



# **SPECIAL EVENTS**

Information Sheet, Permit and  
Private Facilities



## Special Events

To promote success and ensure safety at local events - such as parades, charity walks, festivals, block parties, etc. - the City often requires event organizers to complete a permit:

### **Special Events**

There are numerous community events throughout the year. As a means of encouraging "special events," the City makes its streets and public right-of-way available to civic, private and community groups.

To promote the success of special events, ensure the safety of event participants and spectators, and minimize public inconvenience caused by the event, a Special Event Permit should be obtained.

### **Block Party**

A "Block Party" is a gathering organized by residents of the neighborhood abutting the street to be closed, for their enjoyment. For a successful block party, a Block Party Permit should be obtained.

### **Film / Photo Shoot**

Production companies and photographers feature the beauty of Lake Oswego in their work. In some cases, a Film/Photo Shoot Permit is needed.

For more information regarding Special Permits, Block Party Permits or Film/Photo Shoot Permits, call 503-675-2549.

### **Special Event Banners Over Roadway**

Special event banner signs are temporary banners that are hung over the roadway to advertise upcoming events in or near Lake Oswego. Depending on the location of the banner, their hanging may need to be coordinated with the City, the Oregon Department of Transportation (ODOT) and Portland General Electric (PGE).

For more information regarding Special Event Banners over Roadways, contact the Planning Department at 503-635-0290.

Visit our website at: <http://www.ci.oswego.or.us/parksrec/special-event-permit-application> for more information on what you'll need to submit for your traffic control plan and other permit applications which may be required.



**City of Lake Oswego**  
**SPECIAL EVENTS PERMIT**

*Permit must be submitted at least 45 days prior to the event*

**SUBMISSION OF APPLICATION**

To promote success and ensure safety at local events, the City of Lake Oswego often 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 (LOC 20.06.500); 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.)

Examples of special events include:

- Road Race, Bicycle Race, or Walk
- Parade
- Festival, Carnival, or Market
- Concert
- Automobile or Boat Show

**EVENT DATE, TIME & LOCATION**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_  Single Day  Multi-Day Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event:  Road Race/Bicycle Race/Walk  Parade  Festival/Carnival/Market  Concert  
 Automobile or Boat Show  Other: \_\_\_\_\_

Location: \_\_\_\_\_

**APPLICANT INFORMATION**

Organization Name: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_



### DAY OF EVENT CONTACT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### EVENT ATTENDANCE

Participant types and numbers (estimated)

Participants: \_\_\_\_\_ Vendors: \_\_\_\_\_ Staff/Volunteers: \_\_\_\_\_ Bikes: \_\_\_\_\_  
Vehicles: \_\_\_\_\_ Bands: \_\_\_\_\_ Animals (including horses): \_\_\_\_\_ Floats: \_\_\_\_\_

### EVENT PARKING

Locations: a. \_\_\_\_\_ Number of Cars: \_\_\_\_\_  
b. \_\_\_\_\_ Number of Cars: \_\_\_\_\_  
c. \_\_\_\_\_ Number of Cars: \_\_\_\_\_  
d. \_\_\_\_\_ Number of Cars: \_\_\_\_\_

### AGENCY APPROVALS

(if required, attach a copy or explain status of obtaining approval)

- Yes  No Sponsor is site Owner *(If Sponsor is not owner of event site, attach Site Owner approval, see Form C)*
- Yes  No Restrooms on Site Number: \_\_\_\_\_
- Yes  No Portable Restrooms Number: \_\_\_\_\_
- Yes  No Park Reservation Permit
- Yes  No Traffic Control Plan *(required if alters public streets, sidewalks, curb-lane parking, or uses traffic/parking signs)*
- Yes  No City Property Used (Other than right-of-way)? Describe: \_\_\_\_\_
- Yes  No Tent Permit *(Tents exceeding 200 sq. ft. and canopies exceeding 400 sq. ft. require a tent permit)*
- Yes  No Is alcohol being served? If so, OLCC permit required.

### POLICE DEPARTMENT ASSISTANCE

Yes  No Requested? *If yes, what type of assistance is requested (fees may apply):* \_\_\_\_\_

### STREET MAINTENANCE ASSISTANCE

Yes  No Requested? *If yes, what type of assistance is requested (fees may apply):* \_\_\_\_\_



## CERTIFICATE OF INSURANCE

Yes  No Attached?

Yes  No Alcohol to be sold?

A certificate of insurance for general liability naming the City of Lake Oswego as primary additional insured for amount not less than \$2,000,000 combined single limit for injury or death or property damages (including loss of use) in any one occurrence, and \$3,000,000 general aggregate coverage. City to receive 30 days notice of cancelation or material modification. If alcohol is to be sold, liquor liability coverage is also required (The City reserves the right to increase coverage minimum if event presents extraordinary risk).

## RELEASE & INDEMNITY AGREEMENT

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

## APPLICANT'S/SPONSOR'S SIGNATURE

I do affirm that the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature of Person Signing: \_\_\_\_\_

Name of Person Signing: \_\_\_\_\_

Title of Office: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SUBMIT THIS PERMIT TO THE CITY OF LAKE OSWEGO PARKS DEPARTMENT  
NO LATER THAN 45 DAYS PRIOR TO THE EVENT.**

*A copy of this permit will be sent to the applicant upon approval*

## CITY USE ONLY

Date Received: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Date Permit Mailed to Applicant: \_\_\_\_\_

**PERMISSION TO USE PRIVATE FACILITIES  
For Special Event or Film/Photo Shoot**

I, \_\_\_\_\_, the legal

Owner or authorized agent of the Owner of the property located at

\_\_\_\_\_  
ADDRESS ("Facilities")

hereby authorize

\_\_\_\_\_  
NAME OF EVENT

the use of the facilities at the above address on

\_\_\_\_\_  
DATE OF EVENT

between the hours of \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(This form suggested by the City of Lake Oswego; other form may be used.)

This packet contains certain portions of the Lake Oswego City Code and is provided for informational purposes only and should not be relied upon as the official Code or Charter.

**NOTE: Certain sections are NOT COMPLETE. Some sections are omitted as their content is not directly related to the intent of this packet. Where this occurs, the omission is represented by ( ... ).**

Copies of the official City Code and Charter may be obtained through the City Attorney's Office and the entire Code can be viewed online at <http://www.codepublishing.com/or/lakeoswego/>

