

# 2024 Special Use of Streets and Sidewalks Permit Application

City of Wilsonville  
Parks and Recreation  
29600 SW Park Place  
Wilsonville, OR 97070  
Ph 503-783-PLAY (7529)  
ParksandRec@ci.wilsonville.or.us

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Sponsoring Organization Name:		
Organization type: <input type="checkbox"/> For-profit <input type="checkbox"/> Nonprofit	Tax Exempt Number:	
Organization Street Address:	City, State, ZIP:	
Organization Phone:	Organization Fax:	
Primary Contact from Sponsoring Organization:		
Contact Phone:	Contact Email:	
Name of contact person "on site" day of the event:	Cell (required):	
Event coordinated through an event production company? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Company:		
Contact Name:	Phone:	Email:

## EVENT INFORMATION

Event Type (check all that apply): <input type="checkbox"/> 5K <input type="checkbox"/> 10K <input type="checkbox"/> Half Marathon <input type="checkbox"/> Marathon <input type="checkbox"/> Duathlon <input type="checkbox"/> Triathlon		
<input type="checkbox"/> Run <input type="checkbox"/> Walk <input type="checkbox"/> Bike Race <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration ("First Amendment" Event) <input type="checkbox"/> Block Party		
<input type="checkbox"/> Other (Please specify briefly here)		
Street location: <input type="checkbox"/> Sidewalk Only <input type="checkbox"/> Street Only <input type="checkbox"/> Street and Sidewalk <input type="checkbox"/> Street, Sidewalk and Park		
Event Name:		
Requested Event Date(s):		
Event Hours:		
Setup Location:	Date:	Time:
Breakdown Location:	Date:	Time:
Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No If annual, has the route changed from the previous year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name and phone number of EMT/Paramedics provider:		
Total Attendance:	Participants:	Spectators:
Basis on which attendance estimate is made:		
Previous year's total attendance - if applicable:		

## OVERALL EVENT DESCRIPTION AND ROUTE MAP

Briefly explain event and event details and attach a detailed route map that specifies start point, end point, direction of travel, street names, and requested street closures:

**STREET CLOSURE REQUESTS**

How do you intend to control traffic at the requested street closures?  
(PLEASE NOTE: certified flaggers are required anywhere traffic is being controlled. A detailed plan for each intersection is required.)

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 \_\_\_\_\_

Parking restrictions requested:

Bagging of "no parking" signs requested?  Yes  No    If yes, parking sign locations:

Will the proposed route cross WES/railroad tracks?  Yes  No  
(If yes, be prepared to provide an alternate route.)

Will your proposed route cross and/or utilize streets where SMART operates?  Yes  No  
Please list affected bus lines:

**EVENT DETAILS**

Does your event involve the sale or consumption of alcoholic beverages?  Yes  No  
If yes, will this activity occur on (or spill into) city streets?  Yes  No  
Please describe:

Will items or services be sold at your event?  Yes  No  
 Food  Crafts  
If yes, will this activity occur on (or spill into) city streets?  Yes  No  
Please describe:

Will the event have amplified sound?  Yes  No

Do you have a recycling plan for your event?  Yes  No  
Name and phone number of contact for recycling:  
Please describe your recycling and clean-up plans for this event:

**SAFETY AND SECURITY**

Please describe your procedures for crowd control and internal security:

**PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION**

PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE AN APPROVED PERMIT.

For road closures, affected neighborhoods and businesses must be notified 30 days prior. Closure signage must be posted at major intersections 14 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.

**PERMIT CONDITIONS**

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

**Fees:** Fees for events are to be paid in full at the time of submitting the application. Permits will not be issued until all special event checklist requirements are complete.

**Signage:** Organizer will post signage appropriate to the event.

**Route:** Routes for events will not be changed unless specific approval is given by the Parks and Recreation Director. Route map must be attached.

**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.

**Other Closures:** Permits are issued with a set starting and ending time. These times will not be changed without permission of the Parks and Recreation Director. Resumption of normal traffic in these areas will occur at the end time specified on the event permit.

**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 and other venues.

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

**FEES**

Number of Participants	Fee
Less than 50	Completed Application, No Fee
50-249	\$75 (Resident) / \$150 (Non-Resident)
250 or more	\$50 Process Fee (Resident & Non-Resident) + \$200 Large Special Event Fee

**CANCELLATIONS/REFUNDS**

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, signature of applicant, date of intended use, address and telephone number. This information may be faxed, mailed or brought in person to the Parks and Recreation Admin Office. A partial or full refund will be issued in accordance with the following schedule:

**More than 60 days prior to date of reservation:**

- 100% of fees will be refunded, minus a \$25 process fee.

**Less than 60 days, but more than 45 business days prior to date of reservation:**

- 50% of fees will be refunded.

**Less than 45 business days prior to date of reservation:**

- 100% of fees will be forfeited.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS.

WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

**INSURANCE INFORMATION**

**HOLD HARMLESS AGREEMENT:** IN CONSIDERATION OF THE CITY OF WILSONVILLE 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.

**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 agree to provide the City a Certificate of Liability Insurance and Additional Insured Endorsement reflecting a limit of now less than \$2,000,000 naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 45 days prior to the event.

**I have read the hold harmless agreement and liability agreement and agree to maintain public liability and property damage insurance.**

By signing this application, sponsor, or sponsor's authorized representative on behalf of sponsor agrees to all terms and conditions set forth in Wilsonville City Code 5.530 - 5.555.

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 Parks and Recreation Department based upon the information provided in this application.

Name of Sponsor or Authorized Representative (Please Print)

**Signature of Sponsor or Authorized Representative**

**Date**

## SPECIAL EVENT CHECKLIST AND PARK RULES

This Special Event Checklist is your working guide to insure a safe and successful event. Please submit a copy when completed. Additional approvals (as noted below) must be submitted to the Parks and Recreation Department at least 45 days prior to the event. Approval of the event application will be issued within 10 days of receipt of this completed checklist. Please Note: depending upon the nature of the event, not all checklist items may be required.

**Special Event Defined:** Any event, entertainment, amusement or assembly of persons which would likely attract two hundred and fifty (250) or more persons and/or creates significant public impact on public property in the City of Wilsonville. Such an event requires the sponsoring person, persons, corporation, organization, land owner or lessor, to register as a Special Event and to include the following specific items as designated:

**Location:** A completed Parks or Facility Reservation Application must be submitted to the Parks and Recreation Admin Building. All applicable fees and deposits must be paid in full to process the application.

**Event Signage:** Signs that do not require a permit include: signs on private property not exceeding 6 square feet (typically 2'x3'), signs at the site of the event, on the day of the event, that do not exceed 24 square feet and are not attached to any permanent public structures (sign posts, light posts, or power poles). Way finding signs for special events: Up to 10 lawn signs may be placed in the public right of way no more than 14 days prior to the event (Must meet criteria of Wilsonville Code Section 4.156). Events taking place in Memorial Park or Town Center Park may place way finding signs in the otherwise prohibited non-ODOT, non-median landscaped areas on Wilsonville Road and Town Center Loop. **Please submit a signage plan for approval at least 45 days before the event.**

**Vendors/Goods and Services:** Event organizers must submit a list of the vendors that they have contracted for services at least 14 days prior to the event. The list shall include: vendor name, address, contact name and product for sale. Vendors selling goods or services during a special event may be required to have a Business License issued by the City of Wilsonville in compliance with Wilsonville Code 7.300 et seq. Fees may or may not be applicable – see City Business License guidelines. Event organizers are responsible for the implementation of this requirement.

**Food Safety:** In addition, all vendors serving food or garden produce for human consumption from any booth, cart, wagon, or motor vehicle must have the means for preparing, keeping, and serving the food as determined by the Clackamas or Washington County Health Department. Event organizers are responsible for the sanitary service of all concessions. All food service vendors must register with the Clackamas or Washington County Public Health Division, using the Temporary Restaurant License form. Fees may or may not be applicable – see County form. Withdrawal of Health Department approval for sanitary or health violations are grounds for revocation of this application.

**Alcohol Permit:** Sale or service of alcoholic beverages at all events held on public property is the sole responsibility of the events organizer. Alcohol is not permitted in public parks and facilities except by special request and in designated areas. The organization is responsible for and assumes all risk regarding liabilities that may arise by those attending and drinking alcohol. The organization is also responsible for ensuring that all persons who drink are of a legal age and that all state alcohol laws are obeyed. The Oregon Liquor Control Commission (OLCC) requires a license for Liquor Service and Temporary Sales Permit for any sale of alcohol. **A copy of the required documentation and the licenses issued by the OLCC must accompany the Special Event application or be submitted separately a minimum of 45 days prior to the event. Failure to provide this documentation is grounds for revocation of this application.** Please contact OLCC at 503-872-5000. The applicant/responsible party agrees to provide the City a certificate of liquor liability insurance reflecting a limit of no less than \$2,000,000 and naming the City of Wilsonville, its officers, agents, employees and volunteers as an additional insured at least 45 days prior to the event. This certificate can come from the applicant or the caterer providing the

**Tobacco Free Events:** Smoking or the use of tobacco products is prohibited on all City park property, park facilities and buildings. Event organizers are responsible for the implementation of this requirement.

## SPECIAL EVENT CHECKLIST AND PARK RULES

**Special Equipment:** Dunk tanks, inflatables, etc. must be placed in locations that are safe for the attendees and do not damage the park grounds. Amplified music or speakers must be modified to a level that does not disturb other park users or nearby residents. Requests for all such special uses of the park must be specified on the park rental application. Changes to the original application must be submitted for approval. Failure to do so may delay or deny your event at any time, up to and including the day of the event. **All electrical equipment must be provided by the organization. No electrical equipment will be provided by the City.**

**Streets and Sidewalks Permit:** If use of streets or sidewalks is requested, a Special Use of Streets and Sidewalks Permit must be obtained, and receive approval, from the Parks and Recreation Department. The application must specify event date(s), route, assembly points, number and types of participants, start and end times and must be submitted at least 90 days prior to the event/race/parade. The permit fee is dependent upon the number of participants.

**Sanitary Facilities:** Based on the anticipated event attendance, additional porta potties and dumpsters may be required. Sanitary facilities being provided for public events must meet all ADA regulations.  
**Porta Potties:** beyond the maximum of the park or facility, 1 porta potty for each 200 additional attendees.  
**Trash Dumpster:** trash for all events must be deposited in dumpsters at end of event. Event organizers are responsible for providing trash containers (cans and dumpsters) beyond the capacity of the City trash cans provided for normal capacity of the rented shelter or facility.

**Parking Plan:** A parking plan must be prepared for all special events. The parking plan must include parking attendants to direct attendees to available spaces and redirect them to overflow parking as soon as available parking is at maximum. The parking plan must include the parking map for the park or facility being rented for the event, with all special use reserved spaces identified. This plan must provide written approval for overflow parking in adjacent locations and provisions for shuttles if needed. All transportation for public events must meet ADA standards. **Please submit the parking plan at least 45 days before the event.**

**Tents:** If tents and awnings are being used for an event, they must meet the requirements of the Fire Marshall (see Fire Protection below). Tents and awnings must be erected only within the limits of the reserved area. Stakes are not allowed for securing tents. Alternatives: sandbags, water barrels, or other weights that not inserted into the ground.

**Fire Protection:** State Fire Marshall requires written approval of fire protection devices for and at any location of assembly that includes tents or awnings. Application approval and fees are specific to the activities of the event and should be coordinated directly with Tualatin Valley Fire & Rescue at 503-526-2469 or 503-612-7000 (See Tualatin Valley Fire & Rescue Application/Permit).

**Public Safety:** The event organizers are responsible for the behavior and safety of their guests, including safe access and egress to and from the event. A security plan must be prepared for all special events. This plan must be in writing and describe how the event activities will be managed by attendants (volunteers or other) who are clearly identified for security purposes. It must also include street closures, traffic control, and crowd protection for approval by the Wilsonville Police Department. Application approval should be coordinated directly with the Wilsonville Police Department (30000 SW Town Center Loop E; Phone: 503-682-1012). Once approved and signed by the Sheriff's office, **please submit the security plan to the Parks and Recreation Admin Building at least 45 days before the event.**

**Site Plan:** A site plan must be submitted to the Parks and Recreation Admin Building for approval at least 45 days prior to the event. The plan shall include locations of any special equipment, vendors, sanitary facilities and/or designated areas for alcohol consumption.

**SPECIAL EVENT CHECKLIST AND PARK RULES**

**Special Event Insurance Coverage:** Coverage for a Special Event held on public property must be obtained by the applicant. The following insurance documents are required: (1) Comprehensive General Liability Certificate of Insurance (COI), (2) Additional Insured Endorsement. The coverage must name the City of Wilsonville, its officers, agents, employees and volunteers, as an 'additional insured' and must have a limit of each occurrence of no less than \$2,000,000. **Insurance documents must be approved no later than 45 days prior to the event.** If alcohol will be offered, the certificate must include coverage for retail liquor liability and OLCC permit(s). *Please note: a statement of additional insured status on the COI will not suffice in lieu of an endorsement.*

**TO BE COMPLETED BY APPLICANT**

Upon receipt and approval of all the above items, the Parks and Recreation Department will issue an approved permit for the Special Event, which shall accompany the event organizer during the park rental.

The City of Wilsonville reserves the right to cancel or change special event requirements when deemed necessary. Failure to comply with Special Event requirements will be grounds for cancelling the park use agreement and denying future applications.

**I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization or group listed below.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

NAME AND DATE OF EVENT: \_\_\_\_\_