

# City of Sherwood

# Special Event Permit

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## RESOURCE GUIDE



Community Service Department  
22560 SW Pine Street  
Sherwood, OR 97140  
Event and Volunteer Coordinator  
(503) 625 4251



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## DESCRIPTION AND GENERAL REQUIREMENTS

The City of Sherwood values events which bring people together through the celebration of the arts, sports, history, commerce, health and more. As a means of encouraging these gatherings, the City makes its streets and public right-of-way available to civic, private and community groups to organize and sponsor activities that enhance Sherwood.

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

### Special Event Definition

A special event is defined as an event which requires pre-approval and advisement from City staff, for a preplanned activity, sponsored by an individual, group, and/or organization proposed to be held in the City of Sherwood within the public right-of-way, or on city-owned property. Special events are events which will impact public property, normal vehicle and pedestrian traffic, and/or the safety of citizens and visitors, thus needing the services of the City. Specific activities requiring a Special Event Permit include but are not limited to: fairs, carnivals, circuses, concerts, walks or runs, bike races, parades/marches, festivals, celebrations, tours, shows, sales, festivals, ceremonies, rallies, processions or mass gatherings, etc. A Special Event may also involve selling, advertising, and/or promoting.

A Special Event Permit is required for use (or impact) of the City public right-of-way for all events that meet requirements **except a neighborhood block party**, which instead is authorized by a Sherwood Block Party Street Closure Permit.

### Requirements

If your event/activity is one of the following it will likely require a special event permit:

- Anytime an event, party or activity expects to draw 100 people or more, in the public right-of-way (park, street etc.)
- Anytime an event is held on private property and the event affects or impacts the City, surrounding public or private property, or which may involve an improper use of the property under the City ordinances such as zoning restrictions, noise restrictions, temporary portable sign permits etc.
- Outdoor concert, performance and entertainment, public or semi-public, dance, or recreation event
- Circuses, carnivals, fairs, and festivals
- Farmer's markets and swap meets
- Athletic event including walks, runs, bicycle and vehicle races (sport tournaments do not need a special event permit). These events should refer to the Special Athletic Resource Guide.
- Organized/sponsored vehicle and boat shows
- Sales event outside the normal sales area of a business, such as a sidewalk and parking lot sales and other special promotions
- Fireworks display
- Street fair, craft show on a residential or commercial right-of-way which is likely to obstruct, delay or interfere with normal flow of pedestrian or vehicular traffic
- Outdoor amplified music
- Sale of consumption of alcoholic beverages

## SPECIAL EVENT FEES AND DEPOSITS

Please read the following information carefully and obtain all the necessary permits and licenses for your Special Event.

Events that require multiple permits and fees (e.g. Park Reservation, OLCC, Noise Ordinance Variance, Facility Use Agreements etc.) may require a variety of City staff to contact event coordinators to discuss specific permit details. The Special Event Permit is not approved until a permit is issued by the Event Coordinator.

### Guidelines for the Special Event Permit Application

- A. An organization (i.e. church, non-for-profit, for-profit) is required to obtain a Special Event Permit to conduct any outdoor event which meets the requirements located on public property, the public right-of-way, or which is on private property and impacts the public right-of-way.
- B. Each organization must submit a Special Event Permit Application 45 days prior to the event. Additional Special Event Permit Applications must be submitted for multiple events.
- C. All applications must be completed in its entirety. Any changes to the application after it has been submitted will begin a new 45 day timeline.
- D. Sponsors of special events must furnish a Certificate of Insurance. *(See Guidelines and Resources Section)*

If the event requires use of a City facility or additional City permits, the event organizer is expected to also pay the appropriate fees and charges as they apply to that permit/facility.

### Fees and Charges

The completed Special Event Permit Application and fee must be submitted to the City of Sherwood at least 45 days prior to the event. All documents MUST be received at least fourteen (14) days prior to the special event.

On June 7, 2011 the 2011-2012 Fiscal Year Budget was adopted. The 2011-2012 fee schedule includes the Special Event Permit Application fee that will apply to all events held on or after July 1, 2011.

SPECIAL EVENT PERMIT APPLICATION FEE	Resident*	Non-Resident
Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$200

*\*Please refer to the Special Event Guidelines and Regulations section*

Each department will review the application and determine what City services, property, permits, and licenses will be necessary to approve the event. These charges will be the responsibility of the applicant and are in addition to the Special Event Permit Application Fee. Depending on the type of event, additional fees, permits and information may be required (i.e. OLCC, Temporary Portable Sign Permit, Park Reservations etc.)

The event holder may be billed for services provided by the City that are exclusively a result of the event. The City will attempt to estimate the cost of such services in advance of the event, but the event holder may be billed and liable for the actual cost.

## **CONDITIONS**

1. There is a 2-4 hour minimum for all services
2. Equipment and services are is subject to availability
3. Prices are subject to change without notice
4. Reimbursements must be pre-paid to the City of Sherwood by certified check at least one week before the date of the event.

## **Clean-Up Fee**

Failure to satisfactorily clean-up event areas will result in the event holder being charged by the City for the actual cost of clean-up plus a 15% administrative fee. An event holder who fails to clean up after the event may be denied any future event permits.

The City may require the event holder to submit a clean-up deposit in an amount estimated to be sufficient to clean-up the event area. If the event area is cleaned up within 24 hours after the event, the deposit will be refunded.

## **Deposits**

A security deposit/bond may be required by the City of Sherwood, to be paid by the party for Special Event requests. The amount of deposit, if required, will be determined by the attendance at the Special Event, the area involved, the nature of the event, and the potential for excessive damage or other liability to the City. A deposit/bond in the amount specified by the City shall be filed with the City at least ten (10) days prior to the event.

The party shall be held responsible if the area used is not left in the same condition at the end of the Special Event as it was found to be at the beginning. The area used for the special event shall be inspected following the event. If for any reason there is damage to any part of the area which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage shall be determined and the dollar amount for any repair or replacements will be deducted from the deposit/bond paid by the party.

## SPECIAL EVENT FEES AND DEPOSITS (CONTINUED)

In any or all cases, if the amount of damage, extra cleanup required, and/or costs for services furnished by the City exceeds the deposit paid, the party shall be billed for the balance, to be paid in full no more than thirty (30) days from the billing date. If payment is not received from the party within that time, all future special event requests will be denied until such time as payment is received and, in addition, the City may take legal action to recover costs, including attorney fees. This provision shall also apply in the case where the party is not required to pay a security deposit for the special event.

## SPECIAL EVENT PERMIT APPLICATION SUBMITTAL

### IMPORTANT

If your proposed event is new (having never been permitted by the City in the past) or is significantly changing, please contact the Event Coordinator as soon as possible.

For all proposed events on City of Sherwood public right-of-way and public property, submit a completed application and all required materials **at least 45 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.

Approval of the event application will be issued within 14 days of receipt of the **completed** Special Event Permit Application.

## SPECIAL EVENT PERMIT APPLICATION REVIEW AND ISSUANCE

Special Event Permit applications are reviewed and approved, approved with conditions, or denied by the City of Sherwood Police, Public Works, Planning and Community Services Departments and Risk Management. Once the application is approved, the event coordinator will receive a letter of approval and a Special Event Permit which must be displayed in a conspicuous place.

An event holder whose application is denied, or who objects to the conditions or restrictions placed on the permit, may appeal to the City Manager by giving a written request to the Community Services Director within in 10 days of denial.

Reoccurring events are required to submit a Special Event permit for each season or calendar year of operation.

Please contact the Community Services Department (503) 625-4251 for permit processing. City office hours are Monday – Friday 8 am – 5 pm.

Any conditions not met as set out in the approval of the application will be grounds for revocation of the permit by the City.

## **GUIDELINES FOR CITY SERVICE REQUESTS**

The applicant should specify any service, material, or property that is requested to be provided by the City of Sherwood. Special events will be limited to city property that can accommodate the event.

If approved, city services may be provided by the Sherwood Police and Public Works Departments during regular city working hours but will be subject to availability. Services from these departments may include posting of *No Parking* signs, electrical services, street closures, Tri-met notification, traffic control and parade assistance.

Major community events may be required to use the City of Sherwood Police Department for crowd and traffic control. Private security personnel must be used for areas where alcohol will be consumed.

At the applicant's request, the City of Sherwood Police Department will provide cost estimates for police services. The Police Department reserves the right to increase staffing levels during the event if deemed necessary to preserve public safety. The event holder shall be liable for the City's actual cost of providing services as billed to the applicant after the event has concluded.

If the event is likely to impact traffic in the immediate area, applicant must prepare a traffic control and signage plan that is subject to the approval of the City.

The City of Sherwood may not provide services during overtime hours (late weekday afternoons, evenings, weekends and holidays) unless reimbursed by certified check at least one week in advance for such work.

Event organizers can also hire qualified private contractors for set-up and event needs, provided that all Municipal Codes are met and all necessary permits issued in time. For information on specific requests please refer to the *Special Events Guidelines and Regulations* section.

## **GUIDELINES FOR STREET CLOSURES AND USE OF PUBLIC WAY**

Through the Special Events permitting process, a city street or other portion of the public right-of-way may be closed, blocked or used 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 right-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. Events held in City parks may also require permits.

Streets in the City of Sherwood may only be closed with the specific review by the Sherwood Police Department and approval of the Chief of Police, Fire Chief, and Public Works Director. Street closures, when approved, must be done in a safe manner that will allow emergency access for ambulance, fire or police vehicles. Street closures are allowed to facilitate non-commercial events that provide a civic benefit to the community.

A copy of the Certificate of Insurance submitted with the Special Event Permit Application can also be utilized for the street closure permit. The City reserves the right to require additional traffic aides/personnel to assist with traffic control and enhance public safety.

## GUIDELINES FOR STREET CLOSURES AND USE OF PUBLIC WAY (CONTINUED)

A Traffic Plan and Street and Side Walk Use must be attached to your Special Event application and must be in written form with directions (*see the Guidelines and Regulations section and application for more information*). A map may be submitted with the application, but will not serve as a substitute to the written route.

A street closure in an area where there is a public garage, tenant indoor parking or off-street activity requiring driveway access will require a mechanism for entry, security, and twelve feet of clear unobstructed access for emergency vehicles. **The temporary street closure or blockage restricts vehicular access only – pedestrian and emergency vehicle access shall be maintained at all times. Old Town Sherwood alleys MUST REMAIN CLEAR AT ALL TIMES to allow for emergency access.**

All businesses and residents located on the street to be used or closed must be notified of the event dates and times and granted access when open to vendors and other event participants.

The City of Sherwood will:

- identify major intersections that require the presence of qualified individuals to assist with traffic control (City Staff and/or individuals supplied by the event coordinator)
- post *No Parking* signs 72 hours prior to a street closure
- place barricades at designated intersections
- contact Tri-met if street closure is in Old Town Sherwood and requires a bus route detour

The following will be taken into consideration when issuing a street closure or use of public way permit:

- public health or safety
- the previous issuance of a permit for another event, public assembly or similar event at the same location
- the proximity of another event in the area at the same time

A Special Event 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 Sherwood Block Party Street Closure Permit.

For athletic events, please refer to the Special Athletic Event Permit Information packet.

## SPECIAL EVENT GUIDELINES AND REGULATIONS

To increase the likelihood of permit approval, reduce the risk of 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.

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### **Alcohol Licenses**

SALE OR SERVICE OF ALCOHOLIC BEVERAGES AT ALL EVENTS HELD ON PUBLIC PROPERTY IS THE SOLE RESPONSIBILITY OF THE EVENT ORGANIZER. If a sponsor wishes to obtain a liquor license, there is a City of Sherwood processing fee in addition to the Oregon Liquor Control Commission (OLCC) application. Liquor applications must be received by the City of Sherwood no less than forty-five (45) days prior to the special event. We understand that special circumstances may alter this deadline and if so, it will be reviewed on a case by case basis. OLCC requires a license for Liquor Service and Temporary Sales Permit for any sale of alcohol. The applicant/responsible party agrees to provide the City a Certificate of Liquor Liability Insurance reflecting a limit of no less than **\$1,000,000** naming the City of Sherwood, its officers, agents, employees and volunteers as an additional insured at least 2 weeks prior to the event. This certification can come from the applicant or the caterer providing the alcohol for the event.

A copy of the required documentation and the licenses issued by the OLCC must accompany the Special Event application or be submitted separately a minimum of **45-days** prior to the event. Failure to provide this documentation is grounds for revocation of the application.

All persons obtaining permits for the sale of alcoholic beverages shall comply with all federal, state and local laws including day use approval by the Sherwood Police Department. The sponsor shall be notified upon the approval of an application by the Sherwood City Hall Receptionist. All licenses should be posted in a conspicuous place at the site of the special event or the party must be able to produce it upon request.

The sponsor is encouraged to use some type of wristband or other method for distinguishing that persons are of legal drinking age. The use of a wristband for those consuming alcoholic beverages will allow the Sherwood Police Department personnel or other security personnel at an event to identify minors in possession of alcohol. The sale of alcoholic beverages will not be permitted at special events where the majority of the participants are twenty-one (21) years of age or under.

### **Animal Control**

All events are expected to comply with City animal control and County Health regulations.

### **Athletic Events (Special)**

Special Athletic Events include events such as a bike, run or walk on public right-of-way that involves the interruption of normal traffic flow, closure of a street, or by the nature of the event, promotes violation of traffic laws. These are open to the public and differ from league sport tournaments. Refer to the Special Athletic Event Information Packet for more information.

## SPECIAL EVENT GUIDELINES AND REGULATIONS (CONTINUED)

### **Electricity/Electrical Plan**

Specific requirements for the use of electricity must be submitted and approved at the time of application for a special event. 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 the event. Electrical service connection provided by the City requires a detailed layout drawn to scale of electrical needs and must be submitted for approval with the Special Event Permit Application at least 45 days prior to the event.

### **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 12 ft. wide emergency access lane that shall remain open at all times

### **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. At a minimum a first aid station must be provided at Special Athletic Events and Major Community Events.

### **Entertainment and Amplified Sound**

All events, including those that use amplified sound, must adhere to all guidelines in the City Noise Ordinance Permissible Sound Levels (Sherwood Municipal Code Section 9.52.040). This information can be obtained from the Code Compliance Officer at the Police Department or at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) under municipal code.

By code, outdoor amplified sound will be allowed Monday – Friday, 7 am to 10 pm and Saturday – Sunday from 8:00 am – 7:00 pm. If your event will have amplified sound outside of these areas (considered “night” hours), you must obtain a *Noise Ordinance Variance Permit*.

### **Fire Safety**

Permits may be required from Tualatin Valley Fire and Rescue if your event is a carnival, fair or haunted house, involves explosives, flammable gasses, pyrotechnical special effects or uses tents (in excess of 200 square feet) or canopies (in excess of 400 square feet). Visit [www.tvfr.com](http://www.tvfr.com) or call (503) 612-7000 for more information.

### **Food Sales**

The special event organizer is responsible for ensuring that all food sales meet federal, state and local health department requirements. Event organizers are responsible for arranging ALL food permits with the Washington County Department of Health and Human Services including holding of a Temporary Restaurant License. Licenses are available for \$180 fee and are good for 30 days. Health inspectors may visit each special vent and have the right to close booths operating outside of health regulations. All permits should be clearly displayed. To obtain a license or for more information, call (503) 846-8722 or visit [www.co.washington.or.us](http://www.co.washington.or.us).

## SPECIAL EVENT GUIDELINES AND REGULATIONS (CONTINUED)

### Insurance Compliance

Event sponsors must submit a Certificate of Insurance and Endorsement. Limits of insurance are General Liability of \$1,000,000 for death or bodily injury and property damage; Personal of \$1,000,000; Per Occurrence \$1,000,000 and Fire Insurance of \$50,000. Limits and types of insurance may change because of the different activities of each special event.

Sponsors must produce a copy of the policy with all policy endorsements. The Special Event Coordinator/Risk Manager must receive the certificate **at least fourteen (14) days prior to the special event**. Applicants may be charged for extra time spent on follow-ups for incomplete or inadequate insurance submissions. **Failure to produce a valid Certificate of Insurance naming the City as an additional insured will result in cancellation of the special event.** Please read all requirements carefully. Please refer to the application instructions for details.

If the event occurs at a Sherwood School District field, gym or track, the Certificate of Insurance and Endorsement must name the City of Sherwood and the Sherwood School District as additionally insured.

### Notification of Affected Properties

When an event requires a *Noise Ordinance Variance Permit* or a *Street and Sidewalk Use Permit*, the event organizer is responsible to notify property owners fronting or abutting the street and properties is affected by the proposed closure. Organizers are required to use a separate *Property Owner Notification Signature Sheet* for each type of notification. If you are required to notify affected property owners, you must provide a copy of that notice a minimum of two weeks (14 days) prior to the event. Exemptions may be approved for certain events. Contact the Event Coordinator at (503) 625-4251 for assistance.

### Maps

Hand drawn maps will not be accepted for required plans (Site Plan, Traffic Control Plan, Sanitation Plan, Special Athletic Routes and Parades). Sherwood maps are available at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov). Other electronic mapping tools include Google Maps, [www.mapmyrun.com](http://www.mapmyrun.com), PowerPoint files etc.

### Other Agency Permits

Other public agencies may require event holders to obtain permits for certain activities. For example, alcohol sales are regulated by the Oregon Liquor Control Commission. The Washington county Health Department issues Food Handlers licenses and inspects food services. Tualatin Valley Fire and Rescue has fire regulations for the use of tents in public gatherings. If County or State roads will be affected, permits may be required by – Washington County or ODOT. It is the event holder's responsibility to determine what permits are needed and contact the appropriate agency.

### Parades

Parades are required to submit a Street and Sidewalk Use Permit. Please refer to the Guidelines for Street Closures and Use of Public Way section of this guide.

### Park Reservations

Parks with shelters are available for reservation. Park Reservation information and forms are available at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or by calling the City of Sherwood Public Works Department at (503) 625-5722.

## SPECIAL EVENT GUIDELINES AND REGULATIONS (CONTINUED)

### Parking

No vehicles or heavy equipment may be driven on or parked on the grass areas within public parks. Old Town Sherwood alleys MUST REMAIN CLEAR AT ALL TIMES to allow for emergency access. There is no event parking allowed in the City Hall/Library parking lot.

### Publicity

Sponsors are advised not to publicize tentative events until after receipt of the permit to avoid publication of misinformation. Sponsors who disregard this precaution will not receive special consideration in determining approval for the requested event because of advance preparation or expenditure of money.

### Recycling and Garbage/Sanitation Plan

Event organizers are to provide the City with a basic description that addresses provisions for restrooms, garbage disposal, post-event clean up and recycling. Event organizers are required to return City right-of-way to original condition which is free of any litter, debris, road markings etc. Any defacement of public property that occurs in the event area must be remediated at the expense of the event holder. 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.

All special event organizers are encouraged to incorporate the practice of waste reduction and recycling into their planning process and event implementation strategy. Events coordinators are required to provide garbage dumpsters specifically for their event and document locations in the site plan. Use of existing garbage cans/dumpsters for local residents and business use is not allowed.

If City of Sherwood garbage cans are onsite for existing use, the event coordinator may be required to service those. The City cannot absorb the cost of garbage services for large functions.

### Residents

Residents are defined as the **sponsoring organization whose official address is in the Sherwood City Limits**. Event coordinators who live in Sherwood and are representing organizations outside of Sherwood City Limits do not qualify for resident status.

### Security Plan

Event organizers are required to describe event security and public safety provisions. The City may require the use of trained security personnel or the Sherwood Police Department. Events that require the presence of Sherwood Police Officers may be subject to fees. Any security personnel hired by the holder of the event will operate under the direction of the Chief of Police, or designee. A special event application will not be approved until a security plan has been finalized for the event.

### Signage

Temporary signs may require a City of Sherwood Temporary Portable Sign Permit which can be obtained from the Planning Department (503) 625-4202. Please review the Sign Code for more information. No paint will be allowed on the streets, bridges, trees, grass or trails. All signs must be removed after event.

## SPECIAL EVENT GUIDELINES AND REGULATIONS (CONTINUED)

### Site Plan

To ensure proper review of your event, it is required that you submit a site plan for your event. Based on your event site plan and components, the Fire Department may require an inspection of your venue at your cost before or during the event. A detailed narrative should supplement your site plan or route map. Please refer to the Map section of this guide and the Special Event Permit Application for requirements.

### 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 Sherwood.

### Street Closings/Event Street and Sidewalk Use

Refer to *Guidelines for Street Closures and Use of Public Way* section. A Special Event Permit is required for use of the public right-of-way for all events **except a neighborhood block party**, which instead is authorized using a Sherwood Block Party Street Closure Permit. Events that propose any street closures/blockages are required to fill out the Event Street and Sidewalk Use. This includes parades, processions and athletic events.

### Sherwood School District (Fields, Tracks, and Gyms)

If an event is requesting to use a Sherwood School District field, track or gym outside regular hours, event coordinators must submit a Facilities Use Agreement with the City of Sherwood Recreation Coordinator (503) 925-2332. Please refer to the Insurance section of this guide for insurance requirements. All school facilities are alcohol and tobacco free.

### Tents

Tents in excess of 200 square feet and canopies in excess of 400 square feet require a permit from TVF&R. Contact them at (503) 612-7000. Approval from the City is required for the erection of tents on public property.

### Traffic Control Plan

All events that involve full/partial closure or blockage of city streets (parades, street closures and athletic events) to control traffic flow must complete a Traffic Control Plan. Please refer to the Map section of this guide and the Special Event Permit Application for requirements.

### Toilets

It is the responsibility of the sponsor to provide for an acceptable number of additional toilets on site during the special event. On average each portable toilet can accommodate 200 uses (one use per person every four hours). Depending on the event type, this ratio may increase (i.e. events with food and beverages require additional units as individual use increases). If restrooms are onsite for existing recreational or event use, the event coordinator may be required to service those in lieu of renting additional ones. The City of Sherwood cannot absorb the cost of restroom services for large functions.

### Vending

It is the responsibility of the sponsor of the event to select vendors. Vendors shall have all the licenses necessary to operate and those licenses shall be displayed.