



4400 NE Century Blvd., Hillsboro, OR 97124  
503-681-6120 office 503-681-6124 FAX

## Special Event Rental Packet

Thank you for choosing the City of Hillsboro Parks & Recreation for your special event. The purpose of this packet is to familiarize you with the rental process and help you understand everything you may need to host a successful special event in our community.

The Special Events Division of Hillsboro Parks & Recreation manages rentals in all parks, and at Jerry Willey Plaza at Orenco Station and Tom Hughes Civic Center Plaza. Please note all standard park shelter, pavilion and picnic area rentals need to be reserved by contacting the Administration Office at 503-681-5397.

For more information, please contact the Special Events Division at 503-615-3410.

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### A Parks & Recreation Facility Use Permit for Special Events is required for:

- Amplified sound or music
- Events in a park location not normally used for special events
- Groups/events of 50 or more in an unreserved area
- To be held when parks are normally closed
- Open to the public with possible ticketed admission and/or donations
- Alcoholic beverages
- Fireworks
- Open flame like a candlelight vigil
- Non-motorized vehicles in prohibited areas
- Vending activities

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### Rental Procedure

- Cash, check, Visa, MasterCard and Discover are accepted.
- 10% of the rental fee and a refundable \$250 damage deposit (if applicable) is required at the time the reservation is made.
- Balance is due 30 days prior to event date.
- Damage deposit, if applicable, will be refunded if facility and equipment are left in pre-event condition. The deposit will be refunded the following week if paid by credit card or within three weeks if paid by check or cash.
- A \$50/hour clean-up fee will be charged for any mess left in the rented area that requires extra staff time.

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### Cancellation Policy

- Cancellation should be made at the earliest possible date.
- Any rental cancellation will be charged a \$5 transaction fee to return the remaining rental fee to a credit card or by check.
- 50% of the rental fee will be assessed if you cancel within 72 hours of the reservation date.
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel a reservation.

## Rental Guidelines

- Permittee shall be responsible to maintain and protect the premises for the duration of the activity and shall return the premises to pre-event condition. Should the permittee fail to do so, permittee shall be responsible for the cost of all required labor and materials to restore the premises to the pre-event condition. The applicant and the applicant's group are solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage.
- Vehicular traffic of any kind is prohibited on any facility or in a park unless supervised by City staff.
- If others will not yield your reserved area to you when requested, please call the police non-emergency number 503-629-0111.
- No staples, tacks, tape or nails are allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters, other park structures, or trees.
- No staking in to the ground.
- Permission for amplified sound may be revoked at any time if deemed disruptive under Hillsboro Municipal Code 6.24.
- Alcoholic beverages are not permitted (without express written approval). This law is strictly enforced.
- Use of any tobacco products or vaping is not permitted. This law is strictly enforced.
- User groups may not sell food, beverages, or any items in the park without permission from the Parks & Recreation Department.
- Parks closed dusk to dawn (without express written approval).
- Motorized vehicles are prohibited except in parking areas (without express written approval).
- Dogs must be on leash and excrement must be removed from the park.
- There is no reserved parking (without express written approval). Parking is first come, first served.
- No dunk tanks, large inflatables or slip'n'slides permitted. Small inflatables and piñatas are permissible.
- Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

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## Additional Documents

In addition to the attached **Parks & Recreation Facility Use Permit for Special Events**, you may need one or more of the following in order to proceed with your special event planning:

- **A Certificate of Insurance** must be submitted to the Special Events Division prior to your event and is required for the following: caterer or food vendor preparing food in park; and/or rented tables, chairs, tents/canopies in the public right-of-way (public sidewalks or City-owned easements), portapotties, or other large structures or equipment. Permittee shall provide a certificate of insurance naming the City of Hillsboro and its elected and appointed officials, officers, agents, employees and volunteers as additional insured with endorsement that meets the City's insurance requirements. For specific insurance requirements, please contact City of Hillsboro Risk Management at 503-681-6455.
- An additional **Special Event Permit** is required by the Public Works Department for any event that requires access to or closure of the public right-of-way, including public sidewalks or City-owned easements. Examples of events that would require a Special Event Permit include:
  - Community events or festivals that require street closure
  - Parade
  - Street fair
  - Farmer's market
  - Bicycle or foot race

- If your event involves a gathering of more than 1,000 people; if it is an indoor event that exceeds the building's rated capacity; or there will be cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hookups, you need a **Public Safety Permit**; contact the City of Hillsboro Fire Department at 503-615-6746.
- If your event requires the full or partial closure of City streets, you need a **Traffic Control Plan and Narrative**; contact Public Works at 503-615-6509.
- If this event will require the full or partial closure of County streets, you need a **Washington County Temporary Road Closure and/or Event Permit**; contact Washington County at 503-846-7950.
- If this event requires the full or partial closure of State streets, you need an **Oregon Department of Transportation Permit**; contact ODOT at 1-888-275-6368.
- **Security Plan**, if applicable; contact the City of Hillsboro Police Department at 503-681-6190.
- If food will be prepared and/or served during your event, you need a **Washington County Temporary Restaurant License and/or Food Handler Certificate**; contact Washington County Health Department at 503-846-8722.
- If serving alcohol during your event, you need an **Oregon Liquor Control Commission Permit**; contact the OLCC at 503-872-5200.
- Please note that all additional documents will be due a minimum of 30-days prior to the event. If all requirements are not met two weeks prior to event date, additional fees may be added and/or there is a risk that event will not be approved.



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### Special Event Rental Rates

All rentals with more than 50 guests require a Facility Supervisor Safety Monitor at the rate of \$40/hour per supervisor (Special Events staff to determine the number of facility supervisor based on attendance size).

All rental rates to be negotiated by staff and subject to change. The City reserves the right to make changes based on event needs.

<b>TIER 1</b> Free Public Events	<b>TIER 2</b> Public Events that Generate Sales/Donations	<b>TIER 3</b> Public Events with Fenced Entry Point or Fee	<b>TIER 4</b> Exclusive/Private Events
<b>Events with:</b> <ul style="list-style-type: none"> <li>No sales</li> <li>No registration fees</li> <li>No entry fees</li> <li>No donations/pledges</li> <li>No fence</li> <li>No alcohol</li> </ul>	<b>Events with:</b> <ul style="list-style-type: none"> <li>Sales</li> <li>No Registration fees</li> <li>No Entry fees</li> <li>Donations/pledges may be taken</li> <li>No admission fence except where OLCC may require</li> <li>May have alcohol</li> </ul>	<b>Events with:</b> <ul style="list-style-type: none"> <li>Sales</li> <li>Registration fees</li> <li>Entry fees</li> <li>Fence</li> <li>May have alcohol</li> </ul>	<b>Events with:</b> <ul style="list-style-type: none"> <li>Closed to the public</li> <li>With or w/out fence</li> <li>May have alcohol</li> <li>Other special conditions</li> </ul>
<b>FEE</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>
Fees will vary	\$70/hr or \$385/day Refundable Deposit \$250	\$750/day Refundable Deposit \$250	\$250/hr or \$1,000/day Refundable Deposit \$250
<b>Day-Before/After-Event Load-in/Load-out</b> Events that load-in the day before/load-out after the actual event will be charged accordingly. Security must be provided at your expense to supervise any equipment left in the park overnight as equipment may not be left unsupervised.			
N/A	\$200 = 5 hours or less \$385 = More than 5 hours	\$375 = 5 hour or less \$750 = More than 5 hours	\$250/hr or \$1,000/day

Potential Additional Charges (to be determined based on event needs):

**Facility Clean-Up, 2000-4000 Spectators**

Parks Maintenance  
\$1,000

**Hillsboro Police Services** Police \$90/hr

**Hillsboro Fire Services**

Fire Marshal Standby TBD

**Facility Maintenance Services**

Facility Electrician \$45/hr  
 Facility Technician \$35/hr



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**Parks & Recreation Facility Use Permit for Special Events**  
**Must be submitted a minimum forty-five (45) days prior to event.**  
**Please do not submit with incomplete information.**

**Desired Facility:**

- Jerry Willey Plaza at Orenco Station                       Park (list park: \_\_\_\_\_)
- Tom Hughes Civic Center Plaza

**Contact Information**

Name of Renter:		Business/Organization Name:		
Address:		City:	State:	Zip:
Main Phone:		Email:		
The Renter is:		<input type="checkbox"/> Individual	<input type="checkbox"/> Non-profit Organization	<input type="checkbox"/> Business /Corporation
Contact Person Day-of Event (must be present throughout the duration of the event. Does not need to be same as the renter):				
Day-of Phone:		Event/Business Website:		

**Event Information**

Name and Description of Event (including event sponsors):				
Please Specify Event Location(s) (eg. performance platform, shelter, picnic area; see park map):				
Target Audience:		Expected Attendance:		First-time event? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date(s) Requesting:	Event Hours:		Event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Arrival/Load-In Begins:		Load-Out Ends/Departure:		
Will any fees be charged? (e.g admission fees, sales of food/alcohol/goods, donations) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe amount, registration process, and type of fee:				

Will a caterer be used? Yes <input type="checkbox"/> No <input type="checkbox"/> Will food vendors be present, or will food of any type be sold? Yes <input type="checkbox"/> No <input type="checkbox"/> Will propane be used? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes to either, please list caterer/vendor(s):	
Other onsite event vendors:	
Sound amplification of any kind? Yes <input type="checkbox"/> No <input type="checkbox"/> DJ or Live Music? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes to either, please describe duration and times of amplified sound and/or music:	
Serving alcohol? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>See alcohol policy. Must comply with OLCC. Alcohol is not permitted at parks or shelters without prior approval.</i>	
Use of candles, heating appliances, or open flame? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Must also submit Public Safety Permit through Fire.)</i> Please describe:	
Use of tents, canopies, bounce houses, and/or other structures or specialty equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Must also submit Public Safety Permit through Fire.)</i> Please describe:	
Please list any equipment you anticipate bringing (stage, portapotties, fencing, etc.):	
Will you be using private security? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will medical staff be onsite? <input type="checkbox"/> Yes <input type="checkbox"/> No
Need water: Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>*Only where accessible. Not every location has water.</i>
Need power: Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>*Only where accessible. Not every location has power.</i>
Road closure: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Must also submit Special Event Permit Application through Public Works.)</i> If yes, what roads:	

***\*Please attach and include a site plan of your intended use for review. This is required for all special event rentals.***

The applicant certifies that the information in this permit application is correct and complete. The permit may be revoked if the information is incorrect or incomplete; the event fails to comply with the attached rental packet information or with any condition set out on Exhibit A; or if the proposed activity no longer complies with the approval criteria because of a change in circumstance. The applicant will provide any additional information requested by the City. The applicant may need additional permits, licenses and insurance for the activity. The person signing this application represents the applicant.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Staff Signature:	Date Received :
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No      If no, comments:	