



THE CITY OF
TROUTDALE
— OREGON —
EST. 1907

Special Event Permit Manual

Event Permitting

219 E. Historic Columbia River Hwy | Troutdale, OR 97060

Phone (503) 665-5175 | Fax (503) 667-6403

Contents

PERMIT APPLICATION REQUIREMENTS	3
SET-UP AND TAKE-DOWN	3
SPECIAL EVENT GENERAL INFORMATION	3
When are Special Event Permits required?	3
Who is the Permittee?	4
Special Event Permit Considerations	4
SITE PLAN	4
RESTROOMS	5
GARBAGE	5
GROUND STAKES	5
FENCING	5
UTILITIES	6
LIMITED OR CONTROLLED ACCESS	6
MOTORIZED VEHICLES IN THE PARK	6
MUSIC, LOUDSPEAKERS, P.A. SYSTEMS	6
ALCOHOL	6
SECURITY	6
RUNS / WALKS / RACES / PARADES	6
FEES	7
SPECIAL EVENT FEE SCHEDULE	8
EVENT CANCELLATION/REFUNDS	9
APPLYING FOR A SPECIAL EVENT PERMIT	9
OTHER PERMITS AND INSPECTIONS	9

PERMIT APPLICATION REQUIREMENTS

Additional documents required to make an application complete include:

- **Certificate of Insurance must:**
 - a) List the name and date(s) of the event
 - b) State the limits of liability as follows: general liability of two million dollars for death or bodily injury and property damage: personal of two million dollars; per occurrence of two million dollars; fire insurance of fifty thousand dollars.
 - c) Name the City of Troutdale, its elected and appointed officials, officers, agents, employees and volunteers as additional insured.
- **Temporary vendor License**
 - a) The applicant shall be responsible for ensuring all vendors participating in an event hold all applicable licenses.
 - b) The applicant shall submit a vendor list prior to the event date and shall be responsible for updating this submission with any additional vendors that participate in the applicant's event but were not included on the initial submission. This resubmittal shall be required no later than five days following the conclusion of the event.
- **Notice to businesses and neighbors**
 - a) Notification shall be required to all properties within 250 feet of the event (500 ft if street closure is proposed).
Section 13.30.070 B
 - b) The applicant shall be responsible for ensuring notice to the businesses or property owners, that are to be impacted by street or sidewalk use no less than sixty days in advance of an event.
 - c) Proof of notification shall be required as a condition of approval for all event permit applications. Proof of notification can be in the form of a declaration of mailing or other similar documentation. The city can provide a list of addresses within the radius specified upon request for no fee.
 - d) If the applicant is not able to provide

notification sixty days prior to the event, the event shall not occur without written consent of the City Manager.

- **Traffic control Plans (TCP)**
 - a) For all events that may impact traffic, and events in downtown particularly, TCP's are required. Fees may apply.
 - b) This can be accomplished by:
 - i) Hiring a contractor/consultant. This is recommended for most events.
 - ii) Request City complete TCP for a fee.
 - iii) Use a pre-approved TCP if applicable to event.

SET UP AND TAKE DOWN

When scheduling an event be sure to schedule ample set-up and take-down time. Additional fees will be charged.

SPECIAL EVENT GENERAL INFORMATION

When are Special Event Permits Required?

If any of the following apply:

- A gathering or an event that involves the intent of "sale or services of products" to the public
- Admission is controlled by donations, entry fees or tickets (festival type events, concerts, runs, walks, races, contests).
- Participants are charged an entry fee (vehicles, cyclists, runners, vendors).
- The event is advertised as a public event, with or without a fee (dog shows, car shows, etc.)
- Sales of any kind of products/services.
- Food is being prepared and served for consumption by the public at an event (carnival, fair, concerts or other public gathering).
- Tents, canopies that exceeds 144 square feet
- Large Inflatables (bounce house or slide) or mechanical rides set up on public property requiring stakes in excess of 12 inches.
- Need for fencing or traffic control devices on public streets and public property.
- Stage or other structure is built/brought in
- Signs, certified flagger, police officer are needed to control traffic or direct traffic. If event significantly impacts traffic, roadways, sidewalk, pathway, driveway, curb, parking

space, or public parking lot for an event occurring on public property.

- Whether or not the event will interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area.
- Alcohol will be served on public property.

Who is the Permittee?

- The entity responsible for the event, whose name is on the application/permit, and is responsible for all usage fees. This is the entity ultimately responsible for seeing that all fees are paid and that all the permit conditions, rules and regulations are complied with.

Special Event Permit Considerations

The City allows special events to be held with an approved Special Events Permit Application and in accordance with the City of Troutdale Municipal Code. All special events on City property will be approved based upon several criteria that will allow the event to be successful, while not impacting the overall operation of the City, activity or other events scheduled. In issuing a permit, the following factors are considered:

- 1) The event is unlikely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law.
- 2) The event is to be held at a date, time and venue that does not interfere, conflict or cause potential concerns with other events scheduled in the city.
- 3) The proposed location is adequate for the size and nature of the event.
- 4) The event does not unreasonably or knowingly interfere with intended use of the area; e.g. athletic fields, picnic areas, etc.
- 5) When a street closure is required, the street closure must not be for a period longer than that established by the City Manager or under the guidance in established SOP's.
- 6) Any necessary public equipment and services are available.
- 7) Compliance with all city code requirements, including, but not limited to, noise and nuisance laws.

- 8) Provide adequate access for emergency vehicles on any closed street. Access may be restricted using only City approved traffic control devices.
- 9) The applicant shall notify affected and adjoining properties in the area within a 250ft radius that will be impacted by the event. The applicant shall submit an affidavit of mailing or hand delivery that specifies how this notification is to occur and that all required notices have been made by the date included in the affidavit.
 - The City will provide a list of residents and businesses within 250 ft of the event, at no charge. Applicant must request this service.
- 10) All permit requirements have been met.

SITE PLAN

Permittees who plan to bring equipment, booths, stage, etc. into the City must provide a site plan with submission of application. Any changes to the site plan must be submitted 30 days prior to event. Permittees who do not plan any major changes in the event layout from the previous year's application must also provide a current site plan a minimum of 30 days prior to setup. Permittees applying for runs/walks/races/parades must provide a route map for each City area to be used. This must be included with the original application. These site/route plans will be reviewed by the City prior to application approval. The City of Troutdale can provide scale maps for this purpose.

Site plan should identify the location of the following:

- Food and drink serving area
- Fencing/barriers
- Tents/canopies (144 square ft or larger), vendor booths, stages
- Vehicles which will remain on site either as displays or as part of the event
- Portable and publicly accessible restrooms
- Trailers (stationary, without engines or any means of moving)
- Games and/or activities
- Additional garbage and dumpsters
- Parking

Some events may require an on-site meeting with the City to discuss site/route plan a minimum of 30 days prior to the scheduled setup date. If this is a requirement for the event, failure to meet with the City may result in cancellation of your permit.

The City of Troutdale reserves the right to change the routes of Runs, Walks, Races or Parades if it is the opinion of the City that the turf conditions cannot support the activity. In most locations, roads cannot be closed to traffic and Permittee must provide monitors or other security personnel and measures to assure the safety of the participants. Participants must stay on the roads and paths in the park, and any marking used to designate the route must be removed by the end of the day. (Exception: If paint used is water soluble).

RESTROOMS

While most city parks and buildings are equipped with restroom facilities, they are generally inadequate for large events. Permittee is required to provide one (1) portable ADA restroom for every event with more than 100 attendees. An additional ADA restroom will be required for every additional 100 attendees at intervals of 200, 300, 400, 500 and 600 attendees, etc. Location must be noted on the site plan. Drop-off location must be approved by the City prior to restroom delivery. If irrigation or turf damage occurs during portable restroom delivery, the permittee will be responsible for the cost incurred to fix any such damage.

GARBAGE

Removal and general cleanup are the responsibility of the permittee. Permittee shall provide one 3-yard drop box for events with more than 100 attendees. Since many special events occur during the weekend, permittee shall empty the garbage containers, within City facilities, from the event into the dumpster so that other City users will find a clean park, building and City. Placement of drop box will be approved by the City of Troutdale.

GROUND STAKES

Permittees who plan to bring in large tents/canopies, fencing, barriers, bounce houses/slides, rides or other equipment that require stakes in excess of 12 inches must follow the guidelines for ground stakes.

- The location of any and all items that require staking must be referenced on the site plan prior to the event.
- Stakes must be approved by the City prior to setup.
- Permittees will be required to pay an additional fee for locating irrigation and/or utility lines.

Using stakes in excess of 12 inches can cause damage to turf, in-ground irrigation and utilities. The Permittee will be liable for damage and the cost of repairing any such damage will be billed. Pre-event meetings and communication with the Parks Department can prevent this

FENCING

The location of all fencing used in the City must be referenced on the site plan and approved prior to setup. All fencing should be self-supporting. If stakes are put into the ground, locations must be approved by the Parks/Public Works Department if stakes go deeper than 12 inches. Permittees will be charged an additional fee for locating irrigation and/or utility lines (see Special Event Fee Schedule). Permittee will be responsible for all damages to underground irrigation system or utilities caused by unapproved stakes. When fencing is allowed for Limited Access/Entrance Fees, fencing may be erected a maximum of 24 hours prior to the opening of the event and must be removed within 24 hours following the closing of the event. The event opening and closing does not include setup and takedown days but is limited to the days that the public is attending the event. No fencing will be allowed for more than 5 days total.

No event shall block public access by putting fencing or any other barrier across public walkways or restricting movement from one side of the park to the other via public sidewalks.

Setting up fencing can cause damage to turf, in-ground irrigation and utilities. The Permittee will be liable for damage and the cost of repairing any such damage. Pre-event meetings and communication with the Parks Department/Public works can prevent this damage.

UTILITIES

Events requiring additional power and/or are intending to bring in a generator, please remember that this requires the approval of the City of Troutdale and must be indicated on the event site plan. Permittees choosing to use generators instead of accessing park/city electricity (or in areas without electricity) must also contact the City of Troutdale for placement of the generator which must be indicated on the event site plan.

For additional water, contact Public Works for availability and cost of a Hydrant Meter.

LIMITED OR CONTROLLED ACCESS

All barriers and/or fencing used to secure the area will be supplied by the permittee. Locations of the barriers, fencing and other fixtures must be shown on the site plan and submitted to the City of Troutdale for approval within the timelines established elsewhere in this manual.

- All fencing and barrier placement require approval of the Fire Department.
- The City of Troutdale requires a minimum of 10 feet of unobstructed entry and 10 feet of unobstructed exit on at least two opposing sides of the event. This entry/exit may be divided into one 5-foot exit with a divider between the exit and the entrance.
- Permittees will be required to pay an additional fee for locating underground irrigation system and/or utilities. No digging is permitted below 12 inches.

MOTORIZED VEHICLES IN THE PARK

Motorized vehicles, electric bikes and other power operated vehicles are prohibited on park property, unless otherwise specifically approved by the City Manager or designee.

MUSIC, LOUDSPEAKERS, P.A. SYSTEMS

Permission may be granted to have music and/or PA system throughout an event. Permittee is responsible for keeping noise from becoming a

nuisance and ensuring the starting and ending of the music, PA system, and other loud noise at the approved times. Amplified Sound Permit is required.

ALCOHOL

Alcohol is prohibited in city parks, park sports fields & city buildings without approval. City Manager or City Manager Designee must approve.

If requesting use of alcohol, a Special Event Permit must be obtained, a permit from OLCC and a refundable \$500 damage deposit will be required.

Per Troutdale Municipal Code 13.20.190, the only alcohol allowed with an OLCC permit is beer and/or wine. No hard alcohol is allowed on any City Property.

<https://www.oregon.gov/olcc/Pages/index.aspx>

SECURITY

Permittee is responsible for providing adequate security for their event. The City of Troutdale reserves the right to require permittee to provide sufficient security to meet permit conditions imposed by the Multnomah County Sheriff Office.

RUNS / WALKS / RACES / PARADES

ROUTES: City of Troutdale reserves the right to change the routes of runs/walks/races/parades at the discretion of City to assure the safety of participants.

Participants must stay on the roads and paths of the route. Whenever possible participants will stay on sidewalks and obey traffic controls. Any marking on the ground, used to designate the route, must be removed by the end of the day. (Exception: If paint used is water soluble).

Events that utilize city streets require a parade/run/walk/race permit issued through Public Works Department.

Please note: roads in Troutdale are controlled by varying agencies. You may need to contact them for additional permits. Agencies include: TriMet, Multnomah County, Oregon Dept. of Transportation (ODOT).

TRAFFIC CONTROL PLAN: You will need to include a Traffic Control Plan if your event is to affect public right-of-way with any one of these conditions (Note: Public

right-of-way extends beyond the paved or travel surface of a roadway):

- Restrict or close a roadway (lanes, bikelanes, shoulders, etc.)
- Restrict or close a sidewalk/pathway
- Restrict or close a driveway
- Restrict or close parking spaces
- Restrict or close a public parking lot
- A certified flagger, police officer or signs are required
- Posting of any signs in the right-of-way

If any of the above are needed, the permittee is required to rent the City's Traffic Control trailer for events in the core downtown area. We encourage permittee to rent the City Traffic Control trailer for other events.

All cones, signs, barricades, bollards and more are included with the trailer. A refundable deposit will be charged on a credit card. A refund will be initiated within 5 business days post event unless there is damage to the trailer or equipment, or items are not returned.

Permittee is required to have an adequate truck (owned or rented) to pull trailer and provide proof of current Auto Insurance Policy.

FEES

SPECIAL EVENT PERMIT FEE: The permit fee is due at the time the application is submitted and is required before an application will be processed.

LATE FEE: If the Special Event Permit Application is received less than 30 days prior to the proposed event start date, the permit fee is increased by \$250 unless waived by City Manager.

PARK and BUILDING USAGE FEE: Fees are dependent upon activity type, park, building and size of event. These specific fees will be assessed by staff and due at the time of reservation.

OTHER FEES THAT MAY BE REQUIRED:

- Locating (irrigation or utility lines)
- Traffic Control Trailer (if needed)

All fees must be paid when your application is submitted. If fees are not paid, reservations will not be held.

Please note, there are separate fees and applications to reserve specific structures and buildings in the parks for your events. Please contact reservations@troutdaleoregon.gov to reserve. If questions, please call (503) 674-7297.

Notice of cancellation must be given no later than 60 days before the date of the event in order to receive a 70% refund. If the cancellation notice is given less than 60 days, no refund will be given.



CITY OF TROUTDALE

EVENT PERMITTING

219 E. HISTORIC COLUMBIA RIVER HWY | TROUTDALE OR 97060
PH 503.665.5175 | FAX 503.667.6403

Special Event Fee Schedule

Special Event Permit Fee:		
	Resident of Troutdale	\$200
	Non-Resident	\$300
	Non-Profit Resident of Troutdale	\$100
	Non-Profit Non-Resident	\$150
Late Fee:		
	If the Special Event Application is received less than 30 days prior to proposed event start date, the application fee is increased by \$250 unless waived by City Manager.	\$250
Traffic Control Trailer Rental Fees:		
	If the event will be in the core downtown area – trailer is required. If event is in any other location in City – separate items such as signs, cones, etc. may be picked up for a lesser fee.	\$500
	A deposit of \$2500 will charged via credit card (see page 7 in manual)	
Locating Fee:		
	Locating and marking irrigation and/or utility lines - City Parks Dept Staff will locate and mark	Time and Materials
Traffic Control Plan Fee:		
	If the applicant chooses, the Public Works Department may draft a TCP for your event. The following fees would apply	
	New or One Time Event	\$540
	Update or Revise for a Recurring Event	\$225
	Rollover or Recurring Event	\$45
Noise Variance Fee:		
	Noise Variance Permit	\$75
	Amplified Sound Permit	No Charge
For Office Use Only:		
	All applicable Fees received - Yes _____ No _____ Total _____	
	* If No, what Fees are needed: _____	

EVENT CANCELLATION / REFUNDS

Notice of cancellation must be given no later than 60 days before the date of the event in order to receive a 70% refund. If the cancellation notice is given less than 60 days, no refund will be given.

APPLYING FOR A SPECIAL EVENT PERMIT

To apply for a Special Event Permit, all the following must be received by the City:

1. Completed Special Event Permit Application
2. Permit Fee (*if cancellation is given more than 60 days before event, 70% of fee is refundable*).
3. Site Plan (a detailed map showing all elements of the event).
4. Certificate of Liability Insurance

When scheduling an event, be sure to schedule ample set-up and take-down time. If set-up and take-down requires a full or half day, then usage fees will be applied for each full or half day needed.

Applications may be submitted the following ways:

- Email to events@troutdaleoregon.gov
- Fax to (503) 667-6403 Attn: Events
- Mail or hand delivery to City Hall
219 E. Historic Columbia River Hwy,
Troutdale, OR 97060
Monday-Friday from 8:00 a.m. to 5:00 p.m.

The permit fee must be paid before the Special Event Permit Application is reviewed. Once the required documents are received, the application will be submitted for review. The review process could take up to one month.

If the application is approved, you will receive a Special Event Permit Checklist of all the tasks that have been completed. The checklist will outline any additional steps that need to be addressed by the applicant.

All requirements will be due a minimum of 60 days prior to your event. If all requirements are not met by this date, additional fees may be added.

OTHER PERMITS AND INSPECTIONS

It is the responsibility of the permittee to comply with all City, State, and County requirements when staging their event. Below are some other permits and/or inspections which may be required.

- **Gresham Fire** <https://greshamoregon.gov/Fire-and-Emergency-Services/>
- **Multnomah County Health Department** <https://multco.us/health>

All businesses and individuals operating within the City Limits must comply with the City's Building, Zoning, Fire and Police safety requirements.

Hold Harmless/Recreational Land/Facility Liability NOTICE: Oregon law (ORS 105.682, et seq.) provides that the City of Troutdale is not liable in contract or tort for injury, death, or property damage that arises out of use of land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land.

The fee you paid is only for use of the specific areas identified in the application as reserved for accommodating the specific event. These areas may include: Reserved park shelter, grassy areas, overflow parking, parking lot, sports fields, city owned buildings, city streets. Other use of the property outside the reserved facility/park are not subject to a charge and, therefore, the City of Troutdale is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

