



City of Tualatin

Special Event Permit Supplemental Information

To promote success and ensure safety at local events, the City of Tualatin requires event organizers to complete a Special Event Permit. A Special Event Permit must be completed if the event involves a large group of people (compared to the usual occupancy of the site), and:

- Is advertised to the public and does not occur regularly on the site or
- Impacts use of City streets (including curb or parking lane), sidewalks, and public rights-of-way, or
- Uses City facilities or property (i.e. city buildings, parks, and parking lots.)

EVENT INFORMATION

Name of event: _____ Date(s) of Event _____

Event Location _____

1. Are patron admission, entry or participant fees required? What is the fee?

2. Is the event open to the public? How will it be marketed?

3. Are City resources requested? Include information regarding equipment needed or personnel required. Be as specific as possible. The event holder is required to reimburse the city for its direct expenses in providing event support. **Events held on legal holidays may have special rules or restrictions.**



4. Are street closures requested? The blocking of City streets requires the City's permission and has specific requirements. It is the responsibility of the event organizer and at the organizers expense to obtain the required temporary traffic control devices for the event. The organizer should contact a traffic control company to obtain the correct type of devices required for the event. **Events held on legal holidays may have special rules or restrictions.** If street closures are requested, please include a detailed map which shows locations of volunteers and certified flaggers.

5. Will alcohol be consumed, distributed, or sold at this event? Describe how alcohol will be distributed and by whom.

In Oregon, a state liquor license **is needed** at special events where:

- Alcohol will be sold.
- Alcohol is available (but not being sold), and you are charging or accepting donations of for admission, or where payment is required to attend the event

Contact the Oregon Liquor Control Commission (OLCC) office regulating Washington County to learn more about the requirements of a Temporary Sales License (TSL). 503-872-5070. You will be required to submit a copy of your OLCC license prior to receiving Special Event Permit approval.

A City of Tualatin Alcohol Permit is also required. You can apply for an alcohol permit by visiting the Juanita Pohl Center located at 8513 SW Tualatin Rd between 8am and 5pm, Monday through Friday.



6. Will food be consumed, distributed, or sold at this event? List types of food and companies providing food.

A temporary restaurant license is required when food is prepared or served for consumption by the public at events. You will be required to submit a copy of your Washington County Temporary Restaurant License prior to receiving a Special Event Permit approval. Washington County Department of Health and Human Services 503-846-8722, EnvironmentalHealth@co.washington.or.us

7. Will there be canopies or tents?

List all tents you intend to use. Indicate the size, type, and purpose of each tent. Specify their locations on the site plan and when they will set up and removed.

Stakes are not allowed to be used in the parks. Appropriate tent weights must be used to ensure tent safety. Tualatin Valley Fire and Rescue (TVF&R) have specific rules and regulations regarding tents and temporary canopy structures. It is the responsibility of the event organizer to comply with the rules and to obtain any special permits from TVF&R that are required for their event.



8. Will there be vendor booths?

- Non Food vendors: Include a list of the names, addresses and phone numbers of all vendors so the City can determine the appropriate permits and inspection requirements.
- Food Vendors: List each food vendor name, address, and phone number that you expect will participate in your event. Ensure that each vendor has a permit and complies with all Washington County Health and Human Services requirements.

9. Will there be product, merchandise, or service sales? Sales of any kind are prohibited unless approved by the City of Tualatin. List all proposed sales and marketing vendors.

10. Will there be bleachers, stages, fencing, or other structures? Specify on a site plan the location of any structures that will be erected at your event.



11. Will there be inflatable attractions, games or rides? Inflatable attractions are prohibited in City parks. Please list any other attractions, games or rides planned for the event.

12. Will there be animals? List any animals that will be at the event. Additional insurance may be required.

13. Will there be generators? Show on a site map where all generators will be located. Tualatin Valley Fire and Rescue (TVF&R) have specific regulations regarding generator placement and safety. It is the responsibility of the event organizer to contact TVF&R to make sure that they are compliant.

14. Do you plan to provide portable toilets? If portable toilets are needed please indicate how many you intend to provide and specify on a site plan their location.

15. Will there be security staff? Indicate all public safety personnel (private security, police, EMS) which will be used, if any. The event organizer is responsible for providing adequate security for the event as well as maintaining perimeter and site control. If a professional security company is used, please list the company name, contact person and phone number. Expenses incurred by the City as a result of calls for service to the event, above and beyond routine calls, will be billed to the event applicant.

16. Will there be volunteers? Indicate how many volunteers and what their duties will be.



17. Will there be amplified sound? Will the sound be live, DJ, or PA system? Restrictions apply depending on event site. A Noise Variance permit may be required. List types of sound that will be used.

18. Will you need access to water? Indicate the location of the water source that will be used at the event area. Also indicate on the site plan where the water source is located.

19. Will you need access to power? Indicate the location of the electrical source that will be used at the event area. Also indicate on the site plan where the electrical source is located.

20. Will you be renting a shelter or other facility? Complete the shelter reservation form and submit with special event permit application.

21. Will there be any signs, banner, decorations, or special lighting? Temporary signage is allowed provided that signs do not present a tripping hazard or inhibit the use of the park or public spaces for other users. Signs must be taken down immediately following the event. Please do not tie or staple signs to trees, the bridge, or other public facilities. Please use stand-alone A-frame signage or sidewalk chalk. Do not use spray paint to mark any surface. Describe signage plan.



Event permit Checklist

- Completed application including signature on last page?
- Site plan attached? Including location of any:
 - Street closures
 - Vendor tents
 - Alcohol Sales
 - Special structures such as bleachers, stages, fencing, etc
 - Generators
 - Portable toilets
 - Security staff
 - Source of amplified sound
 - Access to power
 - Access to water
- Parking plan (if required)
- Insurance certificate attached?
- Permit fee included? (see below)
- Any special permits required included?
 - TVF&R Temporary Canopy permit
 - OLCC Temporary Liquor License
 - City of Tualatin Alcohol Permit
 - Noise Variance permit
 - Washington County Temporary Restaurant License

*Please do not market or promote an event until a Special Event Permit has been issued.

*Approval for events held on Tigard, Durham, or other agency's roads, pathways and property must be obtained from those agencies.

Fee Schedule for runs and walks

Check	Participants	Fee
	1-199	\$100
	200-499	\$150
	500-799	\$250
	800-999	\$300
	1000-1499	\$400
	1500-1999	\$500
	2000+	\$1000