

## Rental Guidelines

- Permittee shall be responsible to maintain and protect the premises for the duration of the activity/ rental 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 at 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.** Tents and other items should be weighted down with sand bags or water barrels.
  - 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 prior 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 are open from dusk to dawn unless other permisison is given.
  - Motorized vehicles are prohibited except in parking areas without prior approval.
  - Dogs must be on leash and excrement must be removed from the park.
  - There is no reserved parking at the various parks and plazas. Parking is first come, first served.
  - No dunk tanks or slip'n'slides permitted. Small inflatables and piñatas are permissible with approval.
  - Any permitted special uses may be revoked for cause with no reimbursement of fees.
- 
- 

## Additional Documents

In addition to the ***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:

- The ***Public Works Department's Special Event Permit*** is required for any event that requires access to or closure of the public right-of-way, including public streets, sidewalks or City-owned easements. For more information, please contact **City of Hillsboro's Public Works** at **503-615-6509**. 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 requires the full or partial closure of City streets, you will also need to submit a ***Traffic Control Plan and Narrative***. For more information, please contact **City of Hillsboro's Public Works** at **503-615-6509**.

- 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**. **This application is included in this packet.** For more information, please contact the **City of Hillsboro's Fire Department** at **503-615-6746**.
- **Security Plan**, if applicable; for more information contact the **City of Hillsboro's Police Department** at **503-681-6190**.
- 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**.
- 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 may need an **Oregon Liquor Control Commission Permit**; you **must** contact the **Oregon Liquor Control Commission** at **503-872-5200**. Applicants needing a permit should submit their OLCC application to **Hillsboro Police Department** (250 SE 10th Avenue, Hillsboro, OR 97123 Office: 503-681-5364) for review. After an application has the Hillsboro Police Department's endorsement, the applicant needs to submit the application and OLCC fees to the OLCC office: **In person- 9079 SE McLoughlin Blvd. Portland, OR 97222-7355; Mail- PO Box 22297 Milwaukie, OR 97269-2297.**
- 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.

#### **Event Insurance**

- A **Certificate of Insurance** must be submitted prior to your event and is required for the following: caterer or food vendor preparing food in park; alcohol on-site; rented tables, chairs, tents/canopies, portapotties, or other large structures or equipment on-site. 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's Risk Management Department** at **503-681-6455**.
- If you need help acquiring event insurance, the City of Hillsboro partners with **Event Helper** to provide individuals with insurance during their rental. Please visit this link to receive an insurance quote and/or to go through the step by step process.

#### **Facility Supervisor**

- A Facility Supervisor may be required at your event. The Supervisor will be responsible for providing access to electrical/water hookups, monitoring the event, ensure park rules are being followed, inspection of facility following the event, and securing the facility.