

Guide to Obtaining a Special Event Permit

Special Event Definition

A Special Event is a gathering/event that involves a large group of people (compared to the usual occupancy of the site) and:

- Is advertised to the public
- Uses City facilities or property - parks, buildings, parking lots, streets (including curb or parking lane), sidewalks, and public rights-of-way.
- Does not occur regularly on the site
 - LOC 20.06.500 <https://ecode360.com/LA4508>
 - No person, persons, or organization shall organize, promote, conduct or permit to be organized or conducted any special event within the City without first obtaining a permit from the City Manager and having paid the necessary application fee. For the purposes of this section, a special event is any dance, music festival, road race, parade, run, carnival or other gathering involving the assembly of a large group of people which is advertised to the public at large and does not recur on a regularly scheduled basis within a year. The term "special event" does not include events sponsored or conducted by any school, religious, civic, or fraternal organization provided such events are held on premises specifically designed or constructed to house the organization and its activities and that such events are open to members of the organization and invited guests who may accompany said members.
- Examples: road race, bike race, fun run/walk, parade, festival, market, carnival, concert

Organizing a special event requires careful consideration of logistics to ensure everything runs smoothly. The following is a list of steps to take when completing the application for approval of your event and to issue the special event permit.

- Applications must be submitted at least 60 days before the event that includes your full plan for the event (insurance, layout of venue, traffic control plan, type of vendors, entertainment, etc.)
- Permit Fee: \$210

Reserve a Venue:

1. Identify an available date at the facility/park to hold your event. Contact jostrander@lakeoswego.city no earlier than February 4, 2026. Reservation season for 2026 begins April 1 – September 30.
2. Complete the Premier Park Reservation Form at <https://www.ci.oswego.or.us/parksrec/premier-park-reservations> for Foothills, Millennium Plaza or Roehr Parks. For other parks in Lake Oswego complete this application <https://www.ci.oswego.or.us/formslf/NPParkReservation>.
 - a. A \$525 refundable deposit will be required to reserve the date.
 - b. Rental fees are due no less than 30 days before the event. Resident and non-resident rental fees for each area of the park that will be assessed can be found on the application.
 - c. Application submissions begin the first Tuesday in February starting at 8am. Submit the application by clicking the submit button located at the end of the application.

Complete the Special Event Application:

1. The application is located at <https://www.ci.oswego.or.us/parksrec/special-event-permit-application>.
2. Submit with the application a Certificate of Liability Insurance (COI). This insurance will cover any misuse or damages by the vendors at your event. It is recommended you obtain Liability Insurance from your vendors. Include the following in your COI (the application will not be accepted without the COI):
 - a. **Minimum** coverage of \$2 million per Occurrence
 - b. **Minimum** coverage of \$3 million Aggregate
 - c. Name the City of Lake Oswego, 380 A Ave., Lake Oswego, OR 97034 as the Certificate Holder and an Additional Insured.
3. Event Layout
 - a. Include a map of the space that includes placement of tents/canopies, tables/chairs, stages, food trucks, food and alcohol vendors (more information on required licensing to follow) – beer garden if consuming onsite, booths/vendors, entertainment not on a stage, etc.
 - b. Provide the type and number of vendors/booths to be at the event i.e. food, alcohol (beer & wine only), educational, information, sales (apparel, swag, etc.), giveaways, samples, etc.
4. Entertainment
 - a. In the appropriate section list the type of entertainment during the event (i.e. band, dancers, singers, balloon artist/face painter, etc.)

- b. Include an itinerary/timeline (when each performance will take place) of the entertainment.
5. Traffic Control Plan
- a. A traffic control plan needs to be included if your event is to affect public right-of-way with any one of these conditions:
 - i. Restrict or close a roadway (lanes, bike lanes, shoulders, etc.), sidewalk/pathway, driveway, parking spaces or public parking lot.
 - ii. Directing traffic with the use of a Certified Flagger, Police Officer or signs
 - iii. Posting of any signs in the right of way
 - b. Examples of Traffic Control Plans
 - i. Streets and cross streets with lane configurations
 - ii. Location and placement of all required MUTCD advance warning signs (list type of signs to be used)
 - iii. Placement of cones and cone tapers
 - iv. Show traffic, pedestrian and bike detours and/or delays
 - v. Show affected businesses
 - vi. Plan from a company hired to run the event (i.e. Northwest Traffic Control for Lakerun)
 - c. If using, closing or restricting a county road you need County Road Department approval. Engineering will notify you if a County Permit is required
 - d. If using, closing, or restricting State Street/Hwy 43 you need ODOT Highway Approval.
<https://www.oregon.gov/odot/Maintenance/Pages/Permits.aspx>
 - e. If the expected attendance exceeds the available amount of parking spaces or parking lots are not available (i.e. Millennium Plaza Park) you may need to submit a parking plan.
 - i. Include where overflow will park with approximate number of cars.
 - ii. If using shuttles, a route plan with shuttle stops needs to be submitted.
6. Tent Permit
- a. A tent permit is required if any tents are 400 square feet or larger or are grouped together to be 400 square feet with sidewalls. This permit may be obtained from the Lake Oswego Fire Department.
<https://www.ci.oswego.or.us/fire/fire-department-permits>.

Food and Alcohol Vendors:

1. Food Trucks

- a. A limited number is allowed at each event dependent on venue. Check with Parks for approval.
- b. Fee: \$63/hr per truck
- c. The responsible party for the event and the food truck both need to sign and agree to the Food Truck Statement of User Responsibility.

https://www.ci.oswego.or.us/sites/default/files/fileattachments/Food%20Truck%20SOUR%202025_SE.pdf

2. Food Vendor

- a. A vendor may need to obtain a Temporary Restaurant License from the Clackamas County Health Department depending on the type of food being sold. View the Operation Guide for Food Booths at Events to see if a license needs to be obtained

<https://www.oregon.gov/oha/ph/HealthyEnvironments/FoodSafety/Documents/tempguide.pdf>

- b. If a license must be obtained, submit said license to jostrander@lakoswego.city at least 14 days before the event.
- c. At least one server per booth must have a Food Handlers Permit. <https://www.clackamas.us/publichealth/foodhandler>

3. Alcohol Vendor

- a. Only beer and/or wine may be sold or consumed on Park Property.
- b. Each vendor will have to submit a COI with their application to OLCC for a Special Event License.

i. COI must also include \$2 million in Host or Retail Liquor Liability coverage.

- c. OLCC has a new online licensing system called "CAMP". Use this if the vendor needs to obtain a Special Event License from the Oregon Liquor Control Commission (OLCC).

<https://www.oregon.gov/olcc/lic/pages/special-event-licensing.aspx>.

i. A liquor license is needed at special events where:

1. Alcohol will be sold.
2. Alcohol is available (but not being sold), and you are charging or accepting donations for admission, or where payment is required to attend the event.
3. The type of license to be obtained varies based on the type of vendor (brewery, winery, non-profit, has an annual license)

- ii. If consuming beer/wine onsite the event must have a designated space for consumption with someone checking ID's (i.e. beer garden)
- iii. The application has a section that requires it be completed by the local government (City of Lake Oswego) before it can be submitted to the OLCC. Send this form to the Lake Oswego Police Department at lopdrecords@ci.oswego.or.us for the signature. They will process applications on Wednesdays and send back to you via email.
- d. If a license must be obtained, submit to jostrander@lakeoswego.city at least 14 days before the event.

Other Considerations:

1. Power
 - a. 110 volts power is available at all parks, 220 volts power is only available at Millennium Plaza Park in the form of a 50 amp plug. You are responsible for providing a spider box and any extension cords.
2. Amenities
 - a. Tables and chairs are available with a Park Rental at Foothills and Millennium Plaza Parks. All other equipment (tables/chairs, tents, AV/sound equipment) is to be provided by the event organizers.
3. Portable Restrooms
 - a. Each park has a certain number of restrooms available for use during your event. Depending on the amount of expected attendance, you may need to bring in port-a-potties. They are not always allowed as dependent on location, delivery/pick up time and dates.
4. Garbage/recycling
 - a. Only a few extra garbage cans and recycling bins are available along with the bins already on-site. You are responsible for removing any extra accumulated garbage from the park. This includes recycling like cardboard boxes, etc.
5. Parks Staff
 - a. A Parks Staff may be available to be hired to empty garbage cans, litter pick-up, empty recycling, clean and stock restrooms, as well as assist with electrical issues at \$150/hr.
 - i. Staff availability is not guaranteed upon request.
 - ii. Depending on the scope of the event, Parks may assign staff to the event.

6. Security

- a. Security is the responsibility of the permitted party. Security is highly recommended for all large events. Specific events may require police assistance. Requests for assistance can be made on the Special event application. Police presence requires approval by Lake Oswego Police.

7. Submittal of the Park Reservation and Special Event applications along with payment of the deposit does not guarantee the Special Event Permit will be issued.

- a. Setup and Cleanup is part of the overall reservation and must be included in the reservation. No setup or cleanup is allowed out side of the scheduled reservation time.

Use the provided Special Event Application Checklist to help guide you through completing the application.