

Parks Special Use Permit Application

Applications must be submitted at least 30-days prior to the event; larger more complex events at least six months prior to the event. Applications received less than 15 working days from the activity or event date may be denied due to inadequate time to evaluate and process the permit. Note: This is not a picnic shelter or sports field reservation application.

This application requires a \$60 non-refundable fee. This fee will be charged along with all other fees at time of confirmation. This fee applies per event/activity, but other fees will vary. Please read the attached Additional Conditions and Requirements information and sign.

Activity/Event Location (name of park or site):

Specific area requested (please identify in writing and show on a drawing or plan the specific area(s) within the park or site you wish:

Applicant Name: _____

(*An account will be made in our reservation system and the applicant will be listed as the primary user.)

Organization Name: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Applicant or Organization Address: _____

City _____ State _____ Zip Code _____

Organization/Event Website: _____

Onsite Person (if different from Applicant): _____

Onsite Person Phone number and Email: _____

Activity/Event Date(s): _____

Setup Time: _____ **Activity/Event Start Time:** _____

Activity/Event End Time: _____

Final End time after tearing down and cleaning up: _____

Is your activity/event sponsored by the City of Gresham? _____

Expected Attendance: adults _____ Children _____

Description of activity (use additional sheets, if necessary, to provide as much detail as possible; include equipment, structures, etc., involved):

Do you have experience planning and executing the requested activity/event? _____

Explain experience:

Will you be charging any Participation, Entry, or Spectator Fees? _____

How Much? _____

Explain purpose of fee(s):

(*The city charges an organization participant fee of 5% of total entry fees collected.)

How will your activity/event be promoted or advertised, if applicable?

Will There be food or beverages served at this activity/event? _____

Will the food or beverages be provided by 3rd party (caterer or vendor)? _____

3rd Party Name, email, and phone number:

*If food or beverages will be sold the "Vending/Concessions" Application needs to be filled out and included with this application and additional fees may apply.

Do you plan to provide or sell alcoholic beverages? _____

If Permittee desires to provide alcohol at its event, it shall only be served by a person with a vendor license issued by the City of Gresham. The Permittee and vendor shall obtain any required OLCC permit(s) and provide Parks a copy of all such permits. Permittee and vendor shall also comply with all requirements of such permit(s) which are as follows:

- (1) all OLCC required forms are properly completed and in order;
- (2) the applicant has obtained a city business license; and
- (3) the processing fee established by council resolution has been paid.

In addition to the event insurance requirements, the requirements listed above, and subject to the same terms and conditions, Permittee or vendor shall purchase and maintain at its own expense liquor liability insurance covering the Permittee, vendor, their employees, agents, members, and invitees. Parks and the Permittee shall mutually agree and designate the area in which alcohol may be provided and consumed. The Permittee shall not allow consumption of alcohol outside of the designated area. No minors shall be permitted in the designated area. The Permittee shall provide security as required by the City. See GRC Article 9.10 for additional information.

General Fees (will be charged at time of confirmation)

Parks Special Use Permit Application Fee (per event/activity)-Non Refundable: \$60

Site/Facility Fee (per location)-Non Refundable: \$50 residents, \$100 non-residents

Security Deposit (per event)-Refundable: \$250

Electrical Hookup Fee (per day)- Non-Refundable: \$10 for 110 Volts, \$20 for 220 volts

Water Hookup Fee (per day)-Non-Refundable: \$5

City Support Staff Service Fee (per staff person/per hour): \$72

General fees do not include vendor/concession fees, Organization participation fees, costs associated with insurance requirements, nor cost of additional needed permits (see other potential event permits listed below)

The total cost of having an event in a Gresham park varies depending on each individual event needs and requirements.

Waiving of fees for special events is outlined in GRC 6.13.030. The Manager may consider a waiver of all or part of the above fees based on the following criteria:

1. The applicant provides evidence of financial hardship with the inability to pay, or is a recipient of financial public assistance.
2. The applicant intends to dedicate 100% of the revenue of the event or activities to be held at the city facility for non-profit benefit, or to support community service purposes.
3. The activity or event is planned and/or sponsored by the city, other government entities, or a school district.
4. The applicant enters into an agreement with the city for the applicant to provide maintenance services in lieu of the fees (only relates to sports facilities).

If you wish to waive fees please fill out the “Park Fee Waivers Application” and include with this application.

ADDITIONAL CONDITIONS AND REQUIREMENTS

Signature is required at end of this application to signify your understanding of the Special Use Permit requirements including associated fees.

INSURANCE:

1. Permittee shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Permittee or its, employees, subcontractors, agents, or invitees under this permit.
2. Permittee shall maintain in force at its own expense all insurance noted below:

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury, and property damage. It shall include coverage for a broad form contractual liability; broad form property damage; personal and advertising injury; owners and contractor protective; premises /operations; and products/completed operations.

Notice of cancellation or change: There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to the City. This notice provision shall be by endorsement physically attached to the certificate of insurance.

Additional Insured: For general liability insurance the City, and its agents, officers, and employees will be Additional Insureds, but only with respect to Permittee's activities pursuant to this Permit. This coverage shall be by endorsement physically attached to the certificate of insurance.

Certificate of Insurance: Contractor shall furnish insurance certificates acceptable to City prior to issuance of the permit. The certificate will include the deductible or retention level and required endorsements. Insuring companies or entities are subject to City approval. If requested, copies of insurance policies shall be provided the City. Permittee shall be responsible for all deductibles, self-insured retention's and/or self-insurance.

Alcohol: If Permittee desires to provide alcohol at its event, it shall only be served by a person with a vendor license issued by the City of Gresham. The Permittee and vendor shall obtain any required OLCC permit(s) and provide Parks a copy of all such permits. Permittee and vendor shall comply with all requirements of such permit(s). In addition, to the insurance requirements above, and subject to the same terms and conditions, Permittee or vendor shall purchase and maintain at its own expense liquor liability insurance covering the Permittee, vendor, their employees, agents, members, and invitees. Parks and the Permittee shall mutually agree and designate the area in which alcohol may be provided and consumed. The Permittee shall not allow consumption of alcohol outside of the designated area. No minors shall be permitted in the designated area. The Permittee shall provide security as required by the City.

OTHER GUIDELINES AND CONDITIONS

RESTROOMS: At sites where restrooms are inadequate for the anticipated attendance, or not present at all, Permittee is required to provide, at their expense, portable restroom facilities, including ADA accessible units.

PARK GRASS: All reasonable precautions need to be taken to minimize damage to turf. Permittee is responsible for any turf restoration costs. This applies to potential damage to turf from tents, animals, activities and structures.

PARKING: Parking only in City parking lots and on-street; not in the park or on the grass.

VEHICLE ACCESS TO SITE: Vehicle access is extremely limited for public safety and protection of underground utilities. Permittee shall consult with [Parks](#) about event off-loading and loading options and precautions.

TENTS: If tents will be used, contact the Gresham Fire Department for additional permits that may be required.

ANIMALS: Please submit a list of types, quantities, and activities involved in. Approval is contingent upon at least the following:

- Animals are treated humanely and cared for appropriately (especially, plenty of water)
- Animals are not left unattended, whenever the event is in progress and public is present
- Preferably, animals will be confined to one area covered with a thick layer of straw and cleaned or refreshed at least once a day. (This is primarily to protect the park turf and to minimize odors for spectators, neighbors, and the next event). If the animals are spread throughout the site, then the above stated conditions will be required at each location. All material (straw and manure) to be hauled and properly disposed of, off site, by Permittee.

"GRAY" WATER DISPOSAL: Permittee is required to furnish, at their expense, gray water disposal, and afterward, to have it hauled and properly disposed of off site. Gray water is from washing hands and dishes. Most portable restroom vendors have tanks they can bring in and haul away for this material.

GARBAGE AND LITTER: Permittee is responsible for garbage collection and to have it hauled away and properly disposed of off site. Permittee is also required to provide recycling when expected attendance is of 100 persons or more. For questions, or to request an exemption contact the City's Recycling and Solid Waste Program at (503)618-2525.

Permittee will provide Parks a site plan, showing where all tents and other event components will be located. Permittee will confirm with Parks staff as to the location of sensitive areas where ground penetration is not permitted as to avoid shallow irrigation systems. Stakes will not be permitted to penetrate asphalt or concrete, as is it encourages freeze-cracking and general deterioration over time. Sand bags or other above-ground weight measures may be used.

VENUE LIGHTING: For events that will extend up to Legal Sunset and beyond, in venues that do not have lighting, Permittee shall provide auxiliary lighting to allow safe exiting from said venue. Suggested means is the renting of tailored light towers, which have four large halogen lamps on a telescoping boom. Each unit will illumine 1-1/2 acres. Said unit acts also as a 6,000 watt generator, for additional emergency power needs.

Other Potential Event Permits Required

FIRE DEPARTMENT: Be sure to check with the Gresham Fire Department about additional permits that may be required for your event. For example, the Fire Department requires a fire prevention permit application for carnivals and fairs, and a permit for large tents; inspectors will visit the site the day of the event. Visit GreshamOregon.gov/fire or call 503-618-2355.

STREET CLOSURES: A permit is needed if street closure(s) are desired or necessary. Contact Skuyler Jacobs at 503-618-2710 or skuyler.jacobs@GreshamOregon.gov.

VENDING/SELLING/ CONCESSIONS: A separate permit is required through the City of Gresham for vending/selling/concessions. Request a Vendor/Concessions Application from Parks.

ALCOHOL: For additional information on obtaining an OLCC permit visit www.Oregon.gov/olcc.

An additional permit (temporary restaurant license) is required from the Multnomah County Health Department if food is prepared or served for consumption to the public. Call Multnomah County at 503-988-3400.

Signature of Acknowledgement

Signature of Applicant acknowledging that the above application has been read and understood in its entirety:

Signature: _____ Date: _____