



G R E S H A M P A R K S A N D R E C R E A T I O N

Special Use Permit Application: General

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 reservation application.

This application requires a \$35 nonrefundable fee. Please read the attached Additional Conditions and Requirements information and sign.

Activity 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 to use):

Applicant (person to be present during the activity): _____

Organization: _____

Address: _____ Day phone: _____

City/State/Zip _____ Evening phone: _____

E-mail address _____ Fax: _____

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

Permit coverage and dates: Single activity permit Series of activities permit

Date(s)/start and finish times: _____

Expected attendance (for each date listed above): adults _____ children _____

Section 2

If your activity is an event or sports competition, please complete this section. Otherwise, complete questions appropriate for your activity. Use additional sheets.

Do you have experience for the requested activity? yes _____ no _____

Explain experience and provide three references:

Will you charge participation and/or spectator fees? yes _____ no _____

How much? _____ Explain purpose of fee(s):

Will you have food, beverage or other vendors? yes _____ no _____

What types? _____

Do you plan to provide or sell alcoholic beverages? yes _____ no _____

Will your activity be underwritten by sponsors? yes _____ no _____

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

Are set-up/take-down dates different than activity date? yes _____ no _____

set-up date _____ times _____

take-down date _____ times _____

Are there any attachments to this form? yes _____ no _____

Applicant Name (print) _____

Applicant Signature _____ Date _____

Nonrefundable Application Fee: \$35

► *Submitting this application does not guarantee event approval. City staff will review this application and contact you with a decision.*

Method of Payment: check enclosed _____ [check number _____] cash _____

**Pay online or deliver or mail this completed form and your application fee to:
Gresham Parks & Recreation Operations, 2123 SE Hogan Road, Gresham, OR, 97080; phone: 503-618-2626; fax: 503-667-6869**

Please make all checks payable to: City of Gresham

For official use only

date received _____ received by _____

notes _____



G R E S H A M P A R K S A N D R E C R E A T I O N

PARKS SPECIAL USE PERMIT: ADDITIONAL CONDITIONS AND REQUIREMENTS

Note: Signature is required on the back of this supplemental form.

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.

3. **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.

GENERAL FEES

Parks Special Use Permit Application \$35 nonrefundable

If this park event application is approved, the following basic fees will apply:

Site Reservation Fee \$60 nonrefundable

Security Deposit \$250 refundable

Electrical Fee \$6 per day

Water Fee \$3 per day

► General fees do not include vending or concession fees (see Vendor Application Packet) nor cost of additional needed permits (see Other Potential Event Permits below).

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

OTHER POTENTIAL EVENT PERMITS

- **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 Cherie Ludwig at 503-618-2518 or Cherie.Ludwig@GreshamOregon.gov.
- **VENDING/SELLING/ CONCESSIONS:** A separate permit is required through the City of Gresham for vending/selling/concessions. Request a Vendor Application Packet from Parks.

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.

OTHER GUIDELINES AND CONDITIONS

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.

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.

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.

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

"GRAY" WATER DISPOSAL: Permittee is required to furnish, at his 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 150 persons or more. For questions, or to request an exemption contact the City's Recycling and Solid Waste Program at (503)618-2525.

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

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.

Signature of Applicant acknowledging that the above has been read and understood:

_____ Date: _____

Any questions, please contact James Dunn at 503-618-2929 or james.dunn@GreshamOregon.gov