Center are allowed one rain date per date booked at no charge at the time of booking.

Multiple Days

Any large film shoot (multiple days in one park or multiple parks over several days) pays the larger application fee once and a deposit for the estimated amount for time reserved. The Production Company is allowed to call and make any number of changes with minimal notice without additional charge until the deposited fees are exhausted. If there is a credit balance at the end of the shoot, the remainder is refunded.

Multiple Parks

If a shoot is using multiple contiguous or adjacent parks on the same day, the block fee charged (1-14hrs, 15-24hrs) to the production may be applied to the rental of all the parks used

Availability & Lead Time

The Customer Service Center will make every effort to negotiate use when the desired location is not available. Please be advised that this is made more difficult the shorter the lead time. The Customer Service Center can not guarantee that a previously booked location can be made available.