



**Complete form and return to:**  
Customer Service Center  
111 SW Columbia St. Suite 660  
Portland, OR 97201  
Phone: 503-823-2525  
Fax: 503-823-2515

# NATIONAL NIGHT OUT LIMITED USE PERMIT APPLICATION

EVENT INFORMATION		
Neighborhood Association:		
Event contact name:		
Contact phone and email:		
Event date:		
Park and location within park:		
Event times:	Load in time:	Load out time:
	Event start time:	Event end time:
Have you registered with ONI?		
APPROVED STRUCTURES AND SERVICES		
Do you intent to provide any of the following items or services for your event? Yes/No Quantity/Comment		
<b>Stages:</b> <i>If so, how many? No stages larger than 12' x 12'. Must be loaded from the street. No service vehicles allowed in the park.</i>		
<b>Canopies:</b> <i>If so, how many? No canopies larger than 10' x 10'. No stakes allowed. You may only use weights - water with containers or blocks.</i>		
<b>Vehicles:</b> <i>If so, how many? Emergency vehicles only. No personal vehicles in the park. Placement by Park supervisor approval. If requesting a personal vehicle for loading/unloading only, please indicate in comment on right; vehicle fee will be assessed.</i>		
<b>Sales:</b> <i>No more than four food vendors allowed. All vendors must meet all Multnomah County Health guidelines. Limited non-food sales allowed with supervisory approval only.</i>		
<b>Electricity:</b> <i>Where available, is free of charge. A key and key deposit may be required. Keys may be obtained from the Customer Service Center no more than 2 days prior to the event. They must be returned no more than 2 business days following your event.</i>		
<b>Portable restrooms:</b> <i>If the park chosen for your event has no restrooms, a portable restroom is required for every 125 in attendance.</i>	Attendance:	
Other information:		
Noise Permit Information and Limitations		
Events registered with Office of Community and Civic Life ( <a href="http://www.portlandoregon.gov/oni/nno">www.portlandoregon.gov/oni/nno</a> ) are approved for limited amplified sound through the Noise Control Office. This includes Quiet Parks.		
Insurance Requirements		
Neighborhood Association or Coalition events registered with the Office of Community and Civic Life ( <a href="http://www.portlandoregon.gov/oni/nno">www.portlandoregon.gov/oni/nno</a> ) that provide sufficient insurance coverage to the "City of Portland" are approved.		
National Night Out Permit Limitations		
The following items or activities are not allowed or approved with this permit. Items not listed above or indicated below are not allowed without supervisory approval. Alcohol is not allowed in a park for National Night Out. Entrance fees may not be taken. Fencing is not allowed. Inflatables or amusement rides and equipment are not allowed.		

National Night Out celebrations in parks happen in collaboration with:

Office of Community and Civic Life - Crime Prevention Program

1221 SW 4<sup>th</sup> Avenue, Room 110, Portland Oregon 97204. Phone: 503-823-4064

### **LIMITED USE PERMIT- Conditions of Use**

#### **GARBAGE**

On the day of the event, please remember that you must take your garbage with you. The Permittee is responsible for cleaning all garbage, litter, and debris created by the event and for removing it from the park. We suggest you bring extra garbage bags to ensure all your garbage is removed. Parks may charge the Permittee for garbage not picked up or for garbage bags left in the park.

#### **DONATIONS AND SALES**

Donations are limited to those made to the Neighborhood Association itself and may not exceed \$1,000 in total. Limited Non-Food Sales allowed with supervisory approval.

#### **CANOPIES**

The use of canopies no larger than 10' x 10' is approved with this permit.

#### **STAKES IN THE GROUND**

The use of stakes is NOT approved due to in-ground utilities and irrigation.

#### **TENTS**

The use of tents is NOT approved with this permit without supervisor approval.

#### **AMUSEMENT RIDES, INFLATABLES, DUNK TANKS, PONY RIDES**

These and all similar entertainment structures are NOT approved with this permit.

#### **BBQ GRILLS**

The use of BBQ grills is approved. Grills must be a minimum of six inches off the ground. Used briquettes and ashes must be removed from the park for disposal. Protective covering, suitable to contain spills and restrict heat, must be placed under the BBQs.

#### **COOKING**

Cooking is approved under the terms of this permit. If the public is invited, all cooking units must meet all state, county, and city health and safety standards. Contact County Health Department at 503-988-3400 for additional information. All gas (propane) grills must be inspected onsite by the Fire Bureau, 503-823-3955. A protective covering, suitable to contain spills and restrict heat, must be placed under units.

#### **PORTABLE TOILETS**

Permittee shall provide one portable restroom for every 125 expected in attendance. If one is required it must be ADA approved. If more than one is required, then 5% must be ADA approved. All portable restrooms must be approved for placement. All toilets must be delivered the same day as event and picked up no later than the morning of the following day. Any damage to the park or toilets due to vandalism if left overnight is the Permittee's responsibility.

#### **EQUIPMENT IN PARK OVERNIGHT**

No equipment may be left in the park overnight without Parks' approval.

#### **SMOKING**

Smoking is not allowed on Portland Parks and Recreation property per Title 20.12.110.

Park permits will be issued within 10 working days after receiving both this completed application form and copy of valid insurance and Additional Insured Endorsement.

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