

To apply for a Community Event permit, complete and submit this application

1 A Complete Community Event Permit Application Includes Each of the Following:	
<input type="checkbox"/> Application	
<input type="checkbox"/> Non-Profit Recipient Letter	A letter from your non-profit partner stating their partnership with the event is required.
<input type="checkbox"/> Adopted Rules of Conduct	https://www.portlandoregon.gov/transportation/article/746648
<input type="checkbox"/> Signatures of Property Owners	https://www.portlandoregon.gov/transportation/article/564338
<input type="checkbox"/> Site Plan	https://www.portlandoregon.gov/transportation/article/632644
<input type="checkbox"/> Traffic Control Plan	https://www.portlandoregon.gov/transportation/article/519705
<input type="checkbox"/> Insurance Certification & Endorsement	https://www.portlandoregon.gov/transportation/article/306035
<input type="checkbox"/> Event Flyer and Promotional Material	https://www.portlandoregon.gov/transportation/article/564355
<input type="checkbox"/> Extra permits may be required if the event will have alcohol, cannabis, amplified sound, and/or fencing.	Alcohol Guidelines: https://www.portlandoregon.gov/civic/61877 Cannabis Guidelines: https://www.portlandoregon.gov/civic/67575 Noise Variance Guidelines: https://www.portlandoregon.gov/civic/article/118531 Fencing and Tent Guidelines: https://www.portlandoregon.gov/fire/58368

2 Contact Information			
Name of organization applying:			
First name:		Last name:	
Address:			Zip code:
Phone number:			Add'l phone:
Email address:			

3 Event Description			
Name of event:			
Event date(s):		Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose of the event:			
Closure area times	Set up starts:	Event starts:	
	Event ends:	Area cleared and opened:	
Website for the event:			
All events are required to have a non-profit beneficiary, unless the applicant is a non-profit.			
<input type="checkbox"/> I am a non-profit			
<input type="checkbox"/> I am <u>not</u> a non-profit Name of beneficiary:			
How will they benefit from this event? (% of event profits, donations, etc.):			

Attendance

Number of expected attendees Per day:		Over duration of event:
*If your event will have more than 2500 participants per day, an emergency plan to Portland Fire & Rescue Special Operations is required.		
Event type	<input type="checkbox"/> Free and open to the public	<input type="checkbox"/> Ticketed (with tickets available to the public)
*All non-ticketed events must be advertised as free and open to the public. *		
Do you plan to have alcohol served or consumed on the street space?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to have cannabis or cannabis products displayed, consumed or made available to the public (in the street space) at your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol Permit Agreement I am applying for a street space closure and, for the purposes of this event only, have applied for approval to sell and/or consume alcohol in the closed street space as part of the event. I understand that I am responsible for obtaining permits and licenses as required by the Oregon Liquor Commission (OLCC) by making direct contact with the City of Portland Liquor Licensing Program to fill out an application, and following up with OLCC at 9079 SE McLoughlin Blvd. I understand the application process requires additional reviews, fees, and approvals from multiple jurisdictions and that my application for alcohol in the right of way may be denied. <input type="checkbox"/> Yes, I agree		

4 Closure Information

Location of Closure (Ex: NE 9 th between Glisan and Flanders):
What part of the street space do you propose to close or use? Select all that apply: <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parking space <input type="checkbox"/> Traffic lane <input type="checkbox"/> Entire street curb to curb and sidewalk <input type="checkbox"/> Plaza space <input type="checkbox"/> Other, explain:
Are you currently working with the City of Portland staff? Explain:
What is your association with this block? (Ex: Your business is on this block):
Are any of the proposed street closures on a TriMet bus route? <input type="checkbox"/> Yes (You need to coordinate with TriMet by calling 503.962.4949) <input type="checkbox"/> No
Are there areas on the street designated for legal parking? (On a non-closure day, you can legally park there) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> I acknowledge that this event will maintain 11 foot emergency lane(s) that are free from obstruction on all streets at all times, according to Portland Fire & Rescue requirements, applicable if closing the street <input type="checkbox"/> I acknowledge that a 6' wide pedestrian route outside the event space remain open at all times for pedestrians who wish to travel the block. <input type="checkbox"/> I acknowledge that all fire hydrants and fire department connections (FDC) on all buildings will maintain a three-foot diameter clearance.

5

Adopted Rules of Conduct

Complete this form and submit this with your application. The Bureau of Transportation will forward this form to Portland Police Bureau to reference on the date of your event.

Please read and initial each rule you wish to adopt during your event.	
1.	No person shall violate any Federal, State or City of Portland Laws.
2.	No person shall enter or remain in or upon the event area for unlawful purpose.
3.	No person shall enter or attempt to enter any portion of the event area that is not open to attendees without authorization from the permit holder.
4.	No person shall take, deface, degrade, damage or destroy any personal or real property located in or upon the event area.
5.	No person shall be under the influence of any controlled substance or liquor intoxication at the event.
6.	No person may light any object on fire except for smoking devices designed for smoking tobacco.
7.	No person shall unreasonably interfere with the physical operation of the event.

You must supply a primary contact for Portland Police Department to contact during the event. This person must be in charge of the event and be present at the event.

Primary Contact Name	Address	Phone
Secondary Contact Name	Address	Phone

Please sign below to acknowledge that the Adopted Rules of Conduct have been noted above by the applicant

Signature/Title/Date

****ELECTRONIC SIGNATURE IS EQUIVALENT TO SIGNING BY HAND****

6

Event Notification

You are required to give notice of the upcoming event to the area where the event will be held.

Notification should be made as follows:

1. Contact adjacent properties along the closed area. You must collect a **minimum of 60%** of the signatures of residents/businesses/property owners who are located by your closure.
2. Leave a notification flier at each property and **submit a copy of your notification flier with your application**. The flier must include the event name, date, time, location, contact information of the applicant and contact information for the City of Portland Community Event Program: 503.823.5191.
 - a. Note - Fliers cannot be placed in mail boxes unless they include paid postage and are delivered by USPS.

Flier Example

STREET EVENT NOTICE

N Killingsworth between Interstate and Concord will be closed for a community event

When: July 11, 2020 from 6am-10pm, the event starts at 9am and ends at 7pm

Why: Street Party! Event is free and open to everybody! There will be food carts, vendors, and activities for kids!

Who: Fantastic Business Association

If you have concerns, please contact the event coordinator at: 503-555-5555 or the Portland in the Streets' Community Event Coordinator at: 503-823-5191

7

Signature Notification Form

Please collect signatures from a minimum of 60% of the residents/businesses/property owners that are directly impacted by your proposed right-of-way closure.

Applicant Information

Name of the organization applying for the permit:	
Contact Person:	Phone:
Email:	
Name of non-profit beneficiary (If different):	
How is the non-profit partner benefiting from this event:	

Event Information

Name of event:	Will alcohol be served in the street: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Date(s):	
Number of attendees expected:	
This event is being advertised to: <input type="checkbox"/> Local Neighborhood <input type="checkbox"/> Regional/Citywide	

Location of Closure

Street Name:	Between:	&
Closure Times:	Set up starts: Event ends:	Event starts: Area cleared and re-opened:
Details of the event: (vendors, live music, etc.)		

By signing below, we, the abutting residents and or business representatives affected by the proposed closure acknowledge notification of the above listed right of way closure.

Address	Name/Business Name	Signature	Phone	Unable to Contact	Left Flyer

8

Insurance

Insurance is **required** for this type of street closure permit. For more information on insurance requirements and submissions visit: <https://www.portlandoregon.gov/transportation/article/306035>

9

Agreement and Signature

Indemnification: The permittee agrees to defend, indemnify, and hold harmless the City of Portland, its officers, employees, and agents against: (1) Any Liability, claims, causes of action, judgements, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the permittee, its subcontractors, anyone directly or indirectly employed by them, and anyone for whose acts or omissions they may be liable, arising out of the Permittee’s use or occupancy of the public right-of-way; and (2) All loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the permit.

Acceptance of Terms, Conditions, and Requirements: Permittees shall accept and comply to the terms, conditions, and requirements of the permit and the stamped, approved Street Closure Plan. Permittee further agrees to comply with all applicable provisions of the charter, including but not limited to Portland City Code Chapter 16 Vehicles and Traffic, and Chapter 17 Public Improvements, as well as all applicable requirements of state and federal law.

ELECTRONIC SIGNATURE IS EQUIVALENT TO SIGNING BY HAND

By signing below, the permittee agrees to all terms, conditions and requirements listed herein.

Applicant/Permittee Signature

Please submit your completed Community Event Permit Application via one of the following:

Email: pbotcommunityevent@portlandoregon.gov	Mail: Portland Bureau of Transportation 1120 SW 5th Avenue, Suite 1331, Portland, OR 97204 Attn: PBOT Community Events	In-Person: 1120 SW 5th Avenue Portland, OR 97204 1 st Floor Customer Service Center Attn: PBOT Community Events
---	--	---

Accommodation requests: To help ensure equal access to City programs, services and activities, we will provide auxiliary aids and services to persons with disabilities. Please call 503.823.5185.

Title VI: The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.

Questions? Visit portlandinthestreets.com for more information.

Contact: pbotcommunityevent@portlandoregon.gov

Phone: 503.823.5191

