



EVENT PERMIT APPLICATION

Please remit to:

CITY OF TROUTDALE

104 SE Kibling Avenue, Troutdale, OR 97060 - (503) 665-5175

www.troutdale.info

*Permit required for all Community Events; Special Events; and Events of City-Wide Interest.
Application must be submitted at least 60 days prior to event day.*

I. Applicant Information

Applicant Name: _____

Applicant Organization (If any): _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell: _____ Fax: _____

Email: _____

II. Event Information

This event is a (check all that apply):

Parade Festival Concert Sales Event Other _____

Name of Event/Purpose: _____

Description of Event: _____

Date/s of Event: _____ Starting Time: _____ Ending Time: _____

Estimated Attendance per Day: _____

III. Site Map

A SITE MAP OF YOUR EVENT MUST BE INCLUDED WITH YOUR APPLICATION.

This site map must show/identify street, sidewalk, and proposed parking use restrictions/closures, and also show location of stages, fences, vendor/exhibit booths, beer/wine garden, portable toilets, lighting, and trash/recycle containers, etc.

IV. Transportation Impacts

A TRAFFIC CONTROL AND PARKING PLAN MUST BE INCLUDED WITH YOUR APPLICATION.

Traffic Control Plan – Indicate street closures, sites of barricades and detour signs, traffic flow, and where traffic control personnel will be stationed.

Parking Plan – Indicate proposed parking areas to meet parking capacity needs.

Public Works Permit - Contact Troutdale Public Works, 342 SW 4th Street, or call (503) 674-3300 to obtain a permit for city street closures.

County Road Closure Permit - Contact Multnomah County, Department of Community Services, Land Use and Transportation Program at (503) 988-3582.

State Road Closure Permit - Contact ODOT at (503) 665-4006.

Applicant will be responsible for notifying in writing affected businesses, residents, TriMet, and emergency services impacted by the road closure. Proof of notification should be included with this application.

V. City Park and Building Reservations

Contact the Troutdale Community Development Department, 104 SE Kibling Avenue, or call (503) 674-7262 to obtain a City Park Use Permit or City Facility Use Permit.

VI. Other Permits/Licenses & Considerations

1. Will food be served at your event? Yes _____ No _____

Health Department Permits - It is the applicant's responsibility to ensure that all activities associated with the preparing and/or dispensing of food and drink products meet all applicable codes and permits, including but not limited to the requirements of the Multnomah County Health Department at (503) 988-5257.

2. **Fire Marshal Permits** – It is the applicant's responsibility to ensure that required permits are obtained from the Fire Marshal's office. Contact the City of Gresham Deputy Fire Marshal at (503) 618-2344.

3. Will alcoholic beverages be available at your event? Yes _____ No _____

Liquor License – If alcohol is sold or consumed: (1) If you have a current liquor license check with the Oregon Liquor Control Commission (OLCC) to see if your license will cover this event; if not you must obtain an application from OLCC (503-872-5000); (2) submit the application form to the City of Troutdale for approval (fee required);

(3) submit the application to OLCC for their approval and issuance of your liquor license; and (4) event insurance and liquor liability insurance requirements listed below in Section VIII – Insurance must be met. Alcohol monitors and on-site security is required.

State of Oregon Liquor License # and/or date of application: _____

4. Will there be any live entertainment or music at your event? Yes ____ No ____

If so, what times will the performances take place each day?

Date	Start Time	Finish Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Noise Variance Permit/Outdoor Amplified Sound Park Permit - If event will have amplified sound, you may be required to complete a Noise Control Variance Application, describing what you intend to do at this event. The Police Department will determine if a variance is necessary or not. If the event will be held in a City park, you are required to complete a Special Park Use Permit Outdoor Amplified Sound form. Contact the City at (503) 674-7262 for information.

5. **Business License/Temporary Park Vendor License** – A City of Troutdale Business License or Temporary Park Vendor License may be required for all vendors participating in the event. Contact the City at (503) 674-7262 for information. (Business License takes 2 – 3 weeks to process).

6. **Sign Permit** – If you plan to display signs or banners advertising the event, you will need to complete a Sign Permit application. Contact the City at (503) 674-7262 for information.

7. Will additional electrical wiring be installed for your event? Yes ____ No ____

8. Will your event require restroom facilities? Yes ____ No ____

9. Have you arranged for security at your event? Yes ____ No ____

If so, who will be providing security: _____

10. Describe your plans for Emergency Medical Services: _____

11. **Clean-Up Plan** - Describe your plans for trash minimization and removal, including timelines. Include information as to the number, types and locations of all trash receptacles, a schedule for monitoring and emptying trash and recycling receptacles, and plans for cleaning up debris not placed in trash receptacles. Include information on any persons or entities who will be providing trash related services (attach additional sheets if needed).

VII. City Assistance

If City support and/or equipment services are required, please specify your request here. This includes police, operational equipment and/or grounds maintenance, technical assistance, traffic control personnel, traffic barricades or other devices, etc. **All applicable fees will be charged.**

VIII. Insurance

A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN APPROVED CERTIFICATE OF INSURANCE as outlined below.

Liability Insurance – Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person and \$1,000,000 for each occurrence involving property damage; or a Commercial General Liability (CGL) insurance policy with coverage limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. The sponsor agrees to maintain continuous coverage for the duration of the permit.

Liquor liability Insurance – Liability insurance is required for events involving the serving of alcoholic beverages. Liquor liability insurance or host liquor liability insurance shall provide coverage for not less than \$1,000,000 per occurrence. Higher limits may be required dependent upon the event type or as determined by the City’s Risk Manager.

City as Additional Insured – The liability insurance coverage shall name as additional insured the City of Troutdale and its officers, agents, and employees. The certificate of insurance should list the Certificate Holder as the City of Troutdale, 104 SE Kibling Avenue, Troutdale, Oregon 97060, and provide a description and dates of the event for which coverage is issued.

IX. Indemnification Agreement for Event Permit

Note: All applicants must sign this Indemnification Agreement.

Grantee acknowledges and agrees as follows:

In consideration of the City’s approval of this application for an event permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the

City of Troutdale, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Troutdale arising out of or in any way related to the special event for which permission is sought.

Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely and without reservation. Applicant agrees to abide by the terms and conditions contained herein.

Applicant Name (print or type): _____

Applicant Signature: _____ **Date:** _____

Submit completed original application, along with required attachments to:

Building Safety Department
104 SE Kibling Avenue
Troutdale, OR 97060
Phone 503 674-7229
Fax 503 667-0524
E-mail: jodi.rogers@troutdaleoregon.gov

FOR OFFICIAL USE:

Date Application Submitted: _____ Date Application Approved: _____

Event Permit No.: _____ Approved By: _____