

Due Date: _____

Event Name: _____

Event date(s): _____

DIRECTOR PARK 2017 EVENT PERMIT REQUIREMENTS CHECKLIST

CODE FOR INFORMATION MARKED IN "NEED" COLUMN

- X:** You are required to get the permit and a signature, stamp from the agency, or receipt and give to Director Park staff **due a minimum of TWO WEEKS before your load-in/event date.**
- Blank Box:** You are NOT required to obtain this permit unless the scope and/or nature of your event changes
- DP:** Director Park staff will complete the following permit/rental information for your event

* The below permits are at the expense of the Permittee and the fees are not included in your site rental rates.
 * Your Director Park Rental Permit will not be issued until the required elements below have been received, approved and rental paid.

PROVIDE THE FOLLOWING	NEED	INITIATED	RECEIVED
Final Event Site Plan			
Certificate of Insurance			
Additional Insured Endorsement			
PERMITS REQUIRED	NEED	SIGNATURE OR STAMP REQUIRED	
A.D.A. Sign Off		Accessibility Designee Signature:	
Fire Bureau Sign Off		Fire Bureau – Public Events Inspector Signature OR copy of payment receipt and issued permit.	
Health Department Permit or Sign Off		Multnomah County Environmental Health Services Representative Signature:	
Noise Sign Off or Permit		Email Director Park with a copy of your approved permit from the Noise Control Office	
O.L.C.C. Sign Off or Permit		Field Services Signature OR copy of payment receipt and issued permit.	
Police Precinct Sign Off		Commander or Events Designee Signature of Stamp:	
Recycling Sign Off		Representative/Contact Signature:	
Day of Event Contact(s)		Name(s) & On-site Phone #'s Please e-mail information to: DirectorPark@PortlandOregon.gov	
OTHER REQUIREMENTS	NEED		
Pacific Patrol Security (PPS) - Vendor of Record for Security in Director Park. No other security provider may be used for rentals at D.P.		Director Park staff contacts Pacific Patrol Security Services for your rental per your security needs and Director Park security requirements. The cost will be indicated on your DP invoice.	
Hollywood Lights - Vendor of Record for electricity in Director Park. No other electricity provider may be used for rentals at D.P.			
Festival Street Closures SW Park SW 9th Ave		Director Park Staff will obtain the necessary street permits to close SW Park Ave. and/or SW 9th Ave. Festival Streets.	
Other Requirements		Garbage Dumpsters Porta Potties Flagging Other: _____	
Parking Space Reservation		# spots required:	

- DUE DATE:** All requirements (signatures, fees and documentation) must be received by Director Park no later than the due date listed above or a Late Fee will apply
- LATE FEES:** \$125 fee when this form and additional permits returned 5-13 days before first date in park
\$250 fee when this form and additional permits are returned <5 days before first date in park
- PERMIT CANCELLATION:** When Event Permit Requirements are not returned within 3 calendar days prior to load-in date, the permit may be canceled by Director Park.

Turn Over For Contact Phone Numbers For Above Permits

DIRECTOR PARK EVENT PERMIT REQUIREMENTS

RETURN COMPLETED FORM A MINIMUM OF 14 DAYS BEFORE YOUR EVENT TO:

Mail: 2909 SW Second Ave., Portland, OR 97201 **Email:** DirectorPark@PortlandOregon.gov **Fax:** 503.823.2358

Certificate of Insurance & Additional Insured Endorsement

All permitted events in Director Park require a Certificate of Insurance and Additional Insured Endorsement to meet the City's rules and can be purchased from a variety of sources. Many home-owners' policies offer coverage for an event or a special rider can be purchased to cover the event. Many insurance agencies can put together what is called a special events policy.

Director Park Insurance Forms: Visit www.DirectorPark.org and click on the "RENTAL" tab on the left.

Tulip Program Information: <http://www.portlandoregon.gov/bibs/60224>

The City of Portland offers "Tenant & Users Liability Insurance Policy" (TULIP) as an option for insurance if your event qualifies.

ADA Requirements

Phone: 503.988.3646 Pager #: 503.909.4343

ADA Reviewer

An ADA review may be required when a new event is proposed and accessibility concerns need to be addressed. This could be due to the type and quantity of structures proposed for a park or where the size and expected attendance pose a potential problem for compliance with ADA guidelines.

Fire Bureau / Assembly Permit:

Phone: 503.823.3955 or 503.823.3935 – Public/Special Events Inspector

Permittee is required to contact the Fire Marshall and obtain their sign off and/or required permits. The Permittee may be required to meet specific conditions of use required by the Fire Department. Contact them to obtain a signature on the "Director Park Permit Requirements" form provided to you after you apply for a park permit.

Health Department:

Phone: 503.988.3400 – Head Sanitarian For The Day

Anytime food items are prepared and/or served to the public on Park property, a sign off and/or permit is required from the Multnomah County Environmental Health Services. Contact them to obtain a signature on the "Director Park Permit Requirements" form provided to you after you apply for a park permit. For more information, visit their web site for forms and fee schedule at www.mchealthinspect.org. (Cooking units may also require a permit from the Fire Bureau for propane usage. Call to obtain a signature on the sheet provided to you.)

Noise Permit:

Phone: 503.823.7350

Office of Neighborhood Involvement Noise Control Office

When amplified music and/or public address systems, or drums are used, a noise permit from the City's Noise Control Office or a sign-off may be required. The Permittee may be required to meet specific conditions of use required by this agency. Download an application at: <http://www.portlandoregon.gov/oni/article/92724>. Completed application is to be turned in to the Noise Control Office. *Director Park will accept your receipt for payment in lieu of a sign off. **Director Park will do the neighborhood notification.** Please email a copy of your noise permit application to DirectorPark@PortlandOregon.gov BEFORE you submit it to the Noise Control office - expect 72 business hours for review by Director Park. Once reviewed, it will be your responsibility to submit to Noise Control. Call ahead to ensure their current business hours. You must submit form and payment at time of submission. *****Apply early, it can take a minimum of two weeks and sometimes longer to obtain a permit*****

Hollywood Lights:

Phone: 503.232.8855 or Fax: 503.517.8686

Hollywood Lights is the Vendor of Record for electrical needs for Director Park. If your event has any external electrical needs that are not met by on-site capacity (6600 watts in park), you must use Hollywood Lights. Plan in advance for this.

O.L.C.C.:

Phone: 503.872.5070

Field Services

A permit is required when alcohol is sold or served at an event. Only beer and wine are allowed on park property, except by special permission. The Permittee may also be required to meet specific conditions of use required by this agency. Contact them to obtain a signature on the "Director Park Permit Requirements" form provided to you after you apply for a park permit. www.oregon.gov/OLCC

Police Review:

Phone: 503.823.0097

Central Precinct Shift Lieutenant

Permittee is required to contact the Shift Lieutenant in charge and obtain a signature on the "Director Park Permit Requirements" form provided to you after you apply for a park permit. The Permittee may be required to meet specific conditions of use determined by this jurisdiction. Day Lieutenant is responsible for events, which occur before 3:00pm. Evening Lieutenant is responsible for events that occur after 3:00pm. It may take several days to reach them so plan ahead.

Pacific Patrol Security:

Phone: 503.595.3440

General Manager, Michele Timifichuk

Pacific Patrol is the Vendor of Record for security and alcohol monitoring at Director Park. Upon receipt of your application, Director Park works directly with them to determine the need and scope of security needs and reserve officers for your event.

Recycling:

Phone: 503.725.5147

Event Recycling Bureau of Planning & Sustainability

The City's Event Recycling Services provides free recycling equipment and assistance for Portland events. This role is advisory only and does not provide pick up services or staff for your event. Equipment is the property of the City's Event Recycling Program, and must be returned after the event.

PBOT Parking Space Reservation Rental

Phone: 503.823.7365

Portland Bureau of Transportation

To reserve a parking space adjacent to Director Park, contact the Portland Bureau of Transportation.

Other Requirements

In addition to the main permits, other requirements may pertain. These may include garbage dumpsters, porta potties, or other services. Director Park can assist you with the rental of garbage dumpsters and porta potties or you may book independently. When booking independently, you are required to coordinate delivery times, locations, and equipment with Director Park.

APPLY EARLY FOR YOUR PERMITS AS SOME MAY TAKE 2-4 WEEKS TO OBTAIN