



## SPECIAL EVENT PERMIT APPLICATION

*For Official Use Only*

Permit No.:	Date Received:	Staff:
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Event Name \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Applicant/Organizer Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Primary Contact Phone \_\_\_\_\_

Preferred Contact Method:  Phone  Email  Postal Mail

### Event Information

Event Setup & Takedown: From \_\_\_\_\_ at \_\_\_\_\_ To \_\_\_\_\_ at \_\_\_\_\_  
Beg. Date Beg. Time End Date End Time

Event Date(s): From \_\_\_\_\_ at \_\_\_\_\_ To \_\_\_\_\_ at \_\_\_\_\_  
Beg. Date Beg. Time End Date End Time

Event Location \_\_\_\_\_

Has this event been held in the past?  Yes  No Estimated No. of Participants \_\_\_\_\_

Will the event require sound amplification?  
 Yes  No; if so, what times(s)? From \_\_\_\_\_ to \_\_\_\_\_  
Beg. Time End Time

Type of sound amplification \_\_\_\_\_

### Submittal Requirements Checklist *(see City of Hillsboro Special Events Permit Guidelines)*

- Certificate of Liability Insurance and Additional Endorsement document
- Security Plan (may be required; consult with Hillsboro Police Department)
- Sanitation Plan
- Proof of Event Notification to Affected Businesses and/or Residents

Will this event take place on the Civic Center Plaza or the Gordon Faber Recreation Complex?  
 Yes  No (if yes, attach a Civic Center Plaza Activity Permit or GFRC Use Permit; consult with Hillsboro Parks & Recreation)

## SPECIAL EVENT PERMIT APPLICATION (CONTINUED)

Does this Special Event involve a gathering of more than 1,000 people; is it an indoor event that exceeds the building's rated capacity; or will there be cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hookups?

Yes    No (if yes, attach a Public Safety Permit; consult with Hillsboro Fire Department)

Will this event require the full or partial closure of City streets?

Yes    No (if yes, attach detailed Traffic Control Plan and narrative)

Will this event require the full or partial closure of County streets?

Yes    No (if yes, attach Washington County Temporary Road Closure and/or Event Permit)

Will this event require the full or partial closure of State streets?

Yes    No (if yes, attach ODOT Permit)

Will the applicant need additional moving traffic control assistance from the City of Hillsboro Police Department?

Yes    No (if yes, contact City of Hillsboro Police Department)

Will food be prepared and/or served during the Special Event?

Yes    No (if yes, attach Washington County Temporary Restaurant License and/or Food Handler Certificate)

Will alcohol be served during the Special Event?

Yes    No (if yes, attach Oregon Liquor Control Commission Permit)

Will the Special Event require use of electricity in the public right-of-way?

Yes    No (if yes, attach Electrical/Power Plan)

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### Acknowledgment and Indemnification

I hereby acknowledge and understand that filing this application for a special event permit does not entitle me to begin the special event described herein in Hillsboro until a City Permit has been granted. Under penalties of false swearing, I hereby affirm that the information contained in this application, and any attachments hereto, is true, complete, and accurate. I hereby agree to abide by the laws of the United States, the State of Oregon, and the ordinances of the City of Hillsboro as they relate to the special event and related activities.

I hereby agree to indemnify, defend, and hold harmless the City and its elected and appointed officials, officers, agents, employees, and volunteers thereof against any and all claims, suits, judgments, actions, damages, losses, costs, and expenses whatsoever, including without limitation attorneys' fees and costs or expenses incidental to the investigation and defense of claims and lawsuits arising from damage to property, injury of death of persons, or any other damage sustained by any person, firm or corporation, resulting in whole or in part from any wrongful or negligent act, omission, breach, default or conduct of myself, my company, its agents, contractors, subcontractors, servants, licensees or employees, or in any manner arising from exercising the rights, privileges and franchise granted by a special event permit issued by the City. In accepting such permit, I recognize that I, as permittee, shall pay all judgments, along with costs, counsel fees, and expenses, which may be obtained against the City related to any such claim. The above indemnification shall not apply to any judgment of liability resulting from gross negligence or willful misconduct of the City.

**SPECIAL EVENT PERMIT APPLICATION  
(CONTINUED)**

NOTE \_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant/Special Event Organizer

\_\_\_\_\_  
Date

**Development Services & Permitting Center**

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)

# GUIDELINES FOR SUBMITTAL-SPECIAL EVENT PERMIT

## Description

The Special Event Permit is required 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:

- Parade
- Street fair
- Farmer's market
- Bicycle or foot race

Recurring events are required to submit a Special Event Permit Application for each season or calendar year of operation.

## Permit Application Requirements

To apply for a Special Event Permit, an applicant must submit the following items:

- A completed and signed Special Event Permit Application Form
- Certificate of Liability Insurance, with City of Hillsboro as additional insured
- Security Plan, if applicable (contact City of Hillsboro Police Department)
- Sanitation Plan
- Proof of Event Notification to Affected Businesses and/or Residents (see attached example letter)
- Civic Center Plaza Activity Permit
  - Required when the event takes place at the Tom Hughes Civic Center Plaza (contact City of Hillsboro Parks and Recreation for more information)
- Gordon Faber Recreational Complex Use Permit
  - Required when the event takes place at the Gordon Faber Recreational Complex (including Ron Tonkin Field, Hillsboro Stadium, and softball fields; contact City of Hillsboro Parks and Recreation for more information)
- Public Safety Permit, if applicable (contact City of Hillsboro Fire Department)
- Traffic Control Plan (see State of Oregon 2011 Temporary Traffic Control Handbook for guidance. Applicant shall provide traffic control equipment)
- Washington County Temporary Road Closure and/or Event Permit
  - Required when the proposed special event will require full or partial closure of County roads (see street map to identify roads that are under County jurisdiction)
- ODOT Permit
  - Required when proposed special event will require full or partial closure of State roads (see street map to identify roads that are under State jurisdiction)
- Washington County Temporary Restaurant License and/or Food Handler Certificate (if applicable)
- Oregon Liquor Control Commission Permit
  - Required when alcohol will be served during the special event
- Electrical/Power Plan

# GUIDELINES FOR SUBMITTAL-SPECIAL EVENT PERMIT

## (CONTINTUED)

- Required for special events that require the use of electricity (use of street lights as a source of power is prohibited unless otherwise approved by the City or PGE)

### Fees

The City currently does not charge a fee for Special Event Permits.

### Additional Special Events Permit Guidance

To increase likelihood of permit approval, reduce the risk for liability of the event organizer and City, and to promote a lawful, safe, and successful event, event organizers must address and adhere to the following (presented in alphabetical order). Please note that the following guidelines and conditions may not apply to all events. City permitting staff are available to provide more information and assistance.

- **Accessibility:** During all events held within City-owned rights-of-way, all sidewalk handicapped accesses must be kept clear and all handicapped parking places remain available unless located on a street that has been permitted for closure. Applicants are advised to review and comply with the Americans with Disabilities Act.
- **Animal Control:** All events are expected to comply with City animal control and County Health regulations.
- **Barricades:** Barricades to block the street should be obtained by the event organizer and detailed on the traffic control plan. Many local companies rent these devices.
- **Emergency Access:** For public safety, organizers must provide ample clearance for emergency vehicle and apparatus access at events. Please include a diagram showing the proposed streets to be closed/blocked and the configuration of any vendor booths, stages, or other temporary structures to be placed for event purposes. The plan should include a minimum 20-foot-wide emergency access lane that shall remain open at all times. Please contact the City of Hillsboro Fire Department for more information.
- **Emergency Medical Response:** Based on the type of event being proposed, the City may require the presence of emergency/medical responders at the expense of the event sponsor. Please contact the City of Hillsboro Fire Department for more information.
- **Entertainment and Amplified Sound:** All events, including those that use amplified sound and entertainment, must adhere to all guidelines in the City's noise ordinance, Hillsboro Municipal Code Section 8.24.
- **Notification of Affected Properties:** When an event proposes to close or block a street, the event organizer is responsible to notify property owners fronting or abutting the street and properties whose only access is affected by the proposed closure. Please include a description or copy of the notification in the application. Exemptions may be approved for certain events.
- **Notification Signage:** When an event involves street closure, the following signage must be posted in advance, unless otherwise approved by the Engineering Division:
  - Street Closure - post City-approved notification sign seven days in advance of event indicating dates and time of closure.
  - No Parking - post "no parking" signs a minimum of 24 hours in advance of the event if parking is normally allowed in the area of the street to be closed.
- **Other Agency Permits:** The event sponsor is responsible for obtaining permits from other governmental agencies when the event involves activities that utilize non-City controlled streets, rights-of-way, or properties.

# GUIDELINES FOR SUBMITTAL-SPECIAL EVENT PERMIT

## (CONTINTUED)

- Sanitation: For events with activities in the right-of-way, event organizers are to provide the City with a basic description that addresses provisions for restrooms, garbage disposal, post-event cleanup, and recycling. Event organizers are required to return City right-of-way to original condition free of any litter or debris. If there will be food preparation, sanitation descriptions need to include provisions for disposing of cooking waste. Discharge of cooking waste into the storm sewer is strictly prohibited
- Security: Event organizers are required to describe event security and public safety provisions. The City may require the use of trained security personnel or the Hillsboro Police Department. Events that require the presence of Hillsboro police officers may be subject to fees. Contact the City of Hillsboro Police Department for more information.
- Special Conditions: The City reserves the right to impose special conditions on events to ensure the safety of spectators, participants, City-owned property, City employees, the environment, the general public, or any other potentially affected area that impacts the livability of the City of Hillsboro.

### City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro Public Works permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately 10 business days. However, to mitigate for unforeseen delays in the review process, it is recommended that a Special Event Permit application be submitted at least 30 days prior to the scheduled event date. If a Special Event is new or is changing significantly from prior events, it is recommended that the Special Event Permit Application be submitted no less than 60 days prior to the scheduled event date. In either case, event organizers are advised to not publicize their event until after City approval of the Special Event Permit Application.

### Inspections

No less than 24 hours before the permitted special event will begin, the applicant must schedule a pre-inspection with a City inspector to review the project work plan and ensure the traffic control features have been correctly installed. No more than 24 hours after the special event has been completed, the applicant must schedule a post-event inspection with a City inspector to ensure the event site has been cleaned up and traffic control measures have been removed.

# GUIDELINES FOR SUBMITTAL-SPECIAL EVENT PERMIT (CONTINTUED)

## **Proposed Special Event**

*Property Owner Notification Letter*

*[Event organizers may use this letter to notify property owners fronting or abutting the proposed street to be closed or blocked. If this form is used, please provide one completed copy in the application packet.]*

We are applying for a permit from the City of Hillsboro to temporarily close or block the street for the purpose of holding a special event. As part of the application process, we are providing you with the following information:

Name of event and group or organization hosting the event: \_\_

Name of street and/or cross streets to be used/closed/blocked: \_\_\_\_\_

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Dates and times of event: \_

Details of event (expected attendance, live music, alcohol sales, etc.):\_

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Event coordinator name, email and phone #: \_\_\_\_\_

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Comments/additional information: \_

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If you have questions, comments or concerns about this event, you may contact the event coordinator identified above, or contact the Development Services and Permitting Team.

### **Development Services & Permitting Center**

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