City of Portland Oregon
Special Events Program
111 SW Columbia St., Suite 600
Portland, Oregon 97201
Office: (503) 865-2482 ~ FAX (503) 279-3921
Web: www.portlandonline.com/revenue/specialevents

OFFICE USE ONLY:
New event: ☐ Return event: ☐
Route change: ☐
Date Received
On time: ☐ Late: ☐

Street and Sidewalk Use (Special Event) Permit Application

(Fill out completely and type or print legibly. Failure to do so could result in permit denial.)

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)	
Sponsoring Organization Name:	
Organization type: ☐ For-profit ☐ Nonprofit Tax Exempt Number:	
Organization Street Address:	City, State, ZIP Code:
Organization Phone:	Organization FAX:
Primary Contact from Sponsoring Organization:	
Contact Phone: (office) (cell)	Email:
Name of contact person "on site" day of the event:	(cell – required)
Event coordinated through an event promotion company? ☐ Yes ☐ No Name of Company:	
Contact Name: Phone:	Email:

EVENT INFORMATION			
Event Type (check all that apply): ☐ 5K ☐ 10K ☐ Half Marathon ☐ Marathon ☐ Triathlon ☐ Walk ☐ Bike Race ☐ Parade			
☐ Demonstration ("First Amendment" Event) ☐ Other (Please specify briefly here)			
Street location: ☐ Sidewalk Only ☐ Street Only ☐ Street and Sidewalk ☐ Street, Sidewalk and Park			
City Location(s) (check all that apply): ☐ Downtown ☐ SW ☐ NW ☐ SE ☐ NE ☐ North ☐ Other:			
Application Fee of $25 submitted with application ☐ Yes ☐ No **(application will not be considered until received)**			
Event Name			
Requested Event Date(s)		Alternative Event Date(s)	
Event Hours	Start:	End:	
Set-up	Location:	Date:	Time:
Break-down	Location:	Date:	Time:
Are participants (including floats, vehicles and bands) charged an entry fee?	☐ Yes ☐ No	Admission Cost and/or Entry Fee(s): If graduated or multi event, attach fee schedule separately	
Is this an annual event?	☐ Yes ☐ No	If annual, has the route changed from the previous year?	☐ Yes ☐ No
Name and phone number of EMT/Paramedics provider:			
Attendance	Participants*:	Spectators:	Total:
Basis on which attendance estimate is made:			
Previous year's total attendance – if applicable:			
**Athletic Events require final registration counts sent to Special Events Coordinator within 3 days of event*			

OVERALL EVENT DESCRIPTION
Briefly explain event and event details:

STREET CLOSURE INFORMATION

Names of streets to be closed (attach further closures on a separate sheet if needed)

	Between	And
	Between	And
	Between	And
	Between	And
	Between	And

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

Are you requesting a complete or rolling street closure? Why are you requesting this street closure?

Time of Street Closure	Start:	End:

Participant type and number of entries of each type (check all that apply): ☐ Participants/Spectators _____ ☐ Animals _____
☐ Vehicles _____ ☐ Floats _____ ☐ Bands _____ ☐ Bikes _____

If you have vehicles, animals, floats, and/or bands, please provide details about these entries:

Parking restrictions requested:

Bagging of parking meters requested?	☐ Yes ☐ No	Company providing Courtesy Towing:

Will the proposed route cross a bridge? ☐ Yes ☐ No
If yes, which bridge(s) (check all that apply)? ☐ St. Johns ☐ Fremont ☐ Broadway ☐ Steel ☐ Burnside ☐ Morrison ☐ Hawthorne
☐ Marquam ☐ Sellwood ☐ Ross Island ☐ Sauvie Island (May require additional permits. Please see last page or call for details.)
Are you requesting a full or partial bridge closure? Why are you requesting a bridge closure?

Will your proposed route cross MAX tracks? ☐ Yes ☐ No Portland Streetcar tracks? ☐ Yes ☐ No
For MAX/Streetcar maps please go to: http://www.trimet.org/schedules/index.htm (If yes, be prepared to provide an alternate route.)

Will your proposed route cross and/or utilize streets where TriMet operates? ☐ Yes ☐ No
Please list affected bus lines:
For TriMet bus maps please go to: http://www.trimet.org/schedules/index.htm (Contact TriMet at 503-962-8117.)

Will you agree to alter your route if PDOT and the Special Events Committee determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas? ☐ Yes ☐ No

EVENT DETAILS

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☐ No (Oregon Liquor Control: 503-872-5000)
If yes, will this activity occur on (or spill into) city streets? ☐ Yes ☐ No
If yes, please describe:

Will items or services be sold at your event? ☐ Yes ☐ No (Food being served: Multnomah County Health: 503-988-3400)
If yes, will this activity occur on (or spill into) city streets? ☐ Yes ☐ No Please describe:

Are you charging a fee for vendors to participate in your event? ☐ Yes ☐ No	How much:

Will the event have amplified sound? ☐ Yes ☐ No	Have you obtained a noise permit? ☐ Yes ☐ No (Noise Control: 503-823-7350)

Is this a fundraising event? If yes, please describe:

Do you have a recycling plan for your event? ☐ Yes ☐ No Please describe your recycling and clean-up plans for this event:

SAFETY / SECURITY / VOLUNTEERS

Please describe your procedures for crowd control and internal security:

Are you expecting City police services at intersections and/or for crowd control? ☐ Yes ☐ No	Police services are determined by the Portland Police Bureau's Special Events Sergeant.

Do you plan on utilizing volunteers? ☐ Yes ☐ No (volunteers/monitors are required)
Name and phone number of volunteer coordinator:
If yes in what capacity?

PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION

PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT.
Please describe the marketing and promotional effort planned for the event (advertising, flyers, etc.). Please also include strategies for notifying affected neighborhoods and businesses (14 days prior) and posting signage at and around major intersections (7 days prior).
☐ **I have read and agree to the notification requirements at the end of this application and understand that failure to notify the public will result in the revocation of my event permit.**

INSURANCE INFORMATION

HOLD HARMLESS AGREEMENT: IN CONSIDERATION OF THE CITY OF PORTLAND CLOSING ONE OR MORE PUBLIC STREETS FOR THE ACTIVITY FOR WHICH THIS PERMIT WAS ISSUED, THE SPONSOR(S) OF THIS EVENT HEREBY AGREES TO SAVE THE CITY, ITS AGENTS, OFFICIALS, AND EMPLOYEES HARMLESS FROM AND AGAINST ALL DAMAGES TO PERSONS OR PROPERTY, ALL EXPENSES, AND OTHER LIABILITY THAT MAY RESULT FROM THIS ACTIVITY. DEPENDING ON THE SIZE OF AND SCOPE OF THE EVENT A "CERTIFICATE OF INSURANCE" MAY BE REQUIRED.

Signature of Sponsor or Authorized Representative		**Date**	

LIABILITY AGREEMENT: SPONSORS OF SMALL PARADES, LARGE PARADES, SMALL ATHLETIC, LARGE ATHLETIC, EXTRA LARGE USES, AND POSSIBLY EXCEPTIONS SHALL HOLD HARMLESS, DEFEND AND INDEMNIFY THE CITY AND THE CITY'S OFFICERS, AGENTS AND EMPLOYEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS AND SUITS (INCLUDING ALL ATTORNEY FEES AND COSTS) BROUGHT AGAINST ANY OF THEM ARISING FROM SPONSOR'S ACTIVITIES AUTHORIZED BY A STREET AND SIDEWALK USE PERMIT.

The sponsor shall maintain public liability and property damage insurance that protects the sponsor and the City and its officers, agents and employees from any and all claims, demands, actions and suits for damage to property or personal injury, including death, arising from the sponsor's street and sidewalk use. The insurance shall provide coverage for not less than $1,000,000 for personal injury to each person, $1,000,000 for each occurrence, and $500,000 for each occurrence involving property damage; or a single limit policy of not less than $1,000,000 covering all claims per occurrence.

CITY INSURANCE PROGRAM: SPONSORS OF STREET AND SIDEWALK USES THAT DO NOT CARRY THEIR OWN INSURANCE COVERAGE MAY PURCHASE PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE DESIGNED FOR USERS OF CITY PROPERTY THROUGH A PROGRAM COORDINATED BY THE CITY BUREAU OF RISK MANAGEMENT. THE REVENUE BUREAU WILL DIRECT SPONSORS TO THE APPROPRIATE PERSON TO CONTACT. SPONSORS ARE ENCOURAGED TO TAKE ADVANTAGE OF THIS PROGRAM WHENEVER POSSIBLE, EVEN IF INSURANCE IS NOT REQUIRED FOR A PARTICULAR CATEGORY OF STREET AND SIDEWALK USE.

☐ **I have read the hold harmless agreement and liability agreement. I agree to maintain public liability and property damage insurance if the Revenue Bureau determines a liability agreement will be required, per Street and Sidewalk Use Administrative Regulations, section 10.B.**

Signature of Sponsor or Authorized Representative		**Date**	

PERMIT CONDITIONS

If your permit is approved and issued the following conditions *may* apply:

1. **Fees –** Fees for events are to be paid at least 30 days prior to the event. Failure to pay fees may result in the revocation of the permit. See attached sheet for permit fees.
2. **Notifications** – Organizer will notify affected neighborhoods and businesses at least 14 days prior to the event. Copies of notifications will be sent to Allison Madsen at allison.madsen@portlandoregon.gov at least 6 days prior to the event and include a list of those notified.
3. **Signage** – Organizer will post signage appropriate to the event. At and around major intersections and traffic areas, signage such as sandwich boards may be required 7 days prior to the event.
4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of bade, arm band, bib, shirt or cap. Volunteers will remain on post until advised by Portland Police Bureau that they are no longer required. Proof of adequate number of monitors shall be provided upon request of the Special Events Coordinator at least 5 days prior to the event.
5. **Insurance** – Sponsors of events shall provide coverage for not less than $1,000,000 for personal injury to each person. $1,000,000 for each occurrence and $1,000,000 for each occurrence involving property damages; or a single limit policy of not less that $1,000,000 covering all claims per occurrence. A copy of the insurance certificate must be received by the Special Events Coordinator prior to the event.
6. **Pace** – Organizer will ensure that all participants are aware they must maintain an overall pace of 12 minutes per mile. The Police supervisor may adjust the pace as necessary for the safety of runners. Participants who fall behind will be required to move to the sidewalks upon request by the Portland Police Bureau.
7. **Route** – Routes for events will not be changed unless specific approval is given by the Special Events Coordinator. The Police Supervisor may approve changes on the day of the event.
8. **State Highways** – Large events utilizing areas around ramps to state highways will be required to apply for and coordinate closures with the State of Oregon. Example: I-405 ramp at SW Harrison Street.
9. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the Police Supervisor on the day of the event or the Special Event Coordinator. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.
10. **Other permits –** Organizers are responsible for ensuring all applicable permits are in place prior to the event. These include but are not limited to: park use, other venues, noise permits and bridge closures.

☐ **I have read these conditions and agree to fulfill any requirements therein.**

By signing this application, sponsor, or sponsor's authorized representative on behalf of sponsor agrees to all terms and conditions set forth in Portland City Code Chapter 7.22, the Street and Sidewalk Use Administrative Regulations and any special conditions listed in the permit.

As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event as determined by the Revenue Bureau based upon the information provided in this application.

Name of Sponsor or Authorized Representative (Printed)			
Signature of Sponsor or Authorized Representative		**Date**	

RETURN THIS COMPLETED APPLICATION AND ROUTE MAPS TO:	**Allison Madsen, Special Events Program** 111 SW Columbia St., Suite 600 ~ Portland, Oregon 97201 Office: (503) 865-2482 ~ FAX (503) 279-3921 Email: Allison.Madsen@portlandoregon.gov Web: www.portlandonline.com/revenue/specialevents

OFFICE USE ONLY:

Event Type: ☐ Small Sidewalk ☐ Large Sidewalk ☐ Street ☐ Small Parade ☐ Large Parade ☐ Small Athletic ☐ Medium Athletic ☐ Large Athletic ☐ Exception

Application Fee Received: ☐ Yes ☐ No

Information entered into database? ☐ Yes ☐ No

Application sent to Special Events Review Committee? ☐ Yes ☐ No **Date Sent:**

Event Approved? ☐ Yes ☐ No **If no, meeting scheduled?** ☐ Yes ☐ No **When?**

Event approved at meeting? ☐ Yes ☐ No **Permit denied, with cause** ☐ **Appeal** ☐

Event Amended? ☐ Yes ☐ No **Event cancelled** ☐

Fee Paid: ☐ Yes ☐ No **Date Paid:** **Amount:**

Date Permit Issued:

ADDITIONAL PERMITS (REVISED 2012) IF ANY OF THESE CONDITIONS EXIST YOU MAY NEED AN ADDITIONAL PERMIT FROM ANOTHER AGENCY.		
EVENT FEATURE(S)	**CONTACT**	**PHONE**
Event uses a City Park (in any capacity)	Portland Parks & Recreation	503-823-2525
Event uses Director Park	Director Park Office	503-823-8087
Event uses Schrunk Plaza	General Services Administration	503-326-4990
Event uses Pioneer Courthouse Square	Pioneer Courthouse Square Office	503-223-1613
Event includes a neighborhood street fair or community event with broad participation	Portland Bureau of Transportation Engineering	503-823-7073
Event includes a block party	Contact local neighborhood association and/or Office of Neighborhood Involvement (ONI)	ONI: 503-823-4003
Event will use a bridge and/or restrict bridge opening	Coordinated through Special Events Program	503-865-2482
Event procession will interfere with a bus, light rail or streetcar route or schedule	Coordinated through Special Events Program	503-865-2482
Event uses address system or amplified music	Noise Control Office	503-823-7350
Food will be served	Multnomah County Health Division	503-988-3400
Alcoholic beverages will be sold or served	ONI Liquor Licensing Specialist	503-823-3092
Event includes temporary festivals, special events, or celebrations	Fire Bureau	503-823-3712

PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS

Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from the Revenue Bureau to avoid publication of misinformation. Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.
A precondition for receipt of a special event permit is public notification and signage.
Sponsors of athletic, large parades, and other uses with a closed course shall notify residential complexes, neighborhood groups, businesses and churches which will be affected by the street and sidewalk use (signature form enclosed). **The notification shall be made not less than fourteen (14) days before the street and sidewalk use date**. The notification shall be in writing and shall include the name and telephone number of the appropriate City official to contact in case of questions or concerns. A notification form is at the end of this document. A copy of the actual form of notification shall be sent to the Bureau of Licenses not less than six (6) days before the street and sidewalk use date with a list of those notified**. Additionally, you are required to post signage at and around major intersections (7 days prior) (sample flyer template enclosed).**

PUBLIC NOTIFICATION STRATEGIES AND RESOURCES

In addition to notifying residential complexes, neighborhood groups, businesses and churches, it is a good idea to notify the public at large. Outlined below are a few ways that you can let the public know about your event. The City provides routing information on "Keep Portland Moving" and TriMet works to communicate with riders; however, oftentimes the public doesn't know which can cause traffic delays and create poor publicity for your event. These free resources are a great way to notify the public.

Neighborhood Associations (use notification form – see sample, enclosed):

To contact the local neighborhood association please go to the Office of Neighborhood Involvement's "Searchable Neighborhood Directory" at: **http://www.portlandonline.com/oni/search/**

If you are unsure of which neighborhood association your event is in, please go to the "Citywide Neighborhood Maps" at: **http://www.portlandonline.com/oni/index.cfm?c=35788**

Free TV and online notifications:

- **Submit a PSA of street closures on "City of Portland" TV (Portland Community Media, Channels 11, 22, 23, 29, or 30) public access channels**
  - Free postings on Community Bulletin Board
  - **http://www.pcmtv.org/programming/guidelines/oprp**
- **Free online classifieds:**
  - Willamette Week: Classifieds, Community Events
  - **http://portland.wweek.com/online/classifieds/index**
  - Portland Mercury: Classifieds, Friends 'n' Neighbors, Happenings
  - **http://classifieds.portlandmercury.com/portland/**

Items to include in announcement(s):

- Name of the event
- Name of sponsor organization, mailing address, telephone number
- Date of the event
- Starting and ending times
- Detailed route description