

## Temporary Event Permit Application

- The City of Milwaukie appreciates your interest in organizing an event in the city. Submitting and following the conditions of this application puts you in touch with resources and ensures the event is approvable, safe, and is considerate of your neighbors.
- **The review period can be from 30 to 90 days, depending on the size and nature of the event.** Events are scheduled on a first come, first served basis. You are encouraged to submit your application as early as possible to ensure that enough time is available to review your application. Your application may be denied if it is determined that not enough time is available to thoroughly review your request and work through issues and concerns.
- A Temporary Event Permit, if issued, authorizes the applicant to conduct the temporary event that is described herein paying close attention to any conditions of approval that are attached.
- The city will review your request and determine if there is a need to attach any fees for services rendered including staff time, police services, etc.
- **Refer questions about this process to:** Dan Harris, Events Coordinator, 10501 SE Main St., Milwaukie, OR 97222 / [events@milwaukieoregon.gov](mailto:events@milwaukieoregon.gov) / 503-786-7519
- **Submit this completed application by email to [events@milwaukieoregon.gov](mailto:events@milwaukieoregon.gov) or by mail/in person to 10501 SE Main St, Milwaukie, OR 97222.**

I. Applicant Information	
Applicant Name	
Contact Person (if different from applicant)	
Applicant Organization	
Mailing Address	
Applicant Phone	
Cell During Event (If different than applicant phone)	
Applicant Email	

II. Event Information	
Event Name	
Event Description/Purpose	

Date(s) of Event	
Start Time & End Time	
Setup Start and End Times	
Cleanup Start and End Times	
Is this a recurring event?	
If this is a recurring event, on what day(s) does the event recur?	
Estimated Daily Attendance	
Does the event involve the use of a park?	
If so, which park is involved?	
<p><b>Please note:</b> Most of Milwaukie’s parks are managed and maintained by the North Clackamas Parks &amp; Recreation District (NCPRD). You can reserve space at North Clackamas Park, the Milwaukie Center. All other NCPRD parks are available on a first-come, first served basis. If your event is requesting the use of a park, please visit NCPRD’s Web site at <a href="http://www.ncprd.com">www.ncprd.com</a> or call 503-742-8013 to learn more about what is available. NCPRD also has a <a href="#">Special Use Permit Application</a> that may or may not be required.</p>	

<b>III. Site Layout, Traffic Control, and Parking</b>	
Will this event require the closure of a public street?	
Will the event require the use of sidewalks or other public rights-of-way?	
<p>Public right-of-way refers to a type of easement that reserves land for public use. For example, the area between the sidewalk and the road.</p>	

All applicants must attach a site layout plan to this application, and may be required to submit a traffic control plan. The components required will vary by event.

**Site Layout Plans** include, at a minimum, the location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, aid and first aid stations, trash and recycling receptacles, parking, and any other components of the event. and any other components of the event.

**Traffic Control Plans** include, at a minimum, the location of any barricades, directional signs, certified flaggers, course marshals, emergency access routes, Traffic control devices such as barricades may be rented or purchased from local companies. Please search the internet for “flagging companies and/orbarricades Portland Oregon” or look in the telephone yellow pages under the heading “Flagging or Barricades.”

Have you attached a site layout plan?	
If necessary, have you attached a traffic control plan?	
Will this event require police resources?	
Do you intend to use a city owned parking lot?	
If so, which one?	
Do you intend to close any on-street parking spaces?	
If so, how many and which spaces? (Please include these closures on your site plan).	
How will you block off the spaces?	
Is a county or state-owned road affected by your event?	
If so, you must contact the Clackamas County Department of Transportation at 503-650-3452 and/or the Oregon Department of Transportation at 503-653-3086	

<b>IV. Further Considerations</b>	
Will food be served or prepared at your event?	
If so, the food provider must obtain a Food Handler’s License from Clackamas County by calling 503-742-5300 or by visiting <a href="http://www.clackamas.us/publichealth/foodhandler.html">www.clackamas.us/publichealth/foodhandler.html</a>	
Will alcoholic beverages be available at your event?	
If so, you or the alcoholic beverage provider must obtain an Oregon Liquor Control Commission (OLCC) permit by calling 503-872-5000 or by visiting <a href="http://www.oregon.gov/olcc">www.oregon.gov/olcc</a> .	
Will recreational cannabis (marijuana) be available at your event?	
Recreational cannabis consumption is not allowed in a public place. A public place includes liquor licensed locations. Applicant is responsible for determining if a non-liquor license location is considered a public place. If your event intends to include cannabis in any way please contact OLCC’s Recreational Marijuana Program at 503-872-5000 or visit <a href="http://www.oregon.gov/olcc/marijuana">www.oregon.gov/olcc/marijuana</a> .	
Will there be any live or amplified music at the event?	
If so, please complete the Noise Control Variance form attached to this application.	
Will additional electrical wiring be installed for your event?	
Will your event require restroom facilities?	
The city recommends following the minimum guidelines for restrooms as shown in the table below	

Recommended Number of Restrooms

	1 hr	2 hrs	3 hrs	4 hrs	5hrs	6hrs	7hrs	8hrs	9hrs	10 hrs
50 people	1	1	1	1	2	2	2	2	2	2
100 people	2	2	2	2	3	3	3	3	4	4
250 people	3	3	3	4	4	4	5	5	6	6
500 people	4	4	5	5	6	6	7	7	8	8
1000 people	6	7	8	8	9	9	10	10	11	12
2000 people	9	12	15	16	17	17	18	18	19	19
3000 people	12	18	22	24	25	26	27	28	29	30
4000 people	16	24	29	32	34	35	37	38	39	40

Have you arranged security for your event?	
If so, who will be providing security? Please include name/company name and contact information.	
What are your plans for emergency medical services?	
The city recommends at least one trained emergency services provider (Minimum Certification – Emergency Medical Technician 1) be present on-site throughout the temporary event.	
What are your plans for trash minimization and removal?	
Will vendors be present at the event selling goods and/or services?	
Please note: If vendors will be operating at your event, the city requires a list of all vendors with contact phone number and email address (if available) be provided to the city's Events Coordinator at <a href="mailto:events@milwaukieoregon.gov">events@milwaukieoregon.gov</a> at least 24 hours prior to the event start, or at a schedule agreed to with the applicant at the time of permit issuance. The city requires vendor contact information to support communications in the case of an emergency, and to understand who is doing business within the City of Milwaukie.	
Continued on next page.	

**V. Applicant Obligations**

Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the issuance of this Temporary Event Permit. Please review these obligations and then sign and date at the bottom.

**CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the city reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The city reserves the right to deny future Temporary Event Permit requests should applicant not fulfill all conditions of this permit application.

**INSURANCE:** Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon.

This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Milwaukie and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit.

**CITY CODES/PERMITS:** Applicant agrees to obtain all city permits and licenses that may be required, and shall comply with all other city laws and other conditions that the City Manager determines necessary, including NCPRD park and facility rules or regulations. The Noise Control Variance form that is attached must be completed to fulfill this obligation. The Police Department will determine if such a variance is necessary after reviewing the variance application.

**CONDUCT/NUISANCES:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

I have read all information contained within the City of Milwaukie's Temporary Event Permit Application Packet and agree to abide by the terms and conditions contained herein.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please review and sign the Indemnification Agreement below, then, if loud sounds (including amplified music) are expected to be generated by the event, please complete the top section Noise Control Variance form, attached.

Once completed, please return this form, including the indemnification agreement, proof of insurance, Noise Control Variance (if necessary), and any relevant plans (site, traffic control, etc.) to [events@milwaukieoregon.gov](mailto:events@milwaukieoregon.gov). You may instead turn in a paper copy of the application in person or by mail to 10501 SE Main St., Milwaukie, OR 97222.

**VI. Indemnification Agreement for Temporary Event Permit**

Applicant acknowledges and agrees as follows:

In consideration of the city's approval of this application for a temporary event permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Milwaukie, and if necessary NCPRD, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Milwaukie arising out of or in any way related to the temporary event for which permission is sought.

Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely and without reservation.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Noise Control Variance

If your event includes live or amplified entertainment or is expected to generate noise you may be asked to obtain a noise variance. The Milwaukie Police Department will review the entire application and determine if a Noise Variance is required. If a variance is not necessary it will be noted on this application and reported to the event applicant. If a variance is necessary it will be noted on this application and reported to the event applicant along with an explanation of why it was or was not approved.

### **Variance Information**

Reason for the variance: \_\_\_\_\_  
\_\_\_\_\_

The time and duration of the emitted sound: \_\_\_\_\_

### **For Police Use Only**

The physical characteristics of the emitted sound:

The geography, zone and population density of the affected area:

Residential Commercial Industrial Noise-sensitive

Population density: Light Medium Heavy

Is the public health and safety endangered by the noise: Yes No

Does the sound source predate the receiver: Yes No

Does the compliance with the standard(s) from which the variance is sought produce hardship without equal or greater benefit to the public: Yes No

Is a Noise Variance Required for this Event: Yes No

(Note: If a Variance is required please complete the rest of the application, if not please sign on the next page where it reads "Authorized by" and return with other department recommendations.)

If a Noise Variance is required, is it granted: Yes No Yes, but with conditions to follow

Please provide a brief description of why this application was approved or denied and if it is approved with conditions please list the conditions below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_