



# CITY OF HILLSBORO

## Special Events Permit (For Use of City Right-of-Way)

### Application Packet and Guidelines



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## City of Hillsboro Special Events Permit: Description and General Requirements

Hillsboro is a city that values events bringing people together through the celebration of the arts, sports, culture, history, commerce, health and more. Events are a major component of the *Hillsboro 2020 Vision*, designed to strengthen our community and neighborhoods. As a means of encouraging these gatherings, the City makes its streets and public rights-of-way available to civic, private and community groups to organize and sponsor activities that enhance Hillsboro.

To promote the success of gatherings held within the City's rights-of-way and to ensure the safety of event participants and spectators, a Hillsboro Special Events Permit has been established.

Through the Special Events permitting process, a City street or other portion of the public right-of-way (like sidewalks), may be closed or blocked for an event. Examples involving the closing of a street to vehicular traffic ("hard closure") include farmer's markets, arts festivals and street fairs. Streets or public rights-of-way may also be partially blocked or controlled for traffic flow ("soft closure"). This is done typically for parades, races and other mobile or moving events.

A Special Events Permit is required for use of the City public right-of-way for all events **except a neighborhood block party**, which instead is authorized using a Hillsboro Block Party Permit.

**The temporary street closure or blockage restricts vehicular access only - pedestrian and emergency vehicle access would be maintained at all times.** The event also must be free of admission charge to the general public. Applications must meet requirements prior to permit issuance, and the City reserves the right to deny the application or revoke an issued permit for noncompliance. Reoccurring events are required to obtain only one Specials Event Permit for each season or calendar year of operation. There is no fee for Special Events permits.

### Special Events Permit Application Submittal Deadline

#### **IMPORTANT:**

If your proposed event is new (having never been permitted by the City in the past) or is significantly changing, please contact City Public Works Engineering Division Staff **no less than 60 days prior to the scheduled event date**.

For all proposed events on City of Hillsboro streets or public rights-of-way, submit a completed application and all required materials **at least 30 days prior to the scheduled event date**. *Event organizers are advised not to publicize their event until after application submittal and review by City staff. This will avoid the publication of incorrect information.*

**Special Event Permit Application Review and Issuance:** Special Event Permit applications are reviewed and approved, approved with conditions, or denied by the City of Hillsboro Engineering, Police, Fire Departments and Risk Management. Appeals may be made to the City Council Transportation Committee. Reoccurring events are required to submit an application for a Special Events Permit for each season or calendar year of operation.

Please contact the City Public Works Engineering Division for permit processing. Please also contact Hillsboro Police Department and Fire Department for assistance in event coordination as applicable. City office hours are Monday-Friday, 8am. to 5pm.

**City Public Works Engineering Division:** Permit Processing - (503) 681-6146

**Hillsboro Police Department** – (503) 681-6194

**Hillsboro Fire Department** – (503) 615-6746

## **Special Events Permit Application Materials Checklist**

To apply for a Special Events Permit, please complete and submit the following **at least 30 days in advance of your scheduled event date**. *Please see the following Guidelines and Conditions pages for more detail on these materials.*

- Completed application form
- Copy or description of property owner notification – Please see page five for more information. A sample form is provided on page nine.
- Traffic control plan – indicating signage, barricades, how you intend to redirect traffic around the event and accommodate parking. An example of an acceptable plan can be found on page ten.
- Certificate of liability insurance and additional insured endorsement. See page six.
- Emergency access – Please see page four for more information and an example on page ten.
- Security plan – Description of security provisions for your event. See page five and please contact the Hillsboro Police Department at (503) 681-6194 for more information.
- Sanitation plan – Description of bathrooms, garbage, recycling and post-event cleanup provisions, if applicable. See page five and please contact the City Engineering Division at (503) 681-6146 for more information.
- Electrical plan – Description of location of power supply, if applicable. See page four and please contact Public Works Engineering Division at (503) 681-6146.

Other required permits/licenses that may apply:

- Civic Center Plaza Activity Permit – for any events proposed on the Tom Hughes Civic Center Plaza. For more information contact Hillsboro Parks and Recreation at (503) 681-6530.
- Fire Department Public Safety Permit – if there will be food vendors with cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hook-ups. Contact the Hillsboro Fire Department at (503) 615-6746.
- OLCC permit - If alcohol use is planned in the public right-of-way for any event, submit all Oregon Liquor Control Commission (OLCC) permits with your application. Contact OLCC at (503) 872-5000.
- Washington County Temporary Road Closure Permit - for closure of any County road associated with event. For more information contact (503) 846-7945.
- Washington County Temporary Restaurant License & Food Handler Certificate- for any food service establishment which operates at the same location in conjunction with a fair, carnival or similar public event. For more information contact (503) 846-8881.

**Please Submit Special Events Permit Application and Materials to:  
City of Hillsboro Public Works Engineering Division ~ Fourth Floor~ 150 East Main St. ~ Hillsboro, Oregon 97123  
Phone (503) 681-6146 Fax (503) 681-6245**

Please make a copy of all submitted materials for your records.

## **Special Events Permit Guidelines and Conditions**

To increase likelihood of permit approval, reduce the risk for liability of the event organizer and City, and to promote a lawful, safe and successful event, event organizers must address and adhere to the following (presented in alphabetical order).

**Please note that the following guidelines and conditions may not all apply to some events.** City contact information is provided and staff is available to provide more information and assistance.

- **Accessibility:** During all events held within City-owned rights-of-way, all sidewalk handicapped accesses must be kept clear and all handicapped parking places remain available unless located on a street that has been permitted for closure. Applicants are advised to review and comply with the Americans with Disabilities Act (ADA).
- **Alcohol:** If an event plans to allow or provide alcohol, the event sponsor will need to comply with all Oregon Liquor Control Commission (OLCC) requirements. Please contact OLCC at (503) 872-5000 for requirements. Submit the approved OLCC permit and liquor liability insurance to the City with your application if the event will involve alcohol sales or consumption in the right-of-way.
- **Animal Control:** All events are expected to comply with City animal control and County Health regulations.
- **Barricades:** Barricades to block the street should be obtained by the event organizer and detailed on the traffic control plan. Many local companies rent these devices.
- **Electricity:** For events with activities in the right-of-way using electricity, event sponsors are required to describe how and where power is being supplied for event. Use of street lights as a source of power is prohibited unless otherwise approved by the City or PGE.
- **Emergency Access:** For public safety, organizers must provide ample clearance for emergency vehicle and apparatus access at events. Please include a diagram showing the proposed streets to be closed/blocked and the configuration of any vendor booths, stages, or other temporary structures to be placed for event purposes. Plan should include a minimum 20 ft. wide emergency access lane that shall remain open at all times. Emergency access can be shown on the traffic control plan as in the sample diagram on page ten. Please contact the Hillsboro Fire Department at (503) 615-6746 for assistance.
- **Emergency Medical Response:** Based on the type of event being proposed, the City may require the presence of emergency/medical responders at the expense of the event sponsor. Please contact the Hillsboro Fire Department at (503) 615-6746 for more information.
- **Entertainment and Amplified Sound:** All events, including those that use amplified sound and entertainment, must adhere to all guidelines in the City's noise ordinance, Hillsboro Municipal Code Section 8.24.
- **Fire Safety:** Events with cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hook-ups need to obtain a **Public Safety permit** from the Hillsboro Fire Department. Inspections may be required at the expense of the event organizer. Contact the Hillsboro Fire Department at (503) 615-6746 for more information.
- **Insurance Compliance:** Event sponsors must submit a Certificate of Insurance and Endorsement (see page 6) prior to permit final approval and no later than 14 days prior to the event date.

## **Special Events Permit Guidelines and Conditions (Continued)**

- **Notification of Affected Properties:** When an event proposes to close or block a street, the event organizer is responsible to notify property owners fronting or abutting the street and properties whose only access is affected by the proposed closure. Please include a description or copy of the notification in the application. Organizers may use the sample form on page nine. Exemptions may be approved for certain events. Contact the Public Works Engineering Division at (503) 681-6146 for assistance.
- **Notification Signage:** When an event involves street closure, the following signage must be posted in advance, unless otherwise approved by the Engineering Division:
  - a) **Street Closure** - post City approved notification sign seven days in advance of event indicating dates and time of closure.
  - b) **No Parking** - post “no parking” signs a minimum of 24 hours in advance of the event if parking is normally allowed in the area of the street to be closed. Contact City Engineering Division for information by at (503) 681-6146.
- **Other Agency Permits:** The event sponsor is responsible for obtaining permits from other governmental agencies when the event involves activities that utilize non-City controlled streets, rights-of-ways or properties. For help with street designation, see Hillsboro maps at [www.ci.hillsboro.or.us](http://www.ci.hillsboro.or.us) under “e-services” or call the City Public Works Engineering Division.
- **Sanitation:** For events with activities in the right-of-way, event organizers are to provide the City with a basic description that addresses provisions for restrooms, garbage disposal, post-event cleanup and recycling. Event organizers are required to return City right-of-way to original condition which is free of any litter or debris. If there will be food preparation, sanitation descriptions need to include provisions for disposing of cooking waste. Discharge of cooking waste into the storm sewer is strictly prohibited.
- **Security:** Event organizers are required to describe event security and public safety provisions. The City may require the use of trained security personnel or the Hillsboro Police Department. Events that require the presence of Hillsboro police officers may be subject to fees. Contact the Hillsboro Police Department at (503) 681-6194 for more information.
- **Special Conditions:** The City reserves the right to impose special conditions on events to ensure the safety of spectators, participants, City-owned property, City employees, the environment, the general public, or any other potentially affected area that impacts the livability of the City of Hillsboro.
- **Traffic Control plan:** All events that involve a full/partial closure or blockage of City streets to control traffic flow must show any proposed street closures, blockages or event routes in a traffic control plan. Applicants are encouraged to use Hillsboro maps or another electronic mapping tool for the plan.

Plans should include a detailed site map showing all traffic control signage and barricades. Please also include all parking, staging and loading areas. A sample traffic control plan (showing emergency access) can be found page ten. Please contact the City Engineering Division at (503) 681-6146 for assistance.

# CITY OF HILLSBORO



## Instructions for Special Events Permit Application

Special Events Application instructions:

1. Complete Section I of the attached application for Special Events Permit
2. Obtain a Certificate of Insurance from your insurer. The Certificate of Insurance must:
  - a) state that the limits of liability are as follows:

**General Liability** to include bodily injury and property damage:  
\$1,000,000 combined single limit per occurrence/\$2,000,000 aggregate

**Automobile Liability:**

\$1,000,000 combined single limit per occurrence, and shall include coverage for owned, hired and non-owned vehicles as applicable.

Evidence of Auto Insurance shall be by certificate indicating extension to all owned vehicles.

- b) name the City of Hillsboro, its Elected and Appointed Officials, Officers, Agents, Employees, and Volunteers as Additional Insured.

**The City will not accept any Certificate of Insurance without the Additional Insured language and Endorsement Page.**

3. Complete Sections II, III and IV. For assistance in completing section III please contact the Police Department or section IV, please contact the Fire Department.
4. Submit completed permit application and all additional required materials as listed on page 3 of this packet **at least thirty days** prior to the event to:

City Public Works Engineering Division, 150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123-4028  
Fax: (503) 681-6245

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### **IMPORTANT:**

Applicants must contact the Public Works Engineering Division for permit processing and assistance in event coordination. City office hours are Monday through Friday, 8 a.m. to 5 p.m.

**City Public Works Engineering Division – (503) 681-6146**



## Application for Special Events Permit

*Please read accompanying information packet before completing this application. Retain copies for your reference.*

Submit Special Events Permit Application and Accompanying Materials to:  
City of Hillsboro Public Works Engineering Division ~ Fourth Floor~ 150 East Main St. ~ Hillsboro, Oregon 97123  
Fax (503) 681-6245

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### SECTION I – EVENT SPONSOR AND EVENT INFORMATION *(please print)*

1. Application Submittal Date: \_\_\_\_\_
2. Date of Event (include day of week): \_\_\_\_\_
3. Event Hours (including set-up and take-down time): From \_\_\_\_\_ To \_\_\_\_\_
4. Event Name: \_\_\_\_\_
5. Event Organizer: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
8. Contact Name: \_\_\_\_\_ Telephone Number (during event): \_\_\_\_\_
9. Purpose of Event: \_\_\_\_\_
10. Proposed Route or Location of Event: \_\_\_\_\_  
\_\_\_\_\_

(also attach a traffic control plan indicating route and any proposed road closures. If the applicant intends to override traffic control devices such as signs and signals, etc., for athletic and other mobile events, contact Hillsboro Police Department for assistance.)

11. Event Held in the Past? \_\_\_\_\_

If there are changes to information or maps, please describe and/or attach:

\_\_\_\_\_

\_\_\_\_\_

12. Estimated Number of Participants: \_\_\_\_\_

I hereby attest that the information provided is true and accurate to the best of my knowledge. It is understood that the City may request additional or supplemental information during the course of processing this permit.

Applicant Signature \_\_\_\_\_

**SECTION II – LIABILITY INSURANCE**

1. Event Sponsor has included Certificate of Insurance with sufficient liability limits and names the City of Hillsboro, its Elected Officials, Officers, Employees and Volunteers as Additional Insured and includes endorsement (**must include with submittal**).  Yes  No
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**SECTION III – POLICE/SAFETY INFORMATION**

1. Traffic Control plan including map of event location and/or route noting any road closures accompanies application.  Yes  No
2. All barricades/notification signs/equipment being used for event are detailed in Traffic Control plan or application materials.  Yes  No
3. Security plan describing event public safety & security provisions accompanies application.  Yes  No
4. Alcohol will be served at the event.  Yes  No  
 If yes, OLCC permits are included in application materials.  Yes  No
5. Sound amplification equipment will be used during the event.  Yes  No  
 If "Yes," during which hours? From: \_\_\_\_\_ To: \_\_\_\_\_
6. Affected businesses/residences have been notified of event.  Yes  No  
 Affected businesses/residents have identified objections or concerns with event.  Yes  No
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**SECTION IV – FIRE/EMERGENCY INFORMATION**

1. Emergency Access shown on a scaled diagram and/or with written information accompanies application.  Yes  No
2. Vendors with cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hook-ups will be part of the event.  Yes  No
- If yes, has a Fire Department Special Events Permit been obtained?  Yes  No
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**CITY USE ONLY:**

<u>Department</u>	<u>Approve</u>	<u>Deny</u>	<u>Special Conditions</u>
Police	_____	_____	_____
Fire	_____	_____	_____
Eng/Public Works	_____	_____	_____
Risk Management	_____	_____	_____

Approved _____	Denied _____	By _____	Date _____
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# Proposed Special Event

## *Property Owner Notification Letter*

*[Event organizers may use this letter to notify property owners fronting or abutting the proposed street to be closed or blocked. If this form is utilized, please provide one completed copy in the application packet.]*

We are applying for a permit from the City of Hillsboro to temporarily close or block the street for the purpose of holding a special event. As part of the application process, we are providing you with the following information:

Name of event and group or organization hosting the event \_\_\_\_\_

Name of street and/or cross streets to be used/closed/blocked:

\_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_

Dates and times of event:

Details of event (expected attendance, live music, alcohol sales, etc.):

Event coordinator name, email and phone #:

Comments/additional information:

If you have questions, comments or concerns about this event, you may contact the event coordinator identified above, or contact the City Public Works Engineering Division at (503) 681-6146.

# Sample Traffic Control & Emergency Access Plan

