

**APPLICATION FOR COMMUNITY EVENT STREET CLOSURE PERMIT
WITH ALCOHOL ALLOWED IN THE RIGHT OF WAY**

Name of organization applying for permit:				
Address:				
Name of Insured on Certificate of Liability Insurance: Please click here for insurance requirements.				
Name of contact person:				
Phone #1:	Office	Cell	Alt	Fax:
Phone #2:	Office	Cell	Alt	Email:

STREET(S) To Be Closed - Format: SW Park Ave between SW Main and SW Salmon streets

Between	and	

If more than four streets are to be closed, please indicate the additional streets in the NOTES section found on page 4.

Are any of the proposed street closures on a Trimet bus route? (If yes, you must coordinate with Trimet by calling 503-962-8117)	YES	NO
Is the proposed street closure in a metered parking district? If yes, the City of Portland reserves parking and assesses fees as part of the permit process.	YES	NO
If the proposed street closure is outside a metered parking district, will you want to ensure cars are not allowed to park on the block you are closing? If yes: <ol style="list-style-type: none"> 1. "No Parking" signs will be included with your permit. 2. These are signs that you will need to attach to barricades and place on both sides of the street to reserve parking during your event. You are responsible for providing barricades for these signs. 3. There are additional costs if you choose to have the signs enforced by Parking Enforcement. For details on enforcement and costs, click here. 	YES	N/A
Are there any parking spaces for car-share vehicles such as Zipcar or U-Car Share located within the proposed street closure?	YES	NO

EVENT DESCRIPTION

Name of event:		
Event date(s):		
Street closure times	Set up starts:	Event ends:
	Event starts:	Street cleared and opened:
Number of attendees expected:		
This event is being advertised to:	Local neighborhood	Regional/Citywide
<ol style="list-style-type: none"> 1. How and where will the event be advertised? 2. Who will you advertise to? 		
<p>➡ Submit examples of promotional materials. You will need to submit these separately from this form. Please see page 5 for details.</p>		

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EVENT DESCRIPTION continued

Is the event a fundraiser?	YES NO	
<p>1. Name of the beneficiary:</p> <p>2. How will they benefit from this event? (% of event profits, donations, etc.)</p> <p>➡ Submit a letter from the beneficiary acknowledging their understanding of the benefit. You will need to submit the letter separately from this form. Please see page 5 for details.</p>		
<p>Will items or services be sold at the event? If yes, please describe:</p> <p>Please contact the Bureau of License at 503-823-5157 to ensure you are in compliance with all business laws. Any food vendors shall obtain the necessary food handler permits and health certificates from the Multnomah County Health Department: 503-988-3400. Food vendors using cooking or heating equipment shall obtain a propane permit from the City of Portland Fire Marshal's Office: 503-823-3712.</p>		
<p>Will the event have amplified sound?</p> <p style="text-align: center;">NO YES</p> <p style="text-align: right;">If Yes, you are required to obtain a Noise Variance permit from the City of Portland Noise Control Office, 503-823-7350. You can also apply online here.</p>		
<p>Do you plan to set up stages, tents or other temporary structures in the street closed area?</p> <p>For stages, tents or other temporary structures, you may be required to obtain a Special Event Permit from the Fire Marshal's Office, 503-823-3712. You can view the policy online here.</p>		<p>YES NO</p>
<p>How many bicycle parking spaces will you provide?</p> <p>The City of Portland recommends providing sufficient bicycle parking for at least 5% of attendees expected.</p> <p>➡ Submit a site plan that includes any temporary structures, bicycle parking spaces and location of the 15ft emergency lane (which must be maintained at all times during the event). You will need to submit the site plan separately from this form. Please see page 5 for details.</p>		
<p>How many portable restrooms will you supply?</p> <p>(The City of Portland recommends one portable restroom for every 125 persons in attendance. At least 10% of the total portable restrooms shall be ADA (Americans with Disabilities Act) approved.)</p>		
<p>How have you contacted residents or businesses that will be affected by the proposed street closure? Please describe your community outreach plan.</p>		
<p>➡ Submit the signature form of notification and examples of outreach materials. Click here to download the page. You will need to submit it separately from this form. Please see page 5 for details.</p>		

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SECURITY AND TRAFFIC CONTROL PLAN

A street closure traffic control plan is required with this application. For the standard one-block street closure traffic control plan click [here](#).

If the conditions or configuration of your proposed street closure are not the same as the standard traffic control plan, you are required to submit a custom traffic control plan that is approvable by the City Traffic Engineer.

➡ Submit a traffic control plan. You will need to submit the traffic control plan separately from this form. Please see page 5 for details.

How will your traffic control plan be implemented? (Volunteers, flagging company, etc)

How will security be provided? Please describe your crowd control and internal security procedures:

NOTES AND ADDITIONAL INFORMATION

List any additional street closures or relevant information about your event:

ALCOHOL PERMIT REQUIREMENTS

I am submitting an application for a street closure and, for the purposes of this event only, have applied for approval to sell and/or consume alcohol in the closed street area as part of the event. I understand that I am responsible for obtaining permits and licenses as required by Oregon Liquor Control Commission (OLCC) by making direct contact with OLCC at 503.872.5000. I understand the application process requires additional reviews, fees and approvals from multiple jurisdictions and that my application for alcohol in the right of way may be denied.

Yes I agree

Non-discrimination notice: The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities.

For accommodations, complaints, and additional information: contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5th Avenue, Portland, OR 97204, or by telephone 503-823-5185), City TTY 503-823-6868, or use Oregon Relay Service: 711.

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NEIGHBORHOOD ASSOCIATION NOTIFICATION LETTER

Submit this letter to Neighborhood Association and provide one copy in the application packet.

Date submitted to the Neighborhood Association :

Dear:

Name of Neighborhood Association

We are applying for a permit from the City of Portland's Bureau of Transportation to close the street for the purpose of holding a community event. As part of the application process, we are required to provide to you the following information:

Name of organization applying for the permit:
Name of non-profit recipient organization (if different):
How the recipient organization will benefit from this event: (% of event profits, etc.)

STREET(S) TO BE CLOSED:

Between	and
Between	and

Event name:		
Event date(s):		
Street closure times	Set up starts:	Event ends:
	Event starts:	Street cleared and opened:
Expected attendance:	Alcohol sales:	Yes No
Event size:	Neighborhood	Regional/Citywide
How the event will be advertised and who it will be marketed to:		
Details of event: (vendors, live music, etc)		

We would like your feedback on our proposed event and will strive to accommodate the needs of the neighborhood to make this event a success for everyone. Please contact me in writing or by phone at:

Name:	Address:	Phone:	Office	Cell	Alt
<input type="text"/>					

You may also contact Kristan Alldrin, Community Event Coordinator for the City of Portland's Bureau of Transportation at (503) 823-7073 or via email at pdotcommunityevent@portlandoregon.gov.

Sincerely,

Event Coordinator:

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ADOPTED RULES OF CONDUCT

Please read and initial each rule you wish to adopt during your event. This form must be completed prior to issuance of the street closure permit.	
1.	No person shall violate any Federal, State or City of Portland Laws.
2.	No person shall enter or remain in or upon the event area for unlawful purpose.
3.	No person shall enter or attempt to enter any portion of the event area that is not open to attendees without authorization from the permit holder.
4.	No person shall take, deface, degrade, damage, or destroy any personal or real property located in or upon the event area.
5.	No person shall be under the influence of any controlled substance or liquor intoxication at the event.
6.	No person may light any object on fire except for smoking devices designed for smoking tobacco.
7.	No person shall unreasonably interfere with the physical operation of the event.

Adopted Rules of Conduct have been noted above and approved/disapproved by the applicant

Signature/ Title/ Date

*** ELECTRONIC SIGNATURE IS EQUIVALENT TO SIGNING BY HAND***

DESIGNATION OF PERSON(S) IN CHARGE OF EVENT to be present at the event

Name	Address	Phone
		Cell
		Cell
		Cell

Please complete pages 1 through 5 of this application before submitting.

To complete your application, you must submit all additional documents via fax, email or postal mail, ATTN: Community Event Permits, to the address indicated at the bottom of the page in order for your application to be considered.

- ➡ Signature form for notification of adjacent properties
- ➡ Site-specific traffic control plan
- ➡ Site plan which includes the proposed street closure and any items you wish to place in the public right-of-way
- ➡ Certificate of liability insurance and additional insured
- ➡ Sample promotional and outreach materials
- ➡ Letter of support from event beneficiary (if applicable)