



4400 NE Century Blvd., Hillsboro, OR 97124
Office Phone:(503) 681-6120

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 permitted 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 503-681-6120.**

For more permitting information, please contact 503-681-6120.

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

- Amplified sound or music
 - Events in a park location not normally reserved 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 (sales vendors, food vendors, food carts)
-
-

Rental Procedure

- Cash, check, Visa, MasterCard and Discover are accepted.
 - The refundable \$250 deposit is required at the time the reservation is made.
 - Full balance is due 30 days prior to event date.
 - \$250 deposit will be refunded if facility and equipment are left in pre-event condition and the renter is compliant with the stated policies and procedures. 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.
-
-

Cancellation Policy

- Cancellations should be made at the earliest possible date.
- 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/ 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 bounce houses, inflatables, dunk tanks or slip'n'slides permitted.
- 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**.
- 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.

Special Event Permit Rates

All rental rates to be negotiated by Special Events staff and are subject to change. The City reserves the right to make changes based on the event scope and size. Additional fees to be determined based on event scope and size.

Facility Use Fees

Tier 1 Public Event with 50+ Attendees	Tier 2 Public Event with 50+ Attendees, Accepting Sales/Donations	Tier 3 Public Event with 50+ Attendees, Fenced Entry Point, or Admission Fee	Tier 4 Private/Exclusive Events
Events with: <ul style="list-style-type: none"> No sales No Registration and/or Admission Fees No admission fees No Donations and/or Pledges No fenced entry/grounds No alcohol 	Events with: <ul style="list-style-type: none"> Sales No Registration and/or Admission Fees Accepting Donations and/or Pledges No fenced entry/grounds except where OLCC may require May have alcohol 	Events with: <ul style="list-style-type: none"> Sales Registration and/or Admission Fees Accepting Donations or Pledges Fenced entry/grounds May have alcohol 	Events with: <ul style="list-style-type: none"> Not open to the public With or without fence May have alcohol Other special conditions/requests
Tier 1 Rates	Tier 2 Rates	Tier 3 Rates	Tier 4 Rates
Park Fee: \$35/hour (Up to 5 Hours); \$175 (5.5 hours+)	Park Fee: \$70/hour (Up to 5 Hours); \$385/day (5.5 hours+)	Park Fee: \$150/hour (Up to 5 Hours); \$750/day (5.5 hours+)	Park Fee: \$250/hour (Up to 5 Hours); \$1,100/day (5.5 hours+)
Refundable Deposit: \$250	Refundable Deposit: \$250	Refundable Deposit: \$250	Refundable Deposit: \$250

Non-Profit Discount:

A qualifying non-profit organization engaged in charitable, educational, civic, youth and faith-based activities can receive a 50% discount on the above Facility Use Fees. All other additional fees will **not** receive this discounted rate regardless of applicant's status. An applicant must submit proof of Exemption under Section 501(c)(3) of the Internal Revenue Code or current registration with the Oregon Attorney General as a charitable organization.

Additional Fees (to be determined based on event scope and size):

Parks Maintenance Cleaning Services \$1,000 <i>*Required for events with attendance size of 4,000+</i>	Hillsboro Fire Services Fire Marshall On-Site Fees to be determined
Hillsboro Police Services Police Officer(s) On-Site \$90/hr.	Facility Maintenance Services Facility Electrician \$45/hr. Facility Technician \$35/hr.
Electrical Spider Box Fee Non-Profit Organization: \$25 Flat Fee General Public: \$50 Flat Fee	Facility Supervisor Services Facility Supervisor On-Site \$40/hr.



4400 NE Century Blvd., Hillsboro, OR 97124; Office Phone: (503) 681-6120

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

Applicant's Name:		Business/Organization Name:		
Address:		City:	State:	Zip:
Main Phone:		Email:		
Applicant 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:	Public Event Hours:		Event open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Arrival/Setup Begins:		Tear Down 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 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"/> Please describe schedule and type 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"/> Please describe:	
Will you be fencing in your event footprint? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Use of tents, canopies, and/or other structures or specialty equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/>	Will medical staff be onsite? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Need access to water hook-up? Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>*Only where accessible. Not every location has water.</i>
Need access to electrical outlets? 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"/> (Must also submit Special Event Permit Application through Public Works.) If yes, what roads:	

****Please attach and include an event site map of your intended use for review. This is required for all special event rentals. Materials will not be submitted to permitting team without an event site map.***

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 if the proposed activity/event no longer complies with the approval criteria because of a change in circumstance. The applicant will provide any additional information requested by the City of Hillsboro. The applicant may need to apply for additional permits, licenses and insurance for the activity/event. 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 <input type="checkbox"/> If no, comments:	



PUBLIC SAFETY PERMIT APPLICATION

SUBMIT COMPLETED APPLICATION TO: FIREPREVENTION@HILLSBORO-OREGON.GOV

A Public Safety Permit is required for all indoor and outdoor events that utilize an area or space outside of its standard use and/or if the event is being held by an organization that does not normally utilize the intended event space.

All permit applications are reviewed by the City of Hillsboro Fire and Rescue Department and subject to conditions of approval by the Fire Marshals Office.

Public Safety Permit applications **must be submitted a minimum of 30 days before the event.** Only completed applications will be considered including required layout, maps, and drawings.

CROWD MANAGER CERTIFICATES

Crowd Manager Training aims to make public gatherings safer by teaching event staff how to manage crowds at events. Trained crowd managers must comply with the Oregon Fire Code as amended by the City of Hillsboro. The code requirement intends to ensure that an adequate number of people on staff are trained to avoid an emergency if possible and react appropriately should an emergency occur.

Indoor events with 500 people or more:

Two (2) crowd managers are required with one (1) additional crowd manager for every 250 people beyond 500 people.

Examples: For an event with 500 people: Two (2) crowd managers required
For an event with 750 people: Three (3) crowd managers required
For an event with 1,000 people: Four (4) crowd managers required

Outdoor events with 1,000 people or more:

Four (4) crowd managers are required with an additional one (1) crowd manager for every 250 people beyond 1,000 people.

Examples: For an event of 1,000 people: Four (4) crowd managers required
For an event of 1,250 people: Five (5) crowd managers required
For an event of 1,500 people: Six (6) crowd managers required

Training is available online and through colleges, universities, state agencies, and private companies. Training program costs may vary.

Crowd Manager certificates must be submitted with the Public Safety Permit application or the application will be denied.

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



EVENT INFORMATION

EVENT NAME: _____

EVENT DATE: _____

START/END TIME: _____

EVENT TYPE & PURPOSE: _____

VENUE ADDRESS: _____

BUILDING/ROOM (IF APPLICABLE): _____

ANTICIPATED NUMBER OF PARTICIPANTS (INCLUDING ATTENDEES): _____

EVENT HELD BEFORE? YES NO

APPLICANT INFORMATION

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

PHONE: _____

FAX: _____

EMAIL: _____

EMERGENCY CONTACT NAME: _____

PHONE: _____

RETURN PERMIT BY: EMAIL FAX MAIL OTHER: _____

By signing below, I certify that the information I provided is complete and accurate to the best of my knowledge. I understand that knowingly withholding information or providing false information may lead to the cancellation of the event and/or the denial of future permit applications.

APPLICANT SIGNATURE: _____ DATE: _____

FOR DEPARTMENT USE ONLY

FIRE DEPARTMENT: _____

N/A APPROVED DENIED

DENIAL REASON: _____

PERMIT NUMBER: _____

POLICE DEPARTMENT: _____

N/A APPROVED DENIED

DENIAL REASON: _____

Fire & Rescue Department

Mail 240 S 1st Ave, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web Hillsboro-Oregon.gov/Fire



VENUE/FACILITY INFORMATION

VENUE NAME: _____

VENUE MANAGER: _____

PHONE NUMBER: _____

VENUE EMERGENCY CONTACT: _____

PHONE NUMBER: _____

EVENT ACTIVITIES

DESCRIBE THE EVENT IN DETAIL:

(IF APPLICABLE) DESCRIBE YOUR TRAFFIC PLAN AND ATTACH A MAP:

A traffic plan describes the travel routes into and out of the event venue, traffic control, congestion, etc.

(IF APPLICABLE) DESCRIBE YOUR PARKING PLAN AND ATTACH A MAP:

A parking map describes where vehicles will be parked, entry/exit routes, emergency vehicle access, etc.

ANY SPECIAL REQUESTS OR NEEDS? (REQUESTS MAY BE SUBJECT TO REVIEW BY LAW ENFORCEMENT)

EMERGENCY MEDICAL SERVICES INFORMATION

WILL THERE BE AN AUTOMATED EXTERNAL
DEFIBRILLATOR (AED) ON-SITE? YES NO

LOCATION(S): _____

WILL APPLICANT PROVIDE EMERGENCY MEDICAL
SERVICES (EMS) ON-SITE? YES NO

TYPE OF EMS PROVIDER(S): _____

LOCATION(S) – [INCLUDE ON MAP]: _____



EVENT INCLUSIONS

Check the box(es) below for any of these items that may be present at or part of the event. Provide details.

<input type="checkbox"/> MOTOR VEHICLES INSIDE THE BUILDING DESCRIBE:	<input type="checkbox"/> ELECTRICAL USED DESCRIBE:
<input type="checkbox"/> COOKING DESCRIBE:	<input type="checkbox"/> LIVE ENTERTAINMENT (BAND/CONCERT/ETC) DESCRIBE:
<input type="checkbox"/> FIREWORKS/SPECIAL EFFECTS DESCRIBE:	<input type="checkbox"/> PRIVATE SECURITY DESCRIBE:
<input type="checkbox"/> HEATING APPLIANCES DESCRIBE:	<input type="checkbox"/> CROWD MANAGEMENT DESCRIBE:
<input type="checkbox"/> CANDLES DESCRIBE:	<input type="checkbox"/> WEAPON SALES/DEMONSTRATIONS DESCRIBE:
<input type="checkbox"/> OTHER OPEN FLAME DESCRIBE:	<input type="checkbox"/> SOUND AMPLIFICATION DESCRIBE:
<input type="checkbox"/> ALCOHOLIC BEVERAGES DESCRIBE:	<input type="checkbox"/> FOR-PROFIT EVENT DESCRIBE:

USE OF:	DECORATIVE MATERIALS ON:
<input type="checkbox"/> TENTS DESCRIBE:	<input type="checkbox"/> WALLS DESCRIBE:
<input type="checkbox"/> CANOPIES DESCRIBE:	<input type="checkbox"/> CEILINGS DESCRIBE:
<input type="checkbox"/> FLAME-RATED TENTS/CANOPIES DESCRIBE:	<input type="checkbox"/> OTHER DESCRIBE:
<input type="checkbox"/> OTHER DESCRIBE:	



