



City of Sherwood

Special Events Permit

FAQs

Do I need a Special Event Permit?

If your event/activity is one or more 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 or on public property (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 or consumption of alcoholic beverages

Do I need to fill out a Special Event Permit Application if I want to hold a block party?

No. A Special Event Permit is required for use of the City public right-of-way for all events that meet requirements **except a neighborhood block party**, which instead is authorized using a **Sherwood Block Party Street Closure Permit**.

Where do I get a SEPA Application?

Applications and supporting documents are available during business hours at Sherwood City Hall or online at www.sherwoodoregon.gov/special-event-permit under "Our Community". If you would like to review and discuss the Special Event Permit please contact the Event Coordinator at (503) 625-4251 to schedule a meeting.

When do I need to turn in the application?

Applications should be submitted **at least 45 days** to allow time for the review process and for the applicant to address any changes or conditions the City might request. Applications will be accepted on a first-come, first-serve basis. Please refer to the *Special Event Resource Guide* for details on required information, permits and application submittal timelines.

How much is the Special Event Permit fee?

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 Fee	Resident*	Non-Resident
Non-Profit Fee	\$75	\$125
For-Profit Fee	\$150	\$150

**Please refer to the Special Event Permit Resource Guide for resident definition*

What other permits or applications do I need to fill out?

Other event permits or reservations that may apply include; park reservations, OLCC Permit, Noise Ordinance Variance, Sherwood School District Facility Use Agreements, Temporary Portable Sign Permit, TVF&R Tent and Canopy Permit, Washington County Temporary Road Closure Permit and Washington County Restaurant License & Food Handler Certificate. Please refer to the *Special Event Resource Guide* for more information.

Events that require multiple City of Sherwood permits 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.

How long will it take to process my application?

Approval of the event application will be issued within 14 days of receipt of the **completed** Special Event Permit Application and fee. After submitting all forms, your application will be sent to all departments involved in providing services or permits for the event.

What happens if someone else is planning an event on the same day/location that I am?

When two or more parties make a request for the same area on the same date, a compromise agreement between the parties will be attempted. In the case where a conflict cannot be resolved, the final determination for granting a special event request remains with the City of Sherwood.

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

What do I need to do sell/serve alcohol at my event?

Sale or service of alcoholic beverages at all events held on public property is the sole responsibility of the event organizer. The event organizer needs to obtain an Oregon Liquor Control Commission Temporary Sales Permit.

What do I need to do if I want to request a street closure?

Review *Guidelines for Street Closures and Use of Public Way* in the *Special Event Permit Resource Guide* and complete the Street and Sidewalk Use section of the Special Event Permit Application and submit a

Traffic Plan. If you want to close a street for a neighborhood block party, that is authorized using a Sherwood Block Party Street Closure Permit.

Do I have to have insurance?

Yes, if your event requires a Special Event Permit, then insurance is required. For specific insurance requirements, please review the *Special Events Resource Guide*.

Do I need to submit a Special Event Permit Application each year?

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