



## SPECIAL USE APPLICATION QUESTIONNAIRE 2020

*Answer all questions completely. Do not use terms like “to be determined”. If a question asks for follow up information (e.g. “if yes, please explain:”) be sure to fill in the form field with as many details as possible.*

<b>Name of Event:</b>	
<b>Name of Organization:</b>	
<b>Name of Main Contact for Permit:</b>	
Email:	
Primary Phone Number:	
Address:	
City:	
State:	
Zip:	
<b>Public Contact Information:</b> <i>*Who can the public call for more information about this event?</i>	
Phone number:	
Email Address:	
Website:	

**Customer Service Center**

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**Administration**

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*Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.*  
[www.PortlandParks.org](http://www.PortlandParks.org) • Nick Fish, Commissioner • Adena Long, Director



<b>Park(s) &amp; Location in park:</b> Site Plans/Route map required  <u><i>*Please include a preliminary site plan. If your event is a run, walk or bike event; please include a route map.</i></u>	Example: Laurelhurst Park – SE Corner near the pond.
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- **Loading/unloading vehicles** – vehicle access in the park proper (beyond parking lots and/or roads).
- **Event vehicles** – vehicles that will remain in the park on event days (refrigerated trucks, beer suppliers, Oregon Lottery, product dispensers, sponsor vehicles such as radio station or print media sponsors, etc.).
- **Set-up** – Please note, some subcontractors (garbage, restrooms, etc.) will not deliver or pick up Saturdays, Sundays or Holidays. If you cannot have all physical set up for your event removed from the park at the end of your event you must schedule an additional Load-in and/or Load-out date(s).

	Day of the Week & Date(s)	Start Time	End Time	How many attendees	Loading/Unloading Vehicles	Event Vehicles
Example:	Thursday, July 1 Friday, July 2	6:00 am 8:00am	9:00 pm 8:00pm	500 1,000	4 0	1 10
Set up Day(s)						
Event day(s)						
Take Down Day(s)						

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*PORTLAND FIRE and RESCUE (PF&R) – Events with attendance over 2,500 participants and/or spectators will also require a Medical and Communication Plan review.*

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Describe the event which you propose. Include event budget, funding sources (monetary and in-kind sponsors), event theme and proposed activities, objectives and beneficiaries:

**(If more space is needed, please attach additional pages with your application submission)**

Description of organization and its objectives (mission statement, etc.):



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Is the PUBLIC invited?

☐ Y ☐ N

If YES, how will you PROMOTE your event?

If No, will you be RESTRICTING PUBLIC access in any way? (i.e. fencing or barricades)

☐ Y ☐ N

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Will you be ADVERTISING any BUSINESSES in the park?

☐ Y ☐ N

If YES, please explain:

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Will you have SALES or promote any PRODUCT/SERVICE or be collecting DONATIONS?

☐ Y ☐ N

If YES, please explain:

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Will you be CHARGING ADMISSION to the event? (Is admission REQUIRED for entry?)

☐ Y ☐ N

**Admission amount:**

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If your event is a run, walk or bike event detail registration fees here:

**Registration Fees:**

If your event is a run or walk please include a detailed description of your route and provide a map:

**(If more space is needed, please attach additional pages with your application submission)**



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Will you have Amplified Sound and/or Music?

☐ Y ☐ N

If yes, describe:

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Will food be available to the participants at your event?

☐ Y ☐ N

☐ SELLING

☐ SERVING

☐ COOKING food.

Specify the types of food available:

If cooking on site, describe heat source (BBQ, propane, natural gas, etc.):

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Will ALCOHOL be available at your event?

☐ Y ☐ N

☐ SERVING

and/or ☐ SELLING

**(Alcohol is limited to beer and wine only.)**

If YES, describe how the alcohol is controlled within the park facility:

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Will you use CANOPIES?

☐ Y ☐ N

If Yes, how many:

Size: (show on site plan):

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Will you use TENTS **(definition: enclosed on four sides with entrances and exits for the public)** ☐ Y ☐ N

If YES, how many:

Size **(show on site plan):**



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Will you drive STAKES IN THE GROUND?

☐ Y ☐ N

**(Note: no stakes or anything else is permitted to be driven into the ground at any park, except Waterfront Park)**

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Will you use STAGES?

☐ Y ☐ N

If YES, how many:

Size **(show all stages on site plan)**:

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Will you use Bleachers?

☐ Y ☐ N

How many **(show on site plan)**:

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Will you use FENCING?

☐ Y ☐ N

If YES, indicate type:

☐ Freestanding chain link

☐ Post driven chain link

☐ Freestanding picket

☐ Stake driven picket

☐ Post and snow fence

**Show all fencing on site plan and use different legend to identify each type**

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*Portland Fire and Rescue (PF&R) – Fire Marshal: Restricting access by means of enclosed spaces like tents or fenced areas requires a Public Assembly Permit from the Fire Marshal's Office. Events with attendance over 2,500 participants and/or spectators will also require a Medical and Communication Plan review.*

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Will you need park ELECTRICITY?

☐ Y ☐ N

**(Electricity is very limited in most parks if available. Portland Parks & Recreation does not guarantee electricity at any site. Call to verify availability)**

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Will you have a GENERATOR **(show on site plan)**?

☐ Y ☐ N

**(No generators allowed in Waterfront without written permission from Portland Parks and Recreation. Other parks considered on case by case basis at the discretion of the Park Maintenance Supervisor)**

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Will you need DRINKABLE (POTABLE) WATER?

☐ Y ☐ N

**(Only provided in some instances in the South Park Blocks and Waterfront Park)**

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Will you use AMUSEMENT RIDES **(show on site plan)**?

☐ Y ☐ N

**(Pony rides, inflatable children's jumping castles, dunk tank, Ferris wheel, etc.)**

Describe number and type of rides here and show on site plan:

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Please give a General Description of any other equipment to be brought into the park not listed above. **(All equipment must be shown on the site plan; i.e. chairs, tables, benches, etc.):**

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For every 125 people in attendance, you will be expected to provide one PORTABLE TOILET

**Show portable toilets on site plan**

**Do you agree to the portable restroom requirements?**

☐ Yes

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For every 250 people in attendance, you will be expected to provide one 3-yard DROP BOX

**Show drop boxes on site plan.**

**Do you agree to the Drop Box requirements?**

☐ Yes

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**Garbage:** Portland Parks has a “pack-it-out” trash policy, so please be prepared to organize a garbage cleanup crew at the end of the event.

**Do you have a plan to pack out the trash generated by your event?**

☐ Yes

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*Permittee is responsible for the removal of all garbage, litter and debris created by an event to include all garbage, litter, and debris placed in park cans and containers. In accordance with City Ordinance No. 161061, products containing or composed of polystyrene foam are prohibited at activities requiring a City permit. Both for-profit and tax-exempt organizations are subject to this ban. Parks may charge the Permittee for garbage not picked up or garbage bags left in the park.*

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**Smoking:** No person shall smoke or use tobacco in any form in any place in any park. For purposes of this section, smoking and tobacco are defined to include, but are not limited to: bidis, cigarettes, cigarillos, cigars, clove cigarettes, e-cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana.

Portland Parks & recreation’s properties are smoke and tobacco-free per city code 20.12.110. Smoking and tobacco use are also not allowed at events taking place on Portland Parks & Recreation property.

**Do you understand that smoking in any form is prohibited in Portland Parks?**

☐ Yes

**Glassware:** PP&R policy bans glass containers for liquid consumption at or removal from events in Portland Parks. This includes beverage glasses (glassware) in the hands of attendees not bottles for dispensing beverages.

**Do you understand that glassware is prohibited in Portland Parks?**

☐ Yes