

CITY OF PORTLAND

Office of City Auditor Mary Hull Caballero

1221 S.W. 4th Avenue, Room 130, Portland, Oregon 97204
phone: (503) 823-4086
web: www.portlandonline.com/auditor/
Email: Karla.Moore-Love@portlandoregon.gov



August 5, 2015

Ann Berryhill Witte
4605 NE Fremont Street #201-D
Portland, OR 97213

Dear Ms. Witte,

The City Auditor's Office has received your request to have an appeal hearing of Portland Parks & Recreation's decision of November 5, 2014 to deny a permit application to Mr. Paul Stanford to hold the 2015 Hempstalk event at Waterfront Park.

A hearing has been scheduled before the Portland City Council for Thursday, August 27, 2015 at 2:00 p.m. The hearing will take place in Council Chambers located in City Hall, 1221 SW 4th Avenue, 2nd floor.

Let me know if you have questions, please do not hesitate to contact me at 503.823.4086 or email me at Karla.Moore-Love@portlandoregon.gov

Sincerely,

Karla Moore-Love, Council Clerk
Council/Contracts Division

cc: Paul Stanford
Shawn Rogers, Portland Parks & Recreation
Harry Auerbach, Office of the City Attorney

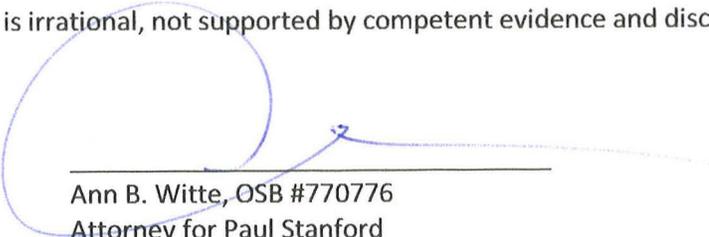
LaVonne Griffin-Valade
City Auditor
1221 SW 4th Avenue
Room 140
Portland, OR 97204

PLEASE TAKE NOTICE that Paul Stanford hereby appeals from the decision of Portland Parks & Recreation, (Shawn Rogers) on Nov. 5, 2014, to deny his application for a permit to hold the 2015 Hempstalk event at Waterfront Park.

Contrary to the law and the Constitutions of the US and Oregon, the staff considered the content of the protected expression connected with the event, and did so in demanding conditions on the exercise of free speech in the park for the 2014 permit, as well as to deny this permit.

Furthermore, the decision is irrational, not supported by competent evidence and discriminatory.

Dated: Nov. 10, 2014



Ann B. Witte, OSB #770776
Attorney for Paul Stanford

Appeal

ANN BERRYHILL WITTE
4605 NE FREMONT ST. #201-D
PORTLAND, OR 97213
(503)477-4690

[Type text]



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Paul Stanford
105 SE 18th AVE
OR 97214

November 5, 2014

Dear Mr. Stanford,

Portland Parks & Recreation (PP&R) has received your application for the 2015 Hempstalk event. We have reviewed the outcomes of the 2014 Hempstalk event held at Waterfront Park. Documentation was provided by the Portland Police Bureau, Portland Fire Bureau and the PP&R Park Rangers. Unfortunately, the documentation of outcomes shows the event's inability to meet the conditions of the event permit. As a result, your application for a permit to hold this event on Portland Parks & Recreation property in 2015 is denied.

The passage of ballot measure 91 makes no difference in the City's decision, which stems only from the inability of organizers to manage the event in accordance with the necessary conditions clearly outlined and revisited on multiple occasions. We note that specifically related to the passage of M91, it will still be unlawful to use this controlled substance in public per Section 55(1) of the Act.

In December, 2013, PP&R denied the Hempstalk organizers' application for a 2014 event. On January 9, 2014, Portland City Council upheld PP&R's decision denying the event permit for Hempstalk 2014, in an appeal hearing.

In that appeal hearing, Council instructed Portland Parks & Recreation staff to provide organizers with an opportunity to use Waterfront Park for the 2014 Hempstalk event. Council conditions included organizers' compliance with all City permitting requirements and improved management of the event. In addition, the City Council instructed Portland Parks & Recreation to develop a mutually agreeable event plan with the organizers. The plan was developed and you, the organizer, agreed to the plan and permit conditions. The event plan addressed deficiencies documented in previous years and provided specific requirements for a

Customer Service Center
1120 S.W. 5th Ave., Suite 1302
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Tel: (503) 823-2525 Fax: (503) 823-2515

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successful implementation of the event logistics in 2014. PP&R review of the 2014 Hempstalk event at Waterfront Park shows an inability to meet the 2014 plan and permit conditions.

Outlined below are examples of ways in which the event did not comply with the event plan/permit requirements including:

"Security Plan. Page 7. Restrictions

Advance materials including the Hempstalk website, all printed materials and social media sources plus on-site signage and stage announcements will clearly and prominently indicate items that are NOT permitted in or in the areas surrounding the Event Permit Area.

Hempstalk attendees are subject to search for restricted items as a condition of the event participation per the event permit granted by Portland Parks Department."

According to the information provided by the Portland Police and PP&R Rangers, the event staff were observed making announcements from the stage over the public address system instructing attendees where to use controlled substances.

"Security Plan. Page 7. Event Restrictions of Participation

No illegal activities or substances (including cannabis)

No alcohol, illegal drugs or paraphernalia"

City of Portland employees, including Portland Police, and PP&R Rangers witnessed a significant number of individuals smoking marijuana in and around the event. Portland Police contacted the event organizers regarding these issues. The event organizers did not take sufficient action to curtail them. This was evident in the actions documented in section above regarding announcements made from the stage.

"Security Plan. Page 7. Event Restrictions of Participation

No unauthorized sales or vending of items"

The event organizers did not take sufficient action to stop the sale of controlled substances during the event. When Portland Police reported to organizers of these sales by one of the vendors within the event, the organizers did not take sufficient action to stop or curtail the activity. It was confirmed when undercover police officers were able to purchase controlled substances from that same vendor the following day.

These actions directly violates PCC 20.08.020.B. 3, 4, 5 & 7.

B. The Parks Reservation Center shall issue the requested permit if a complete application complying with all adopted policies and procedures is filed and all of the following conditions are met:

3. The proposed activity does not pose an unreasonable risk to public health or safety or to the physical integrity of the Park;
4. The applicant pays all required fees and agrees to comply with all conditions of

the permit;

5. The proposed use is otherwise lawful, but nothing in this Chapter shall require the issuance of a permit for an activity otherwise prohibited by this Title;

7. The applicant, including any person, firm or corporation affiliated with the applicant and with the activity, has not failed to comply with conditions of any permit previously issued by the Parks Reservation Center.

These issues are significant and show an inability to adhere to the conditions of the event plan and permit. It is for the above reasons that Portland Parks & Recreation will no longer issue a permit to your organization for this event (Hempstalk). By providing this notification now, we hope to give you adequate time to search out other options for your event other than City of Portland property.

Under the provisions of PCC 20.08.020.D, you have the right to appeal this denial within five (5) days, by filing a written notice of appeal with the City Auditor.

Sincerely,

Shawn Rogers, Customer Service Center Manager
PORTLAND PARKS & RECREATION
1120 SW 5th AVE
Portland, OR 97204

Cc: Tim Crail, Senior Policy Advisor, Office of Commissioner Fritz
Deanna Wesson-Mitchell, Policy Director, Office of Mayor Charlie Hales
Harry Auerbach, Deputy City Attorney
Mike Abbaté, Director
Warren Jimenez, Assistant Director
Galina Burley, Security Manager
Cary Coker, Event Coordinator
Craig Dobson, Sergeant Central Precinct

After Action Report Special Event



DATE: Oct 1, 2014

TO: A/C O'Dea
Operations Branch
(Through Channels)

FROM: A/Lt Craig Dobson #35609
Central Precinct

EVENT NAME: Hempstalk 2014

SUMMARY:

Event Case #: 14-79540
 Date: Sept 27-28, 2014
 Roll Call: 1200
 Start Time: 1000
 End Time: 2200
 # of Officers: 4 +/- from Last Year: -4
 # of Participants: 3000-6000 +/- from Last Year: -70,000

NARRATIVE:

This was the 10th annual Hempstalk festival held in Portland Oregon. It was a 2-day event that was billed as family friendly and advocating the decriminalization of marijuana for medicinal, industrial and recreational use. The event featured food vendors, live music, guest speakers, and information booths.

In past several years this event was held in Kelly Point Park. This year the event was changed to Waterfront Park. Because of past problems, there were many changes made to the event and many meetings with the Parks and Fire Bureaus and with the organizers to ensure that there would be compliance to the rules set. In addition, the Parks Bureau set deadlines for the organizers to have submitted required sign-offs and other documents.

I was contacted by phone on or about May 9, 2014, by the organizers to establish communication with the organizers. On May 12, 2014, I received an email from Michael Bachara with their draft of the security plan. The plan had been cut and pasted from another event and several parts of it were completely inapplicable to their event. I learned from the Parks Bureau the organizers were provided a plan from another event to use as a template for their plan.

On May 14, 2014, I met with the organizers, Michael Bachara, Paul Stanford and another man to go over their security plan. It quickly became apparent that they had no working knowledge of what security should look like for their event. For an organization that has held an event for the past 9 years and touted that they have thousands of people attending their event, they had no working knowledge of basic event management.

I became seriously concerned about their ability to manage this event when they could not answer some very basic questions about how they intended on messaging the patrons about the rules, about how to handle people needing to be excluded, how contraband would be handled, what to do if they needed to clear the park because of a weather event, what their command, control and communication would be during the event and similar questions.

A/Lt. Craig Dobson #35609 10/1/2014

Reviewing Lt. Signature / Date

A/Capt. Mathew Wagenknecht / 10-22-14

Reviewing Capt/Commander Signature / Date

Lt. Jeff Kaer #23818 102314

Reviewing CHO Signature / Date

After Action Report Special Event



At the meeting they were very clear that their event would have no alcohol, marijuana or medibles (edible marijuana). They assured me they would search bags and have a plan for contraband. They also told me they would have an accurate count of people in attendance at all times. I informed them they would need a minimum of 40 DPSST certified security working the event when it was open for business and they agreed. We spent several minutes talking about how they were going to message their patrons ahead of time to ensure that everyone attending, including vendors, would understand the rules. They had no concrete answers about how to do these things and looked to me for guidance.

Knowing they had a deadline on the 16th of May I gave them some basic suggestions on how to craft their security plan and message their patrons. I told them to get a professional event manager and a professional security person in place to help them craft the plan and run the event. They said were in conversation with Tyler Fuller to manage the event and it was my understanding that they only had to have him sign the contract to be the event manager. They also indicated they had been in contact with Rover Security.

I later learned by talking to first Mr. Fuller, that they had had a short conversation with Mr. Fuller, but Mr. Fuller stated he was not the manager of this event. I learned from Mr. Turner, President of Rover Security, that Hempstalk still owed the company from the prior year's event and would not be working this year's event.

On May 16, 2014, 2:50 pm, the day of the deadline, I received the revised security plan that was disappointedly the same copied prior plan they had previously presented with only the basic suggestions I had given almost verbatim. The plan lacked detail and clarity. I then replied via email a list of 9 areas I still needed clarification. At 11:35 pm the same day I received another email clarifying my questions.

At this point I shared my concerns about this event and the organizers ability to manage this event with Mr. Coker of the Parks Bureau. I held little if any confidence the organizers of this event would be able to live up to the standards they promised to abide without an event manager and professional security provider. I also shared that even if the organizers were able, at this late in the process, be able to secure both of these persons, that the event manager and security person would have a tough time getting their arms around the event and make it happen to the standards that the organizers had promised and that were expected.

On or around June 14, 2014, we had another meeting with the organizers and again I received their assurances there would be no illegal substances, particularly the smoking or selling of marijuana or medibles at the event.

On June 19, 2014, the organizers via email through the Parks Bureau, requested to use DePaul Security for the event. De Paul Security does not do crowd management. I stated to the Parks Bureau that I had no confidence that DePaul could run this event without prior experience in crowd management.

On June 26, 2014, I received an email indicating "Doing Better Protective Services" was listed as the security company for the event. Also in the email there was an attached document that was from "Doing Better Protective Services" to Mr. Stanford that there was an outstanding balance to this company for services rendered for the previous year's Hempstalk event.

On June 30, 2014, I learned "Tac One Security" would be the security provider. After conducting background on Tac One Security I was left with serious concerns about the company's ability to manage such an event having no experience doing such an event. Again, I voiced my concerns having a company with no track record in managing crowds trying to manage this event based on the documented problems the event had in year's past.

At this time, Sergeant Brockmann had taken over as the Special Events Sergeant and met with the Parks Bureau and

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Tac One Security around July 9, 2014, to discuss the security company's ability to handle this event. I was told later Tac One Security had answered the questions sufficiently to become the security company to run the event. Sergeant Brockmann told me that although they knew the answers to the questions asked of them, she doubted they would be able to do or implement what was needed for the event, they like DePaul Security, did not have experience managing an event like this.

There were several meetings with the Parks and Fire Bureaus over the next month to discuss concerns over security and begin discussing contingency plans if the event were given the permit and at some point based on past history it would be necessary to revoke the permit what that would look like.

On September 18, 2014, Sergeant Brockmann fell ill and I assumed control of the police management of this event.

In the days leading up to the event I began to monitor the Facebook page for the event. The comments on the page began to discuss blatantly ignoring the no smoking rule, further concerning me that the organizers were not going to be able to control their event.

On September 23, 2014, I met with Mr. Mott who was now the event manager. I expressed my concerns about the event and the ability of the event to live up to the rules it had set for the permit to be issued. I explained to Mr. Mott that I had serious doubts that the event would be able to keep itself free of marijuana and medibles. I also shared my doubts about an untested security company being able to manage the crowd and keep an accurate count of attendees. I explained if I discovered the event was not fulfilling compliance with the permit I would first warn them, giving them time to correct the issue and then if the issue could not be corrected or they failed to correct it, I would work with the Parks Bureau to revoke the permit. Mr. Mott agreed there would be challenges to this event and understood the possibility of the permit being revoked existed. Mr. Mott asked if they could use an additional security company to ensure that they had all 40 security officers for the event, which I granted.

The event was to start at 10 am on Saturday, September 27, 2014. I arrived a few minutes before the opening and found the organizers and crew scrambling to finish set up. The Fire Marshal was directing where emergency exits should be. Many of the vendors were still setting up. The day started out slow as expected, with attendees increasing as the day wore on. Throughout the day attendance was fairly light, with the largest count of attendees being around 6600, 2/3 capacity.

At noon I had 4 officers on overtime join me. With the ability to only have 4 officers for the event, I directed them to take notes on all violations they saw. I knew that based on my training and experience, having worked marijuana and knowing the anti-establishment feeling that exists within the marijuana culture, we did not have enough officers there to be able to take enforcement within this event.

As the day progressed into afternoon it was rare for me or the other officers to stand within the event at almost any location where there was a crowd and not smell the strong pungent odor of burning marijuana. Being in uniform made it impossible to determine or locate who was smoking it within the event. The Fire Bureau stated that security was allowing drinks in to the event in open or closed containers, another point that we had talked about months before that only factory closed containers would be allowed. I contacted security to address the issue.

I contacted Mr. Mott around 3:45 pm and spoke to him about information I was getting that someone within the event was selling medibles and that security and officers had seen several people smoking marijuana including vendors within the event. I could not say where the edible marijuana items were coming from only that it appeared they were coming from within the event. I also commented that there was a lot of marijuana being smoked within the event and

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After Action Report Special Event



that security was not doing any sweeps on the walkway between the north and south areas of the event.

Shortly after this conversation I found a woman just outside the event exit at the north end with handmade chocolates wrapped in white paper with a phone number handwritten on the paper. She attempted to hide them from me and refused to hand them over or to say where she bought them. The woman was verbally excluded from the park, due to the circumstances.

Again around 4:50 pm I spoke to Mr. Mott about my concerns that edibles and marijuana were being smoked within the event. I was asked where and again I could not pinpoint who or where. I also told him that the announcements from the stages were encouraging people not to smoke marijuana inside the fences of the event, but to go just outside the fence. I pointed out that there were people outside the venue openly smoking in groups along the walkways and there were still no wandering patrols on the walkway. I told him I found it unethical to be telling people to go do illegal things in the park just not inside the event. I encouraged them to fix these areas.

At that point I made the decision to hire a couple of officers coming off of day shift to work plainclothes to help spot the problems we knew were within the event but we were unable to see due to being in uniform. Between 5 and 7:30 pm the plainclothes officers were able to buy edibles and marijuana from vendors. The plainclothes officers reported many individuals inside the event using marijuana including vendors and they also spotted people selling marijuana within the event from backpacks. They encountered other vendors selling contraband, but did not make any further purchases. Dabs and electronic cigarette cartridges with THC were being sold. By this time I felt that I had more than enough to revoke the permit for this event and had discussed options with City Attorney Woboril.

During this time I was in contact with the Parks and Fire Bureaus. The Parks Bureau had personnel come down to observe. Fire Bureau reported to me on several occasions throughout the afternoon that those working the gates were not keeping an accurate count, several times not even having a counter device to count with and in many cases were not searching bags. Although the breaking of the conditions of the permit were not overt there was without a doubt enough activity to admit these things were going on. The group discussed these issues and what the next step would be. It was determined to let the event continue and further document the issues. Part of that determination was based on the fact that I would not have the resources on Sunday to maintain the closure if a large crowd showed up.

Officers assigned to the detail kicked out 14 separate groups of individuals in the park between SW Salmon and the Morrison Bridge for smoking marijuana in the park.

Just prior to leaving the event an angry vendor came to Mr. Mott to complain that he had been searched prior to entering the event. He stated that he had left to buy some chips and case of water and got stopped to be searched. That he refused them from searching his fanny pack. He stated that in the past 3-5 years he had been a vendor for this event he had never been searched and found this unacceptable. Mr. Mott explained that the rules were different this year and he had signed a contract. The vendor was inconsolable and left. As I was leaving the event that night in the event's secure parking (under the Hawthorne Bridge), below me there was a group of 6 to 8 individuals sharing a large marijuana pipe.

The next day I arrived at opening in plainclothes to observe individuals within two separate vendor booths using suspected marijuana. In both cases the individual vendor went to lengths to ensure no one was watching and were trying to hide their actions.

PFB Fire Marshals and private security also reported seeing vendors smoking marijuana within their booths when I returned to the event in uniform. Security stated they were concerned a vendor was selling edibles to children. I

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again spoke with Mr. Mott indicating vendors were still being observed selling edibles and marijuana.

Security wanted clarification about what was allowed into the event, particularly food or drink brought from one area into the other area. I explained that previous discussions were that if foodstuffs left a secure area it would not be allowed into the other area if it was a drink and open. I asked security who was keeping count and was told in some cases volunteers were helping.

Sunday attendance was about half of the previous day. The day went very similar to the previous. Burning marijuana smoke could be detected throughout the park. I caught several individuals outside the fences smoking openly. I formally excluded one female who stated to me that she did not believe it was illegal to smoke marijuana for this event. She further told me she had been coming to this event for 4 years and always smoked marijuana and was never told it was illegal and was never told to stop.

At 2 pm three plaincloths officers entered the park to make further observations. The plainclothes officers were able to purchase additional edibles. The officers reported seeing vendors smoking marijuana and others making unknown transactions. They reported that several other vendors were selling items, but only if you had an Oregon medical marijuana card, which they had none.

At some point during the event I was near the south entry gate for the north area and observed a volunteer berating the security officer about enforcing the rules. I observed the area behind the main stage in the bowl area was controlled by volunteers. I noted there were many individuals in the backstage area that did not have a visible pass. I inquired of the gatekeeper if you needed a pass to get backstage, he stated you did. I asked why then there were people in that area without passes. He stated those were friends and family of the performers and did not need passes. He then pointed out another individual and said she did have one because she was a main volunteer and keynote speaker and everyone knew her.

Electronic cigarettes were everywhere and it is impossible to tell what the person is inhaling because they do not produce smoke.

Late in the afternoon I spoke to Mr. Mott about the plainclothes officers purchasing marijuana and edibles. A short time later Mr. Stanford arrived and demanded to know where the vendors were so they could be removed from the event. I explained the four locations we had purchased or observed issues and those vendors were removed by security.

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RECOMMENDATIONS / CRITIQUE:

Although this year's event went better than in prior years, I believe there were two main reasons for this. First, the event was held in a very public location. Second, attendance was low. Whether the location had an effect on the attendance I cannot say.

With the issues I saw, this event would have had the same problems as years past if they would have had similar attendance as prior years. In my debrief with the Fire and Parks Bureaus I made it clear, this event, even if marijuana were to become legal in the future, is unmanageable.

If I had had the resources available, I would have recommended revoking the permit for this event after the closing on Saturday night and not allowed the event to continue on Sunday. I simply did not have the resources to safely close the event and keep it secured on the second day.

Not only did we have illegal activity within the event area. The footprint of illegal activity outside the event was far larger than the event itself. That footprint affected several blocks of Waterfront Park and the parking lot across the street from the event just north of the Hawthorne Bridge. The activities included illegal vending and use of marijuana as well as illegal parking. This was unacceptable to me, especially since the event organizers were encouraging patrons to go outside the event to use marijuana, to avoid breaking the rules of the event.

For other events when violations have been noted, the event has been proactive at correcting the violations. Even though I could not pinpoint the source of where violations were originating, I saw no efforts to contact the vendors and ensure they were understanding and complying with the rules of the contracts they had signed. It was only after giving multiple warnings of violations to the terms of the parks permit, and after I told them the police had bought such items did I see them react to the violations and that was to remove the vendors I had identified.

Mr. Mott stated at one point that although he was the event manager hired to run the event, he did not have complete control of all aspects of the event. The purpose of the Parks Bureau to require an event manager for this event was to ensure that all aspects of the event could be organized and controlled through one person. That clearly does not appear to have been the case.

As in the past, the organizers for this event repeatedly assured us that there would be no illegal substances at the event, but again did not live up the rules and expectations they themselves put forward. I cannot recommend any future sign off on events sponsored by this group of organizers.

This event is unmanageable and a huge liability risk to the city.

FISCAL REVIEW:

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COSTS:

ATTACHMENTS:

COMMAND COMMENTS:

Noted. A/Lt. Dobson raises some valid concerns and I concur with his recommendation that if in the future the preparation and other criteria is not met, we should seriously consider not allowing this event to take place.

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COST SHEET

EVENT NAME: Hempstalk 2014

DATE: 10/17/2014

PERSONNEL UTILIZED:

CLASS	#	Reg Hours	Hourly Rate	Reg Hrs Costs	O/T Hrs	Hourly Rate	O/T Hrs Costs	Total Costs
Motor Sergeant			\$	\$		\$	\$	\$
Sergeant	1		\$	\$	22.5	\$ 68.94	\$ 1,551.15	\$ 1,551.15
Motor Officer			\$	\$		\$	\$	\$
Officer	10		\$	\$	46	\$ 57.09	\$ 2,626.14	\$ 2,626.14
Lieutenant			\$	\$		\$	\$	\$
Captain			\$	\$		\$	\$	\$
TOTALS:	11		\$	\$	68.5	\$	\$ 4,177.29	\$ 4,177.29

Straight Time Cost For Event:	\$	
Overtime Cost For Event:	\$	4,177.29
Total Cost For Event	\$	4,177.29

NOTES:

At the 2013 event in North Precinct, Kelly Point Park, the same issues were seen, only on a larger scale. There were instances of illegal behavior not only by adults, but by juveniles consuming alcohol and marijuana within the event. There were also a couple instances of individuals suffering from overdoses of narcotics. I concur with A/Lt. Dobson's assessment that the organizers of this event are incapable of abiding by the agreed to rules in order for them to obtain a permit from the City.

With a measure on the ballot for this falls elections to legalize marijuana, even if it passes, serious consideration needs to be made before the City should allow a permit for the 2015 event, if in fact there is an event planned. If the organizers cannot abide by the rules, it would be my recommendation that the permit be denied, and if allowed, that we ensure the resources are available to close the event and revoke the permit. Lt. Jeff Kaer

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CITY OF PORTLAND
BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES
FIRE PREVENTION DIVISION
 1300 SE GIDEON STREET
 PORTLAND, OREGON 97202-2419
 PHONE (503) 823-3770 FAX (503) 823-3969 BILLING (503) 823-4415



INSPECTION INFORMATION

Facility ID	33616			Filing #	5012-01-0111		
Business Name	WATERFRONT PARK / WATERFRONT PARK						
Business Address	50 SW NAITO PKY						
Inspection Date	09/28/2014	Inspection Type	ASSEMBLY PERMIT INSP				
Original Insp Date	09/28/2014	Original Insp Type	ASSEMBLY PERMIT INSP				
Inspector Name	CRUSER, ROBERT				Station	A-TEAM	
Next Reinsp Date		Reassigned To	CRUSER, ROBERT				
Time Started	13:30	Time Ended	16:00	Total Time	02:30	Total Research Time	
# Violations	0	# Violations Corrected	0				
No Charge	<input type="checkbox"/>	No Letter	<input checked="" type="checkbox"/>	Port Inspection	<input type="checkbox"/>	Citation Amount	
Invoiced Date		Insp Certified	<input type="checkbox"/>				
Reviewed By	CRUSER, ROBERT				Reviewed Date	09/28/2014	

Comments:

14-1752 HEMPSTALK DAY TWO. PER INSPECTOR JENNINGS, FOUND 2 GATES AT VARIOUS TIMES NOT KEEPING IN-COUNTS. BOTH PROBLEMS WERE FIXED AFTER SECURITY CONTACTED, BUT NOT SURE HOW LONG THEY WEREN'T COUNTING SO ACCURATE COUNT FOR THE DAY WAS NOT POSSIBLE AFTER THAT. EVENT THIS DAY WAS WELL UNDER CAPACITY, BUT ACCURATE COUNT WAS NEVER ACHIEVED PER THEIR PERMIT CONDITIONS.



CITY OF PORTLAND
BUREAU OF FIRE, RESCUE AND EMERGENCY SERVICES
FIRE PREVENTION DIVISION
1300 SE GIDEON STREET
PORTLAND, OREGON 97202-2419
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INSPECTION INFORMATION

Facility ID	33616	Filing #	5012-01-0111				
Business Name	WATERFRONT PARK / WATERFRONT PARK						
Business Address	50 SW NAITO PKY						
Inspection Date	09/27/2014	Inspection Type	ASSEMBLY PERMIT INSP				
Original Insp Date	09/27/2014	Original Insp Type	ASSEMBLY PERMIT INSP				
Inspector Name	CRUSER, ROBERT	Station	A-TEAM				
Next Reinsp Date		Reassigned To	CRUSER, ROBERT				
Time Started	14:30	Time Ended	18:45	Total Time	04:15	Total Research Time	
# Violations	0	# Violations Corrected	0				
No Charge	<input type="checkbox"/>	No Letter	<input checked="" type="checkbox"/>	Port Inspection	<input type="checkbox"/>	Citation Amount	
Invoiced Date		Insp Certified	<input type="checkbox"/>				
Reviewed By	CRUSER, ROBERT	Reviewed Date	09/27/2014				

Comments:

STANDBY FOR PERMIT 14-1752 "HEMPSTALK." PERMIT CONDITIONS REQUIRED THAT EVENT ORGANIZER PROVIDE CURRENT OCCUPANT LOAD COUNTS THROUGH OUT EVENT. FIRST NUMBERS WERE GIVEN TO ME AT 1500 SHOWING MORE EXITS THAN ENTRANCES ALTHOUGH IT APPEARED THEY WERE GAINING OCCUPANTS - 3030 IN, 4984 OUT- WHICH SHOWED LOSS OF 1854 PERSONS. I QUESTIONED THIS AND THEY LATER SAID THAT ONE PERSON DID NOT RESET THEIR COUNTER WHICH THEY SAID ACCOUNTED FOR ABOUT 1000 PERSONS MISCOUNTED, STILL LEAVING OVER 800 OFF VERY EARLY ON. THEY DID NOT APPROACH CAPACITY, BUT WERE NEVER ABLE TO GIVE US AN OCCUPANT COUNT THAT WE OR PETER MOTT HAD ANY CONFIDENCE IN. IF THIS EVENT HAD ATTRACTED A CROWD THAT APPROACHED THEIR PERMITTED CAPACITY, THIS PROBLEM WOULD HAVE SNOWBALLED AND CREATED MUCH MORE OF A CHALLENGE FOR US TO REGULATE.



PP&R Public Event - Waterfront Park Permit

Printed: Sep 23 2014, 10:31 AM

User: pkcoker

Contract #: 126327
Date: Sep 23 2014

User: pkcoker
Status: Firm

Portland Parks and Recreation grants The Hemp and Cannabis Foundation (called the "Permitee") represented by Paul Stanford, permission to use the Facilities as outlined, subject to the Terms and Conditions contained herein and attached all of which form part of this Permit Agreement.

i) Purpose of Use: Hempstalk 2014
Booking Function: Special Use - Public Event

ii) Date and Times of Use: # of Bookings: 16
Starting: Thu Sep 25 2014 12:00 AM
Ending: Wed Oct 01 2014 12:00 AM

Table with columns: Facility, Day, Start Date, Start Time, End Date, End Time, Fee, Extra Fee, Total. Lists various waterfront park sections and their associated costs.

iii) Additional Fees

Table with columns: Extra Fee - Rental, Quantity, Charge, Total. Lists rental fees for app/proc, renov attendance, canopies, cooking, event days, fencing, setup, stages, vehicle event, and vehicle set/take.





PP&R Public Event - Waterfront Park Permit

Contract #: 126327
Date: Sep 23 2014

User: pkcocker
Status: Firm

Extra Fee - Bookings
Extra Fees - Potable Water Connection
Flag Irrigation WFP E
Flag Irrigation WFP E1
Vehicle Access - Add. Veh. Waterfront
Vehicle Access Fees

Hours	Quantity	Charge
48:00	2	\$90.00
24:00	1	\$71.00
24:00	1	\$71.00
120:00	149	\$2,495.75
120:00	5	\$310.00
336:00	158	\$3,037.75

iv) Conditions of Use:

This permit is issued subject to the rules, regulations, and policies as set forth in the "Special Use/Special Event General Permit Information and Policies" manual and the "User's Guide for Major Parks". Additional conditions and activities, if permitted, are itemized on the rental contract. Permittee shall hold harmless, defend and indemnify the City of Portland, and the City's officers, agents and employees against all losses, damages, claims, demands, actions and suits (including all attorney's fees and costs, through trial and on appeal) suffered by or brought against any of them arising from Permittee's activities under this permit.

By receipt of this permit, Permittee acknowledges that they are in receipt of a copy of the injunction Gathwright v. City of Portland (ATTACHED). Permittee shall comply with the requirements and limitations of this injunction.

Permittee must comply with all applicable federal, state, and municipal laws and regulations including the provisions of Title 20 of the City Code.

This permit is revocable by PP&R with 30 days notice at its sole discretion

ACCESS FOR PARK OFFICERS

All areas of the permitted event are to remain accessible to all Park Officers including but not limited to:

1. Any employee or agent of Portland Parks and Recreation;
2. Any peace officer as defined by Oregon law and any reserve officer of the Portland Police Bureau
3. Any person providing security services in any Park pursuant to any contract with the City when the contract delegates such exclusion authority, or providing security services pursuant to any contract with any person, firm or corporation managing the Park on the City's behalf.
4. Any Fire or County Inspector

Access to any area within Waterfront Park may not be denied to any Park Officer.

The fire code official, upon finding any overcrowding conditions or upon finding any condition which constitutes a life safety hazard, is authorized to direct actions be taken to reduce the overcrowding or to cause the event to be stopped until such condition is corrected.

Portland Police Bureau staff is authorized to restrict admission to the event if overcrowding or emergency conditions require and for non-compliance with conditions of the park permit.

ALCOHOL

No alcohol use is approved for this permit. Alcohol prohibited per City Code 20.12.040.

SECURITY PLAN





PP&R Public Event - Waterfront Park Permit

Contract #: 126327
Date: Sep 23 2014

User: pkcocker
Status: Firm

The Permittee will comply with basic minimum event security requirements outlined in "HEMPSTALK 2014 Public Safety Plan, Emergency Action Plan, Event Evacuation Plan" a copy of which is attached and made part of this agreement.

CAMPING

This permit does not allow for camping during this event. Permittee is responsible for enforcing this prohibition for the duration of the permit.

Camping is prohibited per City Code 14A.50.020
14A.50.020 Camping Prohibited on Public Property and Public Rights of Way.

A. As used in this Section:

1. "To camp" means to set up, or to remain in or at a campsite, for the purpose of establishing or maintaining a temporary place to live.
2. "Campsite" means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.

B. It is unlawful for any person to camp in or upon any public property or public right of way, unless otherwise specifically authorized by this Code or by declaration by the Mayor in emergency circumstances.

C. The violation of this Section is punishable, upon conviction, by a fine of not more than \$100 or by imprisonment for a period not to exceed 30 days or both.

VEHICLE ACCESS

Vehicle access is approved for 152 total load/unload vehicles over the run of the setup and event dates. Vehicles are limited to loading and unloading only. Vehicles are required to have a Portland Parks and Recreation Vehicle Pass placed in the windshield in plain view of the Park Attendant on duty. Vehicles must be removed from the park prior to the beginning of the event. Any vehicle in park without a pass is subject to towing or a citation at owner's expense.

Vehicle access is approved for 3 event vehicle to remain in the park. Event vehicles must be shown to be a necessary and active part of the event, not just support vehicle. Drip pans or protective material is required under all vehicles remaining on site.

Only service vehicles authorized by the City may enter the Park on Saturday and Sunday September 27 & 28. All non-service event related vehicles (vendors) that enter the park to service their booths, must exit the park prior to the event opening each morning on Saturday and Sunday.

Permittee will "sweep" the park prior to opening and direct vehicles to leave or be towed. No event attendees will be allowed entrance to the event until all non-service event related vehicles (vendors) are have exited the park.

When attendees have left the park Saturday and Sunday evenings at the close of the event, selected vendors may re-enter the park to close down booths for the night. All attendees (staff, vendors, volunteers, speakers, etc) must exit the park by 11:30pm. With the exception of only essential Hempstalk Security or Operations staff, absolutely no persons are allowed in the park





PP&R Public Event - Waterfront Park Permit

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Status: Firm

overnight. No persons are allowed to camp or be lodged in the park.

Hempstalk staff and volunteers may not park personal vehicles inside the park during load-in/out. Only vehicles essential to the support of festival operations may be in the park.

Hempstalk staff and volunteers may not park inside the park during the event open hours. Only vehicles essential to the support of festival operations may be in the park,

GARBAGE:

Permittee is responsible for the removal of all garbage, litter and debris created by this event to include all garbage, litter, and debris placed in park cans and containers. Permittee is required to provide a three-yard drop box for every 250 people expected in attendance.

In accordance with City Ordinance No. 161061, products containing or composed of polystyrene foam are prohibited at activities requiring a City permit. Both for-profit and tax-exempt organizations are subject to this ban. Parks may charge the Permittee for garbage not picked up or garbage bags left in the park. For assistance with recycling at your event, including borrowing recycling containers, please contact Event Recycling at 503-725-5147.

DAMAGE:

Permittee is responsible for any and all damage that may result from this event and will be billed for any and all.

INSURANCE REQUIREMENTS

Permittee is required to post Insurance and Additional Insured Endorsement prior to the release of the permit. The Certificate of Insurance must state the date(s) of coverage and provide public liability for bodily injury and property damage in the sum of \$1,000,000 naming the City of Portland, it's officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.

Additional Insured Endorsement Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance. Alternate industry standard forms acceptable to the City: CG 20 12 11 85, CG 20 12 07 98, CG 20 26 07 04, or CG 20 12 11 88.

FENCING - WATERFRONT PARK

Permittee's obtaining permission to erect fencing in Waterfront Park MUST adhere to the approved fencing plans as shown on the Waterfront Park Maps. Events do not control any part of the Esplanade as this has been designated as a bikeway and public right of way. Emergency access must be maintained at all times: Entrance and Exit gates, including emergency exits must be unlocked, unbolted, etc. at all times. Exit signs must be posted as required by the Fire Bureau. Vehicles cannot be parked on the public walkways. Contact the Public/Special Event Inspector at 503-823-3955.

The Esplanade is public right of way and a continuation of the Willamette Greenway trail. The Esplanade is NOT included in your permit unless otherwise stated elsewhere in these Conditions of Use.

GOV. TOM MCCALL WATERFRONT PARK ESPLANADE

Use of the Esplanade for any organized set-up (physical structures i.e. canopies, booths, gates, etc.) or activity by any event is strictly prohibited. The Esplanade is to remain free and open to the general public at all times. The EVENT is not permitted to restrict access to the Esplanade unless otherwise stated elsewhere in these Conditions of Use.

CANOPIES (Waterfront Only)

The use of canopies is approved with stakes. Please be aware of the depth restrictions due to in-ground utilities and irrigation





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system. Stakes that exceed 8" in depth are approved only with a site plan and an on-site meeting with the Maintenance Supervisor, who must approve of placement and may require a locate fee.

TENTS

The use of tents is approved with an on-site meeting with the Park Supervisor and must be shown on a site plan on file with the PP&R Reservation Center. Tents may require a Public Occupancy Permit issued by the Fire Bureau 503-823-3955.

STAGES

Stages are approved as shown on the site plan provided by the Permittee and approved by the Park Supervisor.

AMPLIFIED MUSIC ALL PARKS

Amplified music is approved under the terms of this permit ONLY with a valid Noise Permit issued by the Noise Control Officer, at 503-823-7350.

WATERFRONT PARK ELECTRICITY

The use of park electricity is approved for 110v/20Amp. Permittee shall contract with Hollywood Lights for electricity needs greater than this.

BBQ GRILLS

The use of BBQ Grills is approved. Grills must be on legs a minimum of 6" off the ground. Used briquettes and ashes must be removed from the park for disposal. Protective covering, suitable to contain spills and restrict heat must be placed under the BBQs.

COOKING

Cooking is approved under the terms of this permit. Use of propane and natural gas for cooking is approved according to Fire Bureau requirements. A permit issued by the Portland Fire Bureau is required. Contact Vendor of Record for connection to natural gas. Portland Parks or the Vendor of Record following the event will bill charges for natural gas consumption to the event. All cooking units must meet all state, county and city health and safety standards. Contact County Health Department at 503-988-3400 for additional information. The Fire Bureau must inspect all units on-site.

All grease and gray water must be properly disposed of either off site or in appropriately designated sewers or approved containers for grease and gray water. Disposal into storm drains is not allowed. Permittee must provide spill protection in any areas that food preparation is being done.

Permittee will be charged for all turf and other damages incurred through inappropriate disposal of grease and other waste.

EQUIPMENT IN PARK OVERNIGHT

No equipment may be left in the park overnight without Parks approval. Equipment or other elements of the event's physical set up left in the park overnight require the permittee to provide overnight security to protect the park, the permittee's property and the safety of the public. Any equipment left in the park beyond dates on this permit granted to the permittee will incur additional daily usage fees equal to three times the basic charges.

PORTABLE TOILETS

Permittee shall provide one portable restroom for every 125 expected in attendance. If one is required it must be ADA approved. If more than one is required then 5% must be ADA approved. All portable restrooms must be shown on site-plan or Park Supervisor must approve placement. Vehicle access is required.

ADA REQUIREMENTS REGARDING PORTABLE RESTROOMS FOR PUBLIC EVENTS IN PORTLAND PARKS.





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- Beginning 2002, PP&R will base the number of portable restrooms required for any given event on the previous year's highest daily attendance.
- New events will follow the current Special Events guidelines.
- The Permittee is required to provide 1 portable restroom for every 125 people, estimated attendance.
- For single-user portable toilet units clustered in a single location, at least 5% but no less than one toilet unit shall be installed at each cluster whenever typical inaccessible units are provided.
- Events who supply less than the estimated requirement will be assessed a damage fee for each unit below the required number and each day the event is out of compliance.
- New events that supply less than the current requirement will be assessed a damage fee for each unit below the required number and each day the event is out of compliance.
- Permittee will only be assessed damages for event days.
- The damage fee assessed for each standard portable restroom is \$50 and \$125 for every ADA accessible restroom.
- PP&R retains the right to determine if an event requires a greater number of restrooms due to the nature of the event and or past complaints or problems directly related to these facilities.

Non-Discrimination Statement:

By holding an approved Portland Parks & Recreation Permit, the Permittee agrees that the permitted organizations, agents and representatives will not discriminate on the basis of race, color, gender, national origin, sexual orientation, marital status, religion or disability while using the facilities, parks and areas permitted on this permit. It is agreed that suspension of privileges granted by Portland Parks & Recreation may result from violation of this agreement.

Americans with Disabilities Act Compliance Mandates:

Federal, State County and City ordinances require full compliance with the Americans with Disabilities Act of 1990 regulations.

The following elements are mandatory minimums:

1. PATH OF TRAVEL
2. ENTRANCE AND EXIT "GATES"
3. PORTABLE REST ROOMS AND WASH STATIONS
4. VENDOR BOOTHS
5. AUDIENCE SEATING AND TABLES
6. SIGNAGE
7. PARKING (if provided)
8. SERVICE ANIMAL ACCOMMODATIONS
9. ASSISTIVE LISTENING DEVICES
10. ALTERNATE FORMATS FOR PRINTED MATERIALS

Please see the ADA section in the Special Use Permit Manual for specific standards of all of the above elements.
(Copies of the Manual are available at the PP&R Customer Service Center, free of charge.)

v) Payment Method

Rental Fees	Extra Fees	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$10,280.00	\$6,731.75	\$17,011.75	\$0.00	\$279.00	\$16,732.75	\$16,732.75





PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



Customer Service Center
1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-2525 Fax: (503) 823-2515

PP&R Public Event - Waterfront Park Permit

Contract #: 126327
Date: Sep 23 2014

User: pkcoker
Status: Firm

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

SIGN AND KEEP FOR EVENT DAY/S

X: _____

Paul Stanford
The Hemp and Cannabis Foundation
105 SE 18 AVE
Portland OR 97214
Home: () Business: (503)358-2418

Date: _____

X: _____

Name: Shawn Rogers
Title: Reservation Center Supervisor

Portland Parks and Recreation

Date: _____



HEMPSTALK 2014

September 27 – 28

The Bowl at Tom McCall Waterfront Park
SW Naito Parkway at Columbia Street
Portland, Oregon

Risk Management

Public Safety Plan Emergency Action Plan Event Evacuation Plan

Submitted for City Review : July 24, 2014

1

HEMPSTALK 2014
Public Safety, Emergency & Evacuation Plan
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HEMPSTALK 2014

Plan Purpose

The purpose of this Public Safety Plan for the 2014 Hempstalk event is to identify, clarify and rapidly communicate the means by which the event's management and staff will provide for and maintain public safety, emergency response, and evacuation as necessary to minimize risk to all event participants, intersecting members of the public and surrounding businesses and property. Preventative in nature, this plan provides a multifaceted plan and communication structure to adequately address all safety, emergency, and legal issues which may be anticipated by event management in conjunction with Portland Parks Department, Portland Police Bureau central precinct, Portland Fire Marshal and other city agencies.

As an ongoing and important part of Hempstalk's management, event coordinators will make every effort to provide for public safety and prevent incidents of all types that may result in injury, personal loss, and/or asset loss. This plan endeavors to consider all applicable legal codes, OSHA standards and City of Portland public safety policies and procedures.

Event Management

D. Paul Stanford, Event Producer	503.358.2418	dpaulstanford@gmail.com	Wk: 503.765.9681
Michael Bachara, Event Manager	503.268.3864	a1hosting@gmail.com	Wk: 503.765.9681
Peter Mott, Prod. Coord. Emergency Lead Coordinator	360.600.9493	petermott@comcast.net	Hm: 360.573.0101
William (Bill) Appel, CFO	503.756.9681	willappel@ymail.com	Wk: 503.765.9681

Security & Medical Services

Brandon Smith, Security, Tac-One Security	503.268.7703	bsmith@taconesecurity.com	Wk: 503.598.0487
Shun Almon, Security, Tac-One Security	971.276.4465	s.almon@taconesecurity.com	Wk: 503.598.0487
Ron Forbes – Event Medical Services	503.849.6853	eventmed@yahoo.com	Wk:

Overview

Hempstalk is a FREE public event focused upon free speech issues relating to current alternative cultural, social and legal views. In addition to the supervisors listed above, 40 professional licensed security officers and nearly 100 volunteers will be present during all peak visitor attendance periods. A primary concern regarding this event is restricting, controlling, and eliminating illegal activities related to marijuana. Since this is the first time a serious effort is being undertaken to resolve this issue, a major emphasis will be placed upon communicating this restriction and the subsequent resulting outcomes regarding this issue.

Note: All Radio Communication, Public Safety, Emergency and Evacuation Plans, Protocols & Procedures will be printed, reviewed and demonstrated during all Staff, Volunteer and Security Orientations.

PLANNING

Primary Safety Considerations

The most typical safety issues at events result from unsafe conditions and unsafe practices. The most common safety incidents are slips, trips and falls. All trip hazards should be removed, have cautionary signage, be blocked from public access, and/or be highlighted by brightly colored materials (yellow, orange, or red). However, crowd control, weather, medical/health issues, physical altercations, equipment failure and other, both anticipated and unanticipated, occurrences may jeopardize individuals and/or general public safety. This plan both minimizes the possibility of such occurrences and provides for a rapid response in case any such incidents occur.

Preventative Planning

During all planning/orientation meetings public safety and risk management concerns will be emphasized. All OSHA, Fire Marshal, law enforcement and other pertinent government agency rules and regulations will be adhered to. During all such meetings the issue of Illegal Substances will also be addressed as detailed in this plan.

All event participants will be encouraged to pro-actively look for and report potentially unsafe conditions, situations and practices as well as suspicious objects and behavior. Any such items, activities or behavior will either receive immediate attention or warrant additional observation and possible intervention by security personnel, production crew and/or event management.

Orientations

A mandatory pre-event orientation will be conducted for all security personnel, event supervisors and volunteers to explain and reinforce all previously agreed upon policies, procedures and guidelines. The Event Manager, Michael Bachara, and the Production Coordinator, Peter Mott, will be actively involved in the presentation these orientations.

Communications

On-Site Communications

Effective radio communications greatly benefit the efficient, safe & successful presentation of special events. Communications on-site will be facilitated by two sets of two-way radios. One set will be distributed to Hempstalk event managers and area coordinators. Tac-One Security will provide another set of radios which will be distributed to their staff teams (gates, rovers, stages, etc.) with their event supervisor also having a Hempstalk radio.

Emergency Code Word – Charlie Armstrong (more detail on the following pages)

Radio Protocols

- Always assume others are listening on your channel and that members of the public might overhear your transmissions. Control your volume and/or move away from others to reduce static feedback and having others overhear private information. Check and adjust your channel and volume regularly.
- Radio communications should be brief, concise, and to-the-point to facilitate simple and rapid transfer of essential information
 - ✓ Channel 9 is available for longer (event related only) discussions.
- To speak press the **key on** button, speak slowly & clearly into your mic.
- Once finished, release your **key**.
- Initial **key on** contact should be: YOUR NAME, to or for (PERSON or position you are CALLING)
 - Ex. Bill to Michael, Michael for Main Stage, Security for Peter, Paul to VIP Area
- This allows each listener to adjust their hearing & volume to who is calling whom, etc.
- First response should be: Go for Peter, Main Stage here, Michael copies
- If you need time to reply, key on saying “stand by for Peter” or double click your “key on” button
- Before radioing, plan and organize your essential message and key points you wish to transmit.
- Longer conversations especially on a busy channel should be conducted on channel 9 or ask “What’s your location,” or “LOK” or “what’s your 20” so you can plan to meet.
- Remember to stay on or return to your designated channel after each communication.
- END communications with “Copy,” “Peter out,” “Bill Clear,” “Back to channel ONE” or “Switching to three.”
- Should radio communications seem to cease, check your volume, channel and/or do a “radio check” to which others should say “Check Copy.”

Channel assignments to various areas of responsibility will likely include:

Channel One – Event Operations (approximately 22 radios)

(Manager (1), Production Coor (1), Security Sup (1), Medical Tent (1), Rapid Response Team (1), Volunteer Coor (1), Volunteer Sup (2), Gates (4), Vendor Coor (1), Clean Up Crews (2), Roaming Teams (3), Stages (2), Back Stage/Volunteer Area (2).

Channel Two – Security

Channel Three – Volunteer Coordination and Supervision

Channel Four - Volunteer Crowd Rover Teams

Channel Five – Clean-up Crew

Channel Six – Stage Managers

Channel Seven – Miscellaneous (Medical, Vol/VIP Area, etc.)

Channel Eight – Emergency Communications referred to as “Octagon”

Channel Nine – Open extended communications line

EVENT SITE & LAYOUT

Location

Hempstalk is a FREE public event occurring September 27 – 28, 2014, in the “bowl” at Tom McCall Waterfront Park, a well-known and popular event facility. With grass covered ground that gradually slopes downward to the bank of the Willamette River, this semi-circular layout is surrounded by a pedestrian/bike esplanade. Hempstalk’s permit encompasses this entire area excepting the esplanade & Police Memorial, which remain open to public at all times, plus the E-1 area immediately north. The Hawthorne Bridge separates the bowl and E-1 areas.

Public Entry / Exit Gates

The event has three public entry/exit gates into the bowl area and two entry / exit gates into the E-1 portion of the event. Each gate will be set-up to fire marshal standards while closely controlling visitor access to ensure all bags are properly searched. These gates will be staffed by professionally licensed security officers and supported by volunteers whose duties will be limited to greeting, customer service responsibilities, maintaining visitor queuing lines, and generally supporting entry operations as appropriate. Queuing lines will be established running along the exterior fence line to avoid disrupting public access along the esplanade.

Public Entry locations are:

North Esplanade at SW Main (by Rose Festival Office) into E1

Two North Bowl (2 gates – one to/from bowl area and one to/from E-1 & Hempstalkposium)

Each gate will be staffed and perform inspections of all individuals unless individuals are immediately observed as having just exited the opposite gate without any delays, interactions or detours.

Main Entry – SW Columbia and Naito

South Entry – SW Clay and Naito

Both a visual observation of arriving attendees and searches of all bags/containers/purses will be conducted by trained security officers at each gate.

Signage

Appropriate approved signage will be placed outside each event entry gate clearly and prominently listing event rules, restrictions and other pertinent public information. All exits, restricted areas, potential hazards, restricted area, etc. will be signed as well.

Fencing

Approved security fencing will surround the event perimeter, leaving the esplanade accessible to the general public, as approved by Portland Parks Department and Portland Fire Marshal. At least three Exit Only emergency gates will be maintained. All entry, exit and emergency gates will be well identified, signed and manned by safety personnel.

Pedestrian Egress Fire Lanes

Plastic crowd fencing will be installed to maintain pedestrian egress lanes mostly mirroring the Blues Festival’s layout with a marginal northward skewing due to a single north end stage. Roaming security officers will keep these passages clear of both sitting and standing attendees. Roaming clean-up volunteers will help keep them clear of obstacles and debris. Should any of these egress lanes become temporarily overly congested to the point of being impassable, security will endeavor to move any obstacles, and gate entry will temporarily be halted until crowd traffic has thinned.

SECURITY & RESTRICTIONS

Security

Event management has sub-contracted a professional security provider (Tac-One Security with city approval) for the services of forty (40 total) Licensed Security Personnel (DPSST) positions to be present during all peak periods of public attendance and a minimum of 4 DPSST personnel for overnight safety. We have requested that this security provider schedule their most experienced, diligent and reliable staff members. Staff postings will be divided into three sectors: South Bowl; North Bowl; and E-1 and esplanade, to enhance awareness, control, and rapid response as needed.

Security Deployment

# Staff	Type	Location	Total
2	Supervisors	Communications Command & Incidence Response	2
4	Gates	4 at each of Five Entry / Exit Gates (20 officers total)	20
1	Emergency Exits	1 at each of Four Emergency Exits (total of 4 officers)	4
2	VIP Back Stage/ Volunteer Area	2 at each restricted back stage area (4 total) (entertainment is primarily local and lacks any big name acts)	4
10	Roamers	5 teams of 2 for Crowd Monitoring/Control-Incidence Response	10
		Total	40

Participant Inspections

In addition to visual observation of all arriving individuals (including those returning to the event), all bags and visually obscuring containers (i.e. blankets, strollers, carts, musical instrument cases, etc.), will be searched for restricted items before entry is allowed. Security personnel will NOT reach into bags but will use a 12 inch wooden poker/stick (provided) to move upper items so the bottom of the bag is visible. If this is insufficient, the bag owner will be asked to remove items to achieve this purpose.

Should restricted items be found, the individual will be instructed to return said items to their car or otherwise dispose of them. Upon return, they will be searched again.

Restrictions

Advance materials including the Hempstalk website, all printed materials and social media sources plus on-site signage and stage announcements will clearly and prominently indicate items that are NOT permitted in or in the areas surrounding the Event Permit Area.

Hempstalk attendees are subject to search for restricted items as a condition of the event participation per the event permit granted by Portland Parks Department:

Restrictions of Participation

- No illegal activities or substances (including cannabis)
- No alcohol, illegal drugs or paraphernalia
- No outside food or beverages – no coolers or picnic baskets
- No large backpacks (larger than 16 x 16 x 8 inches) or larger bags or cases
- No tents, canopies or chairs with a seat height of more than 12 inches
- No unauthorized sales or vending of items
- No unauthorized displays or distribution of materials
- No pets (including NO DOGS even if on leashes) or other animals are allowed in this event except Certified Service Animals
- No camping or unauthorized vehicles
- No blocking or obstruction of designated pedestrian walkways, fire egress paths, etc.

Medical Marijuana

It is illegal to consume cannabis in any public location including public parks. Possession, but not consumption, is legal with proof of your Medical Marijuana Card.

It is the event policy that this "No Illegal Substances" restriction includes no presence (expecting as identified immediately above) and in all case NO usage, consumption, sales, display, or other presence of any such items. Individuals found with illegal items upon initial entry search will be told to return it to their vehicle or dispose of it. Such individuals may be readmitted after a second screening search unless they were previously, or upon additional search are deemed to be, uncooperative or still in possession of any restricted items.

Removal from Permit Area (Not an official park exclusion)

Individuals observed possessing or consuming restricted items within the park will be escorted out of the park and NOT allowed to return for the remainder of the day. Should restricted items be found upon a second search (upon re-entry after being told to remove restricted items) this individual will NOT be allowed to return that day. Should any individual violate any federal, state, city, park or event rules/codes/restrictions, such individuals will be escorted to an exit gate, informed that they may NOT return for the remainder of the day and that if they linger on-site or return they will be trespassing and subject to arrest without further warning. A digital photo will be taken and distributed to all gate personnel of all restricted individuals. Any such ejection will not be an official Police issued exclusion but will be an event ejection for this event specifically, issued by on-site security personnel.

Weapons & Fire Arms

Fire arms, weapons, and explosive devises (including fireworks) will be restricted and not allowed into the event without proof of a permit to legally possess a concealed weapon. In such a case, the individual will be asked to provide their permit and pertinent information will be recorded. In addition, this individual will be advised that this is a peaceful, family-oriented event and should any potential incident arise there are 40 security personnel on hand to control and resolve any and all incidents. Should their weapon become visible or be brandished for any reason, responding on-site security and police will respond accordingly to this potential threat.

Event Perimeter

Two types of "roaming" teams will regularly inspect the event's outside perimeter. One will consist of well instructed volunteers to monitor this perimeter for any public safety issues and illegal activity. Upon witnessing any such activity, this roving team will first explain that illegal activities are not allowed and this event very likely will not be permitted to be held in any city park unless all patrons cooperate with event producers and follow the law. Should these volunteers receive any level of non-compliance, they will inform these individuals that security officers will be by shortly with instructions to call the police. These volunteers will inform Tac-One Security personnel of any non-compliance and/or potential areas of concern. During peak periods there will be at least two radioed volunteer teams consisting of at least two persons each conducting these monitoring patrols.

In addition at all peak attendance periods professional security officers will periodically inspect the event's perimeter areas extending approximately 100 feet beyond the permitted event area. They will repeat the volunteer cautions and then radio the event command post requesting that the police be summoned to their location. Security will remain at this location, or nearby, until either the police arrive or the individuals in question disperse. Should they disperse prior to police arrival an "all clear" will be radioed and then relayed to police to minimize unnecessary use of valuable police resources.

MEDICAL & LOST CHILDREN STATION

Event Medical Services

The professional services of Event Medical Services have been retained. EMS is the preferred medical services provider at multiple Portland area events. EMS has always been competent, diligent, reliable, and fully professional. EMS is owned and operated by Ron Forbes, a fully trained and licensed EMT who has provided event medical services for over 20 years at hundreds of events including the Rose Festival, Blues Festival, etc. Minor slips, trips, and falls are the most common medical incidents occurring at events however heat exhaustion and over consumption can also be typical at events, situations with which EMS is well experienced. The late September date of Hempstalk reduces the risk of overheating but an adequate supply of 20 oz. water bottles will be available at all times.

The SW Naito Fire Station is just blocks away should serious injury or illness require EMT response or hospital transport. In any serious or potentially life threatening situation, event management's response will favor on the side of caution regarding a decision to call 911.

Lost Children &/or Parents

Minors unattended by an adult will be approached by staff, volunteers &/or security. If their parent cannot be quickly found, the child's description (gender, age, name, hair color, approximate height, clothing and distinguishing features) will be radioed to all personnel while the child is taken to the Medical Tent for safety reasons. If practical a photo of this child will be taken and distributed to all gates and pertinent security personnel and staff. Our medical services provider will keep a log of all such lost children including the parent's verified names and contact information.

Should a parent be searching for their missing child, the same procedure shall be followed but all entry and exit gate security will be doubly informed to keep a look out for any child resembling this description. Should a child matching the radioed description be located exiting the event, the entire party shall be detained until the child's identity and rightful parents are confirmed. Once the family is reconnected a lost child "all-clear" will be radioed.

STAFF & VOLUNTEER

Vehicles

Other than event service vehicles, no vehicles are permitted in the park without authorization and then only during set-up and tear-down.

All event service vehicles may:

- Only be driven by licensed drivers age of 18 or over & with permission of event management.
- In all circumstances, carts are to be driven slowly with extreme caution to protect the driver, passengers, pedestrians (including elderly, disabled & babies in strollers), bicyclists, etc.
- Passengers may ride in designated seating areas only and remain seated while in motion
- Blind corners and all obstacles are to be approached with extreme caution and a wide radius.
- Drivers and passengers must never consume or be under the influence of alcohol or drugs.
- Should the event become overly congested, the use of carts should be discontinued in those areas until the crowd diminishes enough for their usage to be safely resumed.

Volunteers

Volunteers with a vested interest in this event's success will assist with many phases of this event but will have NO authority or responsibility to fulfill any security related responsibilities. Volunteers will not confront or direct visitors regarding crowd control or in the event of an emergency. Their responsibility is to observe, pre-emptively report and support as appropriate and requested. They will also be aware of our command and communications structure, radio communications and that they are not authorized to call 911, make public statements, etc. If such communications become necessary, they will go through our communication protocols. Acceptable duties and responsibilities for volunteers will include: greeting visitors; distribution of written materials including event restrictions; maintain customer queuing lines; outside perimeter patrols; entry and exit gate monitoring and support; sanitation and clean-up; backstage (VIP & volunteer area) safety; roving crowd monitoring; internal communications; providing shift breaks; VIP food prep/service; etc.

Sample Volunteer Disbursement during peak attendance periods:

# Personnel	Location	Function	Total
10 total	As Needed	Area / Team Supervisors	10
4 each	Outside Esplanade Gates	Greeters/Restriction Info/Line Queuing	20
4 each	Entry / Exit Tents	Information / Crowd Monitoring	20
4 teams of 4	Bowl & E1 areas	Roamers./ Crowd Monitoring / Information	16
2 teams of 4	Perimeter Roamers	Inspection & Reporting of Illegal Activity	8
4 each	Backstage areas	Hospitality / Crowd Monitoring / Clean-up	8
4 teams of 4	Public Areas	Sanitation / Clean-up / Crowd Monitoring	16
Total Public area Volunteers			98

Other volunteer positions out of public areas include: Stage managers and stage hands; food prep & service, load-in/load-out, volunteer coordination and supervision, office and marketing coordinators, etc.

HEMPSTALK 2014

EMERGENCY ACTION PLAN

Submitted for City Review : 24 July 2014

The following Emergency Action Plan and Evacuation Plan will be reviewed, clarified and expanded upon as appropriate during pre-event planning, orientation meetings and as deemed necessary.

Emergency Coordinator

Peter Mott, Production Supervisor, will be the Emergency Lead Coordinator Channel One (typically) or Channel 8 (Octagon) in emergency – 360.600.9493 (on-site cell)

Emergency Communications

To limit the open channel broadcasting of sensitive and/or confidential information the following communication protocols will be used in emergency situations.

Emergency Radio Channel – Channel 8

Channel 8 code name – OCTAGON (suggested)

Emergency Code Word – Charlie Armstrong

Sample emergency communications reporting:

Security to staff, Charlie Armstrong wants to meet key event staff at the Octagon.

(Emergency – key staff switch to channel eight.)

Security to Michael, Charlie Armstrong is at Gate 2 to meet you.

(Event Manager is summoned to Gate 2 regarding a potential emergency)

Michael to Bill, Charlie Armstrong wants to meet at Gate 2 about the Octagon.

(Emergency, switch of emergency channel 8 as you proceed to Gate 2)

TYPES – Most likely potential type of event emergencies:

- Public Safety – over-crowding, gate rush, entry/exit/firelane obstruction, brawl, riot
- Weather – Lightning, Heat, High Winds, Heavy rainfall, Hail
- Medical/Health – Life threatening medical incident, multiple injuries &/or victims, etc. Lifesaving ABCs : A=Airway B=Breathing C= Circulation (cardiovascular/ bleeding) Choking, unconsciousness, disorientation/incoherence/unresponsiveness, difficulty speaking or moving, seizure, shock, heart attack, excessive bleeding etc. are all considered life-threatening situations and will require calling 911 unless immediately resolved.
- Criminal – assault, robbery, theft, riot or brawl, harassment or other illegal activity possibly including crime against a child (abduction) or an act of a sexual nature, etc.
- Equipment Failure – power outage, electric, fire, explosion, hazardous materials, or structure collapse

PRIORITIES – To provide rapid & effective response during an emergency situation event management priorities are to:

- Protect human life and/or prevent and minimize personal injuries
- Protect and minimize the physical environment within and surrounding the park
- Prevent and/or minimize damage to physical assets of the event and participants
- Gather and control facts while managing its accurate distribution to city officials, members of the media, stakeholders, etc.

Weather

Weather related concerns are a factor for all event presenters. Unfavorable weather conditions affect participant attendance. In this case most likely serious concerns stem from: lightning; excessive heat; high winds; an unusually heavy rainfall; and heavy hail. Weather forecasts will be monitored throughout this event's public hours. Whenever possible advance warning will be announced from the stages as appropriate. If deemed necessary by event managers or city personnel, the event may be evacuated and/or discontinued.

Heat – Should sun exposure or heat stress become a concern, ice and bottled water will be available at our Medical Services location. Precautionary announcements will be made from the stages as appropriate announcing the symptoms, what to do and where to seek treatment. Ample water will be available at all food service booths, in the backstage/hospitality areas, and at the Event Medical Services tent.

Lightning – If Friday weather forecast calls for such a potential both stages will be grounded when installed. Should lightning approach, announcements will be made regarding participants safest course of action. The Hawthorne Bridge is the only structure immediately available that provides cover. Trees and tents are not safe options for cover. Disbursement of participants into the downtown high rise area and parking garages are likely the next best options.

Wind - The bowl at Waterfront Park is relatively well protected from winds by the Hawthorne Bridge, downtown high-rise buildings, and the Harborside buildings. Should exceptionally high wind warnings occur, the following steps will be taken: Warnings will be announced to all staff, contractors and volunteers by radios and to the participating public from the stage. Updates will be provided as available and appropriate. High objects will have additional support added, be lowered and/or have a perimeter established around them. Banners, signage, fencing scrim, etc. will be partially cut free (so they may flutter like a flag) or secured at best as possible. Vendors will be advised to secure their products and visitors their personal belongings.

Heavy Rain or Hail – Precipitation often negatively impacts event attendance and participants make their own decision regarding attending, remaining or leaving. However, should a severe rain storm occur, attendees will be advised to take cover until the rain subsides under tents, bridge, trees, and other available options. These locations will all be on firmer higher ground surrounding the bowl and approaching the end of the dry summer season the soil should be dry and firm, able to absorb significant rainfall without causing concern for public safety.

RESPONSE – Our team's appropriate response will depend upon the nature, extent and location of any emergency situation.

- Should an emergency situation occur, involved staff will be informed to "Meet Dick Armstrong at the Octagon," meaning Emergency, switch to channel 8, stand-by for further communications as there will be a delay as individuals (by channel communications) switch to Octagon. Should immediate response be needed, this radio communication will indicate where to meet on the event site. "Dick Armstrong wants to talk at the Octagon about Gate 2," meaning Emergency, switch to channel 8 and proceed toward Gate 2.

- Should an emergency impact a large portion of the event and/or visitors, a statement will quickly be coordinated for announcement from both stages. This message will be brief, direct, provide one or more recommended actions (remain calm and stay where you are: we will provide an update as soon as we have more information; calmly gather by belongings and move toward . . .; calmly move toward the exits, etc.)

Security & Event Management

Both will respond to all emergency situations and work together first to minimize, then to control and finally to resolve the most urgent issues and to supervise incident recovery efforts. Security personnel will stand by ready to respond to their supervisors' directions and those of event management, including establishing a perimeter around the emergency area, identifying the cause and potential witnesses, informing their supervisor of any material facts they become aware of, etc. As soon as possible the event's management team should gather to review and assess necessary further action and any appropriate public statement.

Volunteers

All volunteers & event participants, other than event supervisors and professional security personnel, will specifically be instructed to not respond physically or verbally to any potentially volatile, dangerous or security related situation but to:

- 1) Remain Calm
- 2) **Immediately but briefly report essential information to the nearest radioed staffer** (location, nature of incident, action requested) regarding any and all actual or Potential situations – always err on the side of caution.
- 3) Assist in maintaining an adequate safe perimeter around any continuing threatening, dangerous or volatile situations
- 4) Keep other attendees CALM, inform them that emergency personnel are responding
- 5) Listen and observe making note of witnesses, participants, victims, sequence of events, etc. Note specifics of gender, height, build, hair (color, length & texture), clothing, distinguishing characteristics (tattoos, piercings, scars, facial hair, etc.)
- 6) Ask and listen - Do not speculate, attempt to explain or justify, offer opinions, repeat rumors, suggest cause or blame, offer apologies, or other potentially inaccurate or unauthorized statements.
- 7) Identify and ask for information from witnesses

Physical Assault / Brawl / Riot

Volunteers will inform visitors that security is responding while helping form a perimeter to separate perpetrators from the crowd and encourage those not initially involved to remain calm. Upon arrival, security will neutralize perpetrators using as minimal force as possible without endangering themselves or others, taking those involved to the ground if necessary. Participants will be detained while witness information and statements are taken. Once the cause and result are verified, event management will determine: whether police are to be called; one or more perpetrators are physical escorted from the park and ejected; or other options are implemented.

HEMPSTALK 2014

EVACUATION PLAN

Submitted for City Review : 24 July 2014

In the unlikely situation that this event needs to be evacuated or closed unexpectedly for any reason the following EVAC PLAN will be implemented:

- As much precautionary advance notice will be given to staff, security, participants and visitors as possible.
- Should a sudden life threatening emergency arise, pre-prepared stage announcements will be communicated from the event's two PA systems.
 - All announcements & public information should come from the stage PA
 - Security and Volunteers should not speculate or relay information other than as specifically directed
- Only EMS or event managers should call 911 to inform city and mobilize emergency response agencies
- Primary Stage Announcement Messaging will be:
 - Remain Calm
 - Move Away from any existing threat
 - Emergency Personnel are Responding
 - Follow the direction of Security personnel
 - Parents – gather your children
 - Volunteers should assist disabled individuals if safely possible
 - Vendors and Food Booth will be advised to secure their receipts and cash
 - Remain Calm should be repeated
 - Move toward exits/cover or away from continuing dangerous or threatening situation

Event Management

- Production Coordinator Peter Mott will be the lead coordinator of any evacuation
- Assess source/cause of Emergency
- Assess continuing threat, any areas requiring closure, actions needed to minimize continuing threat
- Establishment a safety perimeter around any dangerous area
- Coordinate and communicate response to all staff regarding any incident site
- Update stage announcements primary messaging
- Designate security personnel to meet and guide city emergency responders safely and rapidly to the emergency area.
- Begin documenting the situation my camera and information gathering
 - ✓ Employ Incident Reports and Medical Treatment Forms
- Gather key personnel to establish a continuing plan to resolve situation and review follow-up plans and any public announcements.

Security Supervisors

- Communicate confirmation of team responsibilities & direct teams to their assigned area

- Confirm area supervisors & communications plan
- Monitor and direct security personnel in their evacuation efforts as situation warrants to facilitate the safety and orderly vacating of the park site ASAP

Security Personnel will immediately be mobilized in pre-assigned teams to:

- Remove all obstacles from all entry / exit points – set these items well away from attendee egress from all exits and pathways
- Swing Emergency Gates outward into a fully open position (so they are laid back against security fence and not obstructing any emergency egress)
- A response team should establish a safe perimeter around any continuing areas of danger or any medical or crime scene.
- Roaming security should move toward Fire Marshal exit paths in their assigned sector, directing visitors to the safest unobstructed exit.
- As they do so, these roamers should remove obstacles from exit paths, keep visitors calm, prevent blockages & assist individuals needing help without leaving their post.
- Gate security should spread out on each side of the gate, both inside and outside the event to keep exiting visitors calm and continue to move away from all exits and threatening areas

Event Medical Services

- Should multiple victims with serious injuries exist EMS's supervisor will:
 - ✓ Direct their staff, &/ or volunteers if appropriate, to provide life-saving first aid as appropriate beginning with the most critically injured
 - ✓ Triage victims by life threatening priority so emergency responders may treat the most critically injured individuals immediately upon arrival.

Critical : Top Priority – Life threatening – ABC compromised - transport immediately

Serious: Stabilize for Now – transport later

Minor : First Aid – assess for transport later or direct to seek additional treatment on their own

Paul Stanford
CRRH & Hempstalk 2014
105 SE 18
Portland, OR 97214

January 30, 2014

Dear Mr. Stanford,

Per the Mayor's and Portland City Council's direction, Portland Parks and Recreation (PP&R) has identified an event date in Waterfront Park for your consideration. While this date is outside the normal scheduling dates of the park, PP&R has determined it will have the least adverse impact on the park or other users for 2014. The dates are September 27-28, 2014. The location is in Section E, and, if you wish to include them in your application, Section E1 and the area under the Hawthorne Bridge (see enclosed map). You are allowed to reapply for this facility on these dates with a reasonable addition of dates for set up and tear down as needed.

Please be advised that many answers provided on your original application were not sufficiently detailed. You must give complete, thorough and detailed answers for PP&R to consider and evaluate this application. As we stated in our Letter of Denial and at the Appeal, there are several issues you need to address within the application concerning the event and how it will be managed. Please be sure to answer all questions completely. Answers with insufficient detail, such as "we will comply," will result in a denial of the application. Be specific about *how* you will address the stated issues and deficiencies detailed in our denial letter from the past several years.

PP&R staff observed a number of violations of the terms of the 2013 permit and/or of applicable laws, including: parking in the park, traffic control at the entrance to the park, camping, structures, trash and compliance with laws regarding use of illegal substances. We expect you to address these issues in your application, and detail how you will prevent these issues from arising again in your proposed event in Waterfront Park.

In accordance with the provisions of PCC 20.08.020.B, unless you can demonstrate to PP&R's satisfaction that future events will meet the criteria for issuance of a permit, and particularly, that you can assure compliance with all permit conditions (including the condition that you comply with all laws), PP&R reserves the right to deny your application.

Please submit a detailed site plan with the application and be sure to show all fencing, public entrances/exits and emergency exits. Several elements of your original site plan were unworkable given the topography of this section of the park. We recommend that your site person spend some time at the site to familiarize themselves with the limitations of the facility. The Public Events Coordinator is available to give your site person some limited feedback if they need it.

The "User's Guide for Major Parks" has several guidelines in it that will help you in answering some of the questions on the application, but this document's scope cannot address all the management nuances of the various events produced in Portland Parks. Nothing can replace the help of a professional event person when working out the details of event production, crowd and infrastructure management.

Also you can find an abbreviated version of many of the requirements at this web address, <http://www.portlandoregon.gov/parks/49142> under the "Holding and Event in a Park" button.

PP&R's expectation is that you should be able to submit a complete application and functional site plan 30 days from receipt of this notice. We have set that date as Wednesday March 5, 2014. If your application is not received on or before that date it will not be accepted.

If I or Cary Coker, Public Events Coordinator, (503.865.2375) can be of further assistance during this time please do not hesitate to contact us.

Shawn Rogers, Manager
Customer Service Center
Portland Parks and Recreation
1120 SW 5th AVE
Portland, OR 97204
503.865.2388 shawn.rogers@portlandoregon.gov

After Action Report Special Event



DATE: Oct 3, 2013

TO: Assistant Chief Larry O'Dea

FROM: Sergeant Jeff McDaniel #35716

EVENT NAME: Hempstalk 2013

SUMMARY:

Event Case #: 13-75401
 Date: 9/7/13 and 9/8/13
 Roll Call: 1000 hrs.
 Start Time: 1000 hrs.
 End Time: 2200 hrs.
 # of Officers: 8 each day +/- from Last Year: +4
 # of Participants: 80,000-90,000 +/- from Last Year: -10,000-15,000

NARRATIVE:

On September 7th and 8th 2013, officers from North Precinct worked the Hempstalk event at Kelly Point park. The event ran from 1000-2200 on Saturday September 7th and 1000-2100 on Sunday September 8th. North Precinct provided 7 officers and 1 sergeant on ATV's for each day of the event. Parking patrol assisted by providing 2 parking patrol officers for each day of the event. Port of Portland also had additional security personnel working at Terminal 6, which is the adjacent property to the park.

Hempstalk has been an annual event for the last several years. This year the event was held out at Kelly Point Park, which is a very secluded area in the far North end of the precinct. The event draws close to 100,000 each year, and this year I would estimate that between 80,000-90,000 people attended. The event invites people to come smoke Marijuana, as the event organizers support medical Marijuana and the legalization of Marijuana in general.

At meetings prior to this years event, the event organizers were told that certain conditions had to be met in order to receive a permit. One of the primary concerns was the parking issues that surround this event each year along N. Marine Dr. and N. Lombard. The event organizers were told that they had to obtain a permit for parking along N. Marine Dr. and N. Lombard. They were told that parking would only be allowed on the street if the proper permits were acquired prior to the event. They were also advised that Port of Portland did not want people attending the event to park on Port property at any time. The event organizers declined to apply for a permit. They contracted parking spaces at the Expo Center, and had 6 shuttle buses running between the Expo Center and the event location at Kelly Point Park. PBOT utilized several reader boards that informed people attending the event that no parking would be allowed on N. Marine Dr. or N. Lombard.

They were also required to hire 30 DPSST certified security personnel, and to have them on site for the operating hours of the event. They contracted with two companies, Rover Security and Doing Better Protective Services.

Lt. Todd Wyatt #24137 / 102113
 Reviewing Lt. Signature / Date

Capt. Chris Davis #36611 / 10/25/2013
 Reviewing Capt/Commander Signature / Date

Lt. Jeff Kaer #23818 102513
 Reviewing CHO Signature / Date

After Action Report Special Event



Sergeant Friedman contacted those companies by phone, and learned that Doing Better Protective Services had been contracted to provide security for the equipment only, and not crowd management. However, prior to the event, the contract was modified to include crowd management.

The event organizers were also required to contract with an EMS provider due to several medical related calls that had occurred each year previously. AMR was contracted to provide two paramedics and an ambulance for each day of the event.

Traffic Division supplied one officer for traffic enforcement for both days of the event. He worked the event for a total of about 4.5 hours over the two days. He wrote 25-30 citations, and also issued several warnings. Many of the citations were for illegal U-turn and careless driving. This stemmed from drivers being stuck in long lines of traffic near the entrance to Kelly Point park. Many vehicles were stopping in front of the gate to drop off passengers, and the shuttle buses were also stopping in the road to drop of their passengers. Lines of up to 1/2 mile in length along N. Marine Dr. were seen at various times throughout both days.

I was told the Parks Bureau was going to have park rangers on site, but I did not see one during the entire event.

Mr. Stanford, who is the primary organizer, Michael Bachra, Will Appel, and Ed Engberg attended planning meetings with the city. Our concerns about the illegal use of drugs/activity at the event was discussed. The City was assured by all of the organizers that illegal drug usage would not be allowed, and that violators would be asked to leave the event.

We held our briefing each day at 1000 hours at North Precinct. Officers were given their assignments, and a copy of the IAP before heading to the staging location at Terminal 6. Due to the number of attendees, officers working the event were told that enforcement would be a last resort. We were to provide a visible presence, and to use cameras to document illegal activity. Each officer was told to take photos of people involved in illegal activity, upload those photos into DIMS, and write a special report at the conclusion of the event.

Throughout the event, officers noted rampant drug usage, and other illegal activities. Many of the event attendees were very obviously less than 18 years old, and were openly smoking Marijuana. People at the event were selling Marijuana to smoke, and also selling it in "edible" form (brownies, rice krispy treats, etc.) for people to consume. Adults were openly smoking Marijuana with infants and toddlers seated next to them. I personally observed several juveniles (13-15 years old) openly smoking Marijuana at the event.

There were thousands of pieces of garbage left strewn all over the park, the beaches near the park, and on the roadways leading to the park. Attendees were seen urinating in the bushes throughout the park. They had 21 garbage/recycling can stations, and 60 portable toilets. Most of the trash was cleaned post event by event staff, but garbage was still prevalent in the area after they cleaned.

The following is a list of incidents that were reported to me by security, medical personnel, or that officers or myself observed personally. Considering the size of the event this is just a fraction of the events that occurred overall.

Saturday September 7th:

1310 hours: Brenda from Doing Better Protective Services reported that Ed Engberg (one of the event organizers) was advising attendees that open smoking of Marijuana was allowed. I spoke to Mr. Engberg, and told him that even though this was Hempstalk smoking Marijuana was not legal. Mr. Engberg initially denied this, but then told me he

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After Action Report Special Event



would not advise people they could smoke Marijuana anymore.

1335 hours: People began parking on Marine Dr. near the event. Parking patrol wrote several citations, and police officers assigned to the event wrote six parking citations. No vehicles were towed. While there were no parking signs posted we felt more signs would assist us in keeping people from parking on N. Marine Dr. and N. Lombard. Stanton yard was asked to provide temporary "drop signs" that stated there was no parking. Several dozen signs were delivered at 1455 hours, and positioned along the roadways at closer intervals to advise drivers.

1500 hours: I had asked Rover and Doing Better Protective Services to provide me with the DPSST certification cards for all of their security employees by this time. Doing Better Protective Services was able to show that all 15 of their employees either had their permanent or temporary certification. Rover security, however, only had 9 certified personnel and 6 non-certified personnel. This was in violation of the requirements that the City of Portland had discussed with the event organizers. It was the responsibility of the event organizers to ensure that all of the hired security personnel were certified.

1533 hours: There were vehicles parking on Burlington Northern property between Kelly Point Park and Terminal 6. Vehicles were parking haphazardly, and several vehicles became blocked in. There were reports that a male was standing at the entrance collecting \$20.00 from each driver as they entered the property. The male was gone by the time officers arrived, but officers did note the unsafe/unworkable parking situation.

1652 hours: Doing Better Protective Services reported a fight in the southern parking lot of Kelly Point park. The fight had dispersed by the time officers arrived.

1905 hours: Rover Security reported that someone had stolen the money out of the "donation" box near the front gate.

1920 hours: We saw that approximately 200 vehicles were parked on the Port property near Terminal 5 on N. Lombard. Mr. Jones from the Port of Portland said he had cited some of the vehicles, but there were too many for him to cite by himself. The event organizers were specifically told not to let attendees park on any Port property at the Port's request.

1930 hours: We saw about 100-150 vehicles parked on Port of Portland property across from Terminal 6 on N. Marine Dr. Mr. Jones was aware of this, but again could not cite all of the vehicles by himself.

2048 hours: Medical was called for a female that had overdosed in the "rave area". She was checked by Medics and then escorted out of the park.

2140 hours: Two juvenile males had overdosed on "edibles" (rice krispy treats with Marijuana inside), and required medical attention in the 7900 Blk of N. Marine Dr. One was transported to the hospital by AMR, and the other was transported home.

During the overnight hours, a 17 year old was reported as missing from the event. He was found near the Expo center at about 0700 on Sunday morning. It was learned that he had attended the event on Saturday with his friends, but became separated after consuming mushrooms (hallucinogenic type) at the event.

Sunday September 8th:

Lt. Todd Wyatt #24137 / 102113

Reviewing Lt. Signature / Date

Capt. Chris Davis #36611 / 10/25/2013

Reviewing Capt/Commander Signature / Date

Lt. Jeff Kaer #23818 102513

Reviewing CHO Signature / Date

After Action Report Special Event



1010 hours: Rover security called asking for police "immediately" near the vendor booths. The disturbance was over when police arrived, but we were told that a male had stolen glassware from one of the vendors. Three of the vendors began assaulting the man, and would not stop assaulting him even after security arrived. Phillip said that security officers had to "pull the vendors off" of the the male.

1154 hours: Officer Frazier and I personally observed a male (he later identified himself as "Scott") smoking Marijuana from a "joint". "Scott" was commonly seen operating a golf cart around the venue both days of the event, and was part of the event staff. When I spoke with him about 1 hour later he was clearly under the influence of Marijuana.

1258 hours: A motorcycle rider fell off of his motorcycle in the north parking lot of Kelly Point Park. It was determined that he had separated his shoulder in the fall. He admitted that he was coming to the event "to smoke out" like he had done "yesterday" (referring to his attendance to the event the previous day). He was clearly under the influence of Marijuana at the time of his crash.

1350 hours: Brenda from Doing Better Protective Services said that she had been told by Ed Engberg and Michael Bachra to check backpacks for "edibles". A short time later Paul Stanford (primary organizer) told them to stop looking through bags. When Brenda told him she was doing as Mr. Engberg and Mr. Bachra had asked, Mr. Stanford told her to "do what I say 'cause I'm the one who signs the checks." Brenda said that Mr. Stanford was very upset, but wanted me to know she was doing what she had been asked by Mr. Engberg and Mr. Bachra. She said wanted to make it clear to me that she was ordered to stop looking for illegal substances by Mr. Stanford.

RECOMMENDATIONS / CRITIQUE:

This year's event concluded with out any major incidents. Had any occurred, the resources we had available would not have been able to effectively deal with them. This event is very large, and is in a secluded portion of the precinct. It would have taken at least 20-30 minutes to get enough resources to effectively start handling a large fight had one occurred. While we only had 7 officers and 1 sergeant detailed to this event, we still would not have been able to effectively enforce state laws regarding Marijuana use with 100 officers since there were about 40,000-50,000 attendees each day. Keeping the small number of officers assigned safe was my top priority, and I feel that having them document the illegal activity with photos rather than take enforcement action was the most reasonable course of action.

The event organizers do not try to conceal that this event is an open forum for people to use illegal substances. This was completely contradictory to what was discussed in the planning meeting and subsequent e-mails. There is no screening of who is using the illegal substances at this event, and countless juveniles were seen using Marijuana. Understandably, many of the attendees were surprised to hear that smoking Marijuana at this event was still illegal. They explained that they were under the impression that since this was Hempstalk, and it was a permitted event, that smoking Marijuana was legal under the permit. They were further confused because several of them told us that the event staff were telling them it was OK for them to smoke Marijuana while they were in the park.

Parking continued to be a problem this year. We had advised the Port of Portland to be more aggressive in preventing people from parking on Port property. We told them that putting up temporary fencing, or even stringing caution tape

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Capt. Chris Davis #36611 / 10/25/2013

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along the length of their properties would help. They chose to not do this, and there ended up being several hundred vehicles each day parked on their property. Parking patrol reported that they were continuously writing parking tags throughout both days for people parking illegally along N. Marine Dr., N. Lombard, and other surrounding streets in the area. Having PBOT deliver extra signs significantly helped, and we should have had them drop the signs before the event this year. I will make sure this is taken care of in the planning stages of the event in the future.

While having the attendees park at the Expo center was a reasonable idea, only having 6 shuttle buses to transport people was completely insufficient. There was a continuous back up of people at the Expo center pick up point (several hundred people at any given time) during the first several hours of each day. At the end of the each day there was another large back up at the entrance to Kelly point park where hundreds of people at a time were waiting for a ride back to the Expo center. It was explained to event organizers in meetings prior to the event that 6 buses were not going to be enough. If this plan were to occur again in the future, the event organizers need to be required to supply several more buses to keep up with demand.

Several parking citations and traffic citations were issued during the event. However, we did not tow cars that were parked illegally. When speaking with parking patrol, they advised me that they were told by their command to only cite vehicles, and not tow them. While citing the vehicles was appropriate, leaving the vehicles parked illegally added to the already heavy congestion on N. Marine Dr. and N. Lombard. In the future, illegally parked vehicles need to be towed to ensure safe, free flowing traffic.

Since Kelly Point park is in a very secluded area of the precinct, having AMR on site for the duration of this event was critical. They assisted several people each day (most of which were minor issues that did not require transport), and it would have significantly drained normal AMR resources had they not been there. Having AMR on contract should be a requirement at any future Hempstalk events.

I am not sure if the Parks Bureau assigned any park rangers to this event. I was told that there would be rangers present at the event, but none were seen. As I spent two days in and around the park, it seems reasonable that I would have seen them if they were there. This is an event that brought 80,000-90,000 people to a city park, and there needs to be several park rangers present for an event of this size in the future.

The amount of garbage/recycling cans and portable toilets was insufficient to accommodate the number of attendees at the event. Hempstalk draws approximately 100,000 people each year (as mentioned this year was slightly less with 80,000-90,000 attendees). 60 portable toilets is significantly less than what would be required to accommodate this number of people. 21 garbage/recycling can locations is significantly less than what would be required to accommodate this number of people as well.

Prior to this year's event I had brought up that fact that the safety plan from last year stated no less than four times that illegal substances would not be allowed. I was not given a copy of the safety plan this year, but was told that no significant changes had been made. Essentially, the event organizers blatantly violated the terms of the safety plan again. This year I noted that at least one staff member was using Marijuana also. At one point, event organizers were advising people in the park that they could smoke Marijuana. The event organizers did not send a clear message to attendees that they could not use illegal substances.

Mr. Engberg and Mr. Bachra took the small step of telling Doing Better Protective Services that they did not want people bringing "edibles" into the event, and told Brenda to Have her security team check bags to make sure of this.

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However, Mr. Stanford specifically told Brenda to have her team stop checking the bags. Based on my previous knowledge of Mr. Stanford and his statement that he was the one who "signs the checks" it was very apparent that he was ultimately in charge of the event. His actions in telling security to stop looking for illegal substances, that violate the safety plan he agreed to, is unacceptable.

Having been the Sergeant in Charge of the police services surrounding this event for the past three years I have noted a common theme each year. The event organizers either do not do as they are asked, or cut corners in completing what they are asked so they are not fully in compliance. Many of the organizers and staff were visibly under the influence of Marijuana as they have been in previous years, and they completely disregard portions of the safety plans that have been in place over the years.

It is my recommendation that the City not provide a permit for this event in the future. The organizers do not hide the fact that this event encourages and allows people to use substances that are currently classified as controlled substance by ORS. The Parks Bureau, the Police Bureau, and the City of Portland in general, know that this event encourages and allows people to use controlled substances in a public park. By allowing this event to continue, it is a huge liability for the City of Portland. We respond to overdoses each year at this event, and if someone were to die from an overdose, a civil case would be virtually impossible to defend. In my opinion, it would be irresponsible for the City of Portland to permit an event of this type in the future.

FISCAL REVIEW:

COSTS:

See table below for approximate costs.

ATTACHMENTS:

COMMAND COMMENTS:

It is clear that this event has the sole purpose of selling and smoking marijuana which is against the law.

Lt. Todd Wyatt

I have serious concerns about the public safety issues raised by this event, as outlined by Sergeant McDaniel. These issues include drug overdoses, disturbances and fights, traffic and parking issues, misuse of private property, inadequately certified security personnel, impaired driving, and consumption of illegal drugs (including some other than marijuana) by children or in their presence. Based upon the repeated inability or unwillingness of the organizers to comply with the terms of their agreement with the City, I recommend that no permits be issued for Hempstalk in the

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future.

I am also concerned about the significant cost the City incurred as a result of this event. We spent nearly \$11,000.00 on police service alone for Hempstalk this year. This is over one percent of the entire overtime budget for North Precinct for a year. By all accounts, this police service was inadequate given the significant public safety issues at the event. The organizers of any such event in the future should be required to reimburse the City for its costs. This is already done for athletic events.

Captain Chris Davis

After reviewing relevant reports, photos and this after action, I agree with Capt. Davis' assessment that the city should deny future permits to this event, especially if the same organizer(s) apply. Not to restate every item or issue brought up by Capt Davis and Sgt. McDaniel, but illegal activity was rampant. It was fortunate that there were no deaths or serious injuries. The costs to the City should be recouped from the organizers, especially all the while they blatantly disregarded the agreement and allowed and encouraged dangerous behavior.

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COST SHEET

EVENT NAME: Hempstalk 2013

DATE: 9/7/13 and 9/8/13

PERSONNEL UTILIZED:

CLASS	#	Reg Hours	Hourly Rate	Reg Hrs Costs	O/T Hrs	Hourly Rate	O/T Hrs Costs	Total Costs
Motor Sergeant			\$	\$		\$	\$	\$
Sergeant	1	10	\$ 39.62	\$ 396.2	15.3	\$ 59.43	\$ 909.28	\$ 1,305.48
Motor Officer			\$	\$		\$	\$	\$
Officer	7		\$	\$	175.7	\$ 55.1	\$ 9,681.07	\$ 9,681.07
Lieutenant			\$	\$		\$	\$	\$
Captain			\$	\$		\$	\$	\$
TOTALS:	8	10	\$	\$ 396.2	191	\$	\$ 10,590.35	\$ 10,986.55

Straight Time Cost For Event:	\$	396.2
Overtime Cost For Event:	\$	10,590.35
Total Cost For Event	\$	10,986.55

NOTES:

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PP&R Public Event Permit

FILE COPY

Printed: Sep 05 2013, 04:34 PM

User: pkcoker

Contract #: 114928
Date: Sep 05 2013

User: pkcoker
Status: Firm

Portland Parks and Recreation grants The Hemp and Cannabis Foundation (called the "Permitee") represented by Paul Stanford, permission to use the Facilities as outlined, subject to the Terms and Conditions contained herein and attached all of which form part of this Permit Agreement.

i) Purpose of Use

Booking Function

Hempstalk 2013

Special Use - Public Event

ii) Date and Times of Use

of Bookings: 28

Starting: Fri Sep 06 2013 12:00 AM

Ending: Tue Sep 10 2013 12:00 AM

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Total
Kelley Point Park - Picnic A	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic B	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic C	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic D	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic E	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic F	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Special	Fri	Sep 06 2013	12:00 AM	Sep 07 2013	12:00 AM	\$285.00	\$978.00	\$1,263.00
Kelley Point Park - Picnic A	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic B	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic C	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic D	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic E	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic F	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Special	Sat	Sep 07 2013	12:00 AM	Sep 08 2013	12:00 AM	\$2,140.00	\$728.00	\$2,868.00
Kelley Point Park - Picnic A	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic B	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic C	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic D	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic E	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic F	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Special	Sun	Sep 08 2013	12:00 AM	Sep 09 2013	12:00 AM	\$2,140.00	\$1,603.00	\$3,743.00
Kelley Point Park - Picnic A	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic B	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic C	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic D	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic E	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Picnic F	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$0.00	\$0.00	\$0.00
Kelley Point Park - Special	Mon	Sep 09 2013	12:00 AM	Sep 10 2013	12:00 AM	\$285.00	\$285.00	\$570.00

iii) Additional Fees

Extra Fee - Rental	Quantity	Charge	Total
App/Proc.- RUSH	1	\$270.00	\$270.00
Extra Fees - Parking Patrol	1	\$4,216.00	\$4,216.00
PUBLIC EVENT APP 3 (more than 30 days)	1	\$270.00	\$270.00
			\$4,756.00





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Extra Fee - Bookings	Hours	Quantity	Charge
Extra Fees - Electricity - Daily	72:00	3	\$75.00
Extra Fees - Potable Water Connection	72:00	3	\$129.00
Vehicle Access - Add. Veh. Pub Events	96:00	126	\$3,150.00
Vehicle Access Fees	96:00	4	\$240.00
	336:00	136	\$3,594.00

This permit is issued subject to the rules, regulations, and policies as set forth in the "Special Event/Special Use Permit Manual" and the "User's Guide for Major Parks" or the "Users Guide for Minor Parks". Additional conditions and activities, if permitted, are itemized on the rental contract.

Permittee shall hold harmless, defend and indemnify the City of Portland, and the City's officers, agents and employees against all losses, damages, claims, demands, actions and suits (including all attorney's fees and costs, through trial and on appeal) suffered by or brought against any of them arising from Permittee's activities under this permit.

Permittee must comply with all applicable federal, state, and municipal laws and regulations including the provisions of Title 20 of the City Code.

This permit is revocable by PP&R with 30 days notice at its sole discretion

DAMAGE: Permittee is responsible for any and all damage that may result from this event and will be billed for any and all.

GARBAGE:

On the day of your event, please remember that you must take your garbage with you. The Permittee is responsible for cleaning all garbage, litter and debris created by the event and for removing it from the park. We suggest that you bring extra garbage bags to ensure all your garbage is removed. Parks may charge the Permittee for garbage not picked up or garbage bags left in the park.

iv) Conditions of Use:

PARK SUPERVISOR INSTRUCTIONS AND CONDITIONS
Need adequate vehicle passes for unload/ load only.

- Absolutley No stakes in the ground.
- Absolutley No camping.
- Please pick up and haul all trash generated by event.
- Provide adequate sanitary units for event.
- Parks can locate and mark irrigation heads/ valve boxes.
- Set up on site meeting w/ park supervisor prior to event.

Will need Z-50 key to open gates.

INSURANCE REQUIREMENTS

Permittee is required to post Insurance and Additional Insured Endorsement prior to the release of the permit. The Certificate of Insurance must state the date(s) of coverage and provide public liability for bodily injury and property damage in the sum of \$1,000,000 naming the City of Portland, it's officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.

Additional Insured Endorsement Letter must be signed by the Authorized Insurance Representative and returned with the





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Certificate of Insurance. Alternate industry standard forms acceptable to the City: CG 20 12 11 85, CG 20 12 07 98, CG 20 26 07 04, or CG 20 12 11 88.

By receipt of this permit, Permittee acknowledges that they are in receipt of a copy of the injunction Gathwright v. City of Portland (ATTACHED). Permittee shall comply with the requirements and limitations of this injunction.

For purposes of this permit the term "Special" is limited to the following: Open field area between all picnic areas as defined on the event's approved site plan and the park parking lots. Vendors/ food vendors are restricted to the big meadow area only. No camping allowed as a part of this permit.

ALCOHOL

No alcohol use is approved for this permit. Alcohol prohibited per City Code 20.12.040.

SECURITY PLAN

The Permittee will comply with basic minimum event security requirements outlined in Event Security Plan - HempStalk 2013 a copy of which is attached and made part of this agreement.

AMPLIFIED MUSIC ALL PARKS

No Variance will be issued for this event from the Noise Control Office. Permittee agrees to limit the sound level to below 55 decibels at the designated property boundaries as prescribed by City Code.

CAMPING

This permit does not allow for camping during this event. Permittee is responsible for enforcing this prohibition for the duration of the permit.

Camping is prohibited per City Code 14A.50.020

14A.50.020 Camping Prohibited on Public Property and Public Rights of Way.

A. As used in this Section:

1. "To camp" means to set up, or to remain in or at a campsite, for the purpose of establishing or maintaining a temporary place to live.
2. "Campsite" means any place where any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.

B. It is unlawful for any person to camp in or upon any public property or public right of way, unless otherwise specifically authorized by this Code or by declaration by the Mayor in emergency circumstances.

C. The violation of this Section is punishable, upon conviction, by a fine of not more than \$100 or by imprisonment for a period not to exceed 30 days or both.

VEHICLE ACCESS

Vehicle access is approved for 130 total load/unload vehicles over the run of the setup and event dates. Vehicles are limited to loading and unloading only. Vehicles are required to have a Portland Parks and Recreation Vehicle Pass placed in the windshield in plain view of the Park Attendant on duty. Vehicles must be removed from the park prior to the beginning of the event. Any vehicle in park without a pass is subject to towing or a citation at owner's expense.





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Vehicle access is approved for 2 event vehicle to remain in the park. Event vehicles must be shown to be a necessary and active part of the event, not just support vehicle. Drip pans or protective material is required under all vehicles remaining on site.

CANOPIES

The use of canopies is approved. No stakes allowed. Water barrels, stage weights, concrete block or other suitable materials must be used to secure canopies.

TENTS

The use of tents is approved with an on-site meeting with the Park Supervisor and must be shown on a site plan on file with the PP&R Reservation Center. Tents may require a Public Occupancy Permit issued by the Fire Bureau, contact 823-3935. No stakes allowed. Water barrels, stage weights, concrete block or other suitable materials must be used to secure canopies.

STAGES

Stages are approved as shown on the site plan provided by the permittee and approved by the Park Supervisor.

COOKING

Cooking is approved under the terms of this permit. If the public is invited, all cooking units must meet all state, county and city health and safety standards. Contact County Health Department at 988-3400 for additional information. All units must be inspected on-site by the Fire Bureau.

All grease and gray water must be properly disposed of either off site or in appropriately designated sewers or approved containers for grease and gray water. Disposal into storm drains is not allowed. Permittee must provide spill protection in any areas that food preparation is being done.

Permittee will be charged for all turf and other damages incurred through inappropriate disposal of grease and other waste.

KELLEY POINT PARK CLOSSES AT 8PM.

WARNING! ALL VEHICLES MUST EXIT THE PARK ACCESS ROADS BY 10:00P.M. Z KEY WILL NOT WORK ON THE TIME LOCK THAT ACTIVATES AT 10:00 P.M.

Access road from the 2nd parking lot is gated and needs a Z50 key and vehicle access pass to enter.

Main access gate lock is on a timer which opens at 6am and permanently locks at 10:00 p.m. No key access for this gate.

EQUIPMENT IN PARK OVERNIGHT

No equipment may be left in the park overnight without Parks approval. Equipment, such as toilets, left in the park overnight requires the permittee to provide overnight security to protect the park and the permittee's property. Permittee is responsible for notifying their toilet supplier that that toilet must be delivered and picked up same day. Any equipment left in the park beyond dates described on this permit may incur additional daily usage fees and damages fees.

PORTABLE TOILETS

Permittee shall provide one portable restroom for every 125 expected in attendance. If one is required it must be ADA approved. If more than one is required the 5% must be ADA approved. All portable restrooms must be shown on site-plan or Park Supervisor must approve placement. Vehicle access is required.

ADA REQUIREMENTS REGARDING PORTABLE RESTROOMS FOR PUBLIC EVENTS IN PORTLAND PARKS.





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- Beginning 2002, PP&R will base the number of portable restrooms required for any given event on the previous year's highest daily attendance.
- New events will follow the current Special Events guidelines.
- The Permittee is required to provide 1 portable restroom for every 125 people, estimated attendance.
- For single-user portable toilet units clustered in a single location, at least 5% but no less than one toilet unit shall be installed at each cluster whenever typical inaccessible units are provided.
- Events who supply less than the estimated requirement will be assessed a damage fee for each unit below the required number and each day the event is out of compliance.
- New events that supply less than the current requirement will be assessed a damage fee for each unit below the required number and each day the event is out of compliance.
- Permittee will only be assessed damages for event days.
- The damage fee assessed for each standard portable restroom is \$50 and \$125 for every ADA accessible restroom.
- PP&R retains the right to determine if an event requires a greater number of restrooms due to the nature of the event and/or past complaints or problems directly related to these facilities.

Non-Discrimination Statement:

By holding an approved Portland Parks & Recreation Permit, the Permittee agrees that the permitted organizations, agents and representatives will not discriminate on the basis of race, color, gender, national origin, sexual orientation, marital status, religion or disability while using the facilities, parks and areas permitted on this permit. It is agreed that suspension of privileges granted by Portland Parks & Recreation may result from violation of this agreement.

Americans with Disabilities Act Compliance Mandates:

Federal, State County and City ordinances require full compliance with the Americans with Disabilities Act of 1990 regulations.

The following elements are mandatory minimums:

1. PATH OF TRAVEL
2. ENTRANCE AND EXIT "GATES"
3. PORTABLE REST ROOMS AND WASH STATIONS
4. VENDOR BOOTHS
5. AUDIENCE SEATING AND TABLES
6. SIGNAGE
7. PARKING (if provided)
8. SERVICE ANIMAL ACCOMMODATIONS
9. ASSISTIVE LISTENING DEVICES
10. ALTERNATE FORMATS FOR PRINTED MATERIALS

v) Payment Method

Rental Fees	Extra Fees	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$4,850.00	\$8,350.00	\$13,200.00	\$100.00	\$270.00	\$13,030.00	\$13,030.00

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.



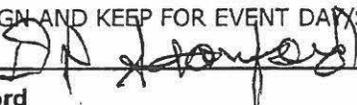


PP&R Public Event Permit

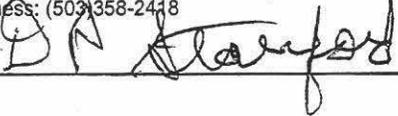
Contract #: 114928
Date: Sep 05 2013

User: pkcoker
Status: Firm

SIGN AND KEEP FOR EVENT DAYS

X: 

Paul Stanford
The Hemp and Cannabis Foundation
105 SE 18 AVE
Portland OR 97214
Home: () Business: (503) 358-2448

Date: 

9-5-13

X: 

Name: Shawn Rogers

Title: Reservation Center Supervisor

Portland Parks and Recreation

Date: _____



Event Security Plan - Hempstalk 2013

The following are basic minimum event security requirements for the Hempstalk 2013 event. The purpose of this plan is to assist the Permit Holder in conducting the event in a safe and lawful manner by coordinating event operations with Portland Parks and Recreation, Portland Police Bureau, and others. The scope of this is event security -- managing conduct of persons at the event and does not include fire safety, food safety, first-aid, etc.

When completed and signed the by permit holder this plan document will be incorporated as part of the Parks Special Use Permit for this event.

I. ROLES AND RESPONSIBILITIES

A. PERMIT HOLDER

1. The Permit Holder is responsible for the overall conduct of the event including event security. The Permit Holder will organize an event staff that includes an authorized representative(s) such as a "Site Coordinator" who, along with the Permit Holder, is responsible for security operations.
2. Hire licensed security professionals to provide security services for the event.
3. Certify that Hempstalk will be an alcohol, cannabis, and drug free event and that the Permit Holder will take measures to prevent violation of these rules and/or eject persons from the event who violate these rules.
5. Certify that there will be no medical marijuana tent or space and that use of medical marijuana is prohibited at the park.
6. Permit Holder and key event staff such as the Site Coordinator will be readily available via cellular phone or two way radio during event operating hours. Contact information will be provided to Portland Parks and Recreation, Event (Contract) Security Supervisor, and Portland Police Bureau.

B. EVENT SECURITY STAFF

1. Permit Holder will hire at least thirty (30) DPSST Certified Security Professionals to provide coverage during all hours the event is open to the public. All Security personnel must meet the requirements of ORS Chapter 181, "Regulation of Private Security Providers," and OAR Division 60, "Private Security Services Providers Rules."
2. Permit Holder will work with a licensed security contractor to ensure security personnel have the training, equipment, and instructions to do their job.

Security personnel should be equipped with two-way radios and/or a cellular telephones, and provide contact numbers to the permit holder and the police.

3. The Permit Holder will provide event security staff with a written set of instructions or Event Security Standard Operating Procedures (SOP).

C. EVENT VOLUNTEER STAFF

1. Event volunteers will observe and report problems, inform attendee about rules, and otherwise support the event. Volunteers should not call themselves "security," wear anything that says security, or perform any of the activities in ORS 181 that would constitute providing security services.

2. Volunteers, among other duties, should instruct anyone at the event who possesses or is using alcohol, cannabis, or other drugs to leave the event. They are encouraged to report violation of laws to security and/or police.

D. PORTLAND PARKS AND RECREATION, PARK OFFICERS

1. Portland Parks and Recreation Supervisors, Park Rangers, and Portland Police Officers are Park Officers and are authorized to monitor all aspects of the event in the park, and act under authority of Portland City Code 20.04.010, 20.12.265, and other applicable laws.

E. PORTLAND POLICE BUREAU

1. Generally, PPB will support the event by monitoring for and acting on unlawful and/or nuisance behavior in and around the event when called.

2. Additional Police resources may be applied in and around the event as needed, as determined by the city.

II. EVENT RULES

1. Rules for all permitted events in City parks are in Portland City Code 20.08.060 "Prohibited Conduct at Permitted Events."

2. Alcohol, cannabis, other drugs, are prohibited at the event.

3. There will be no tent or spaces for medical marijuana use at the event.

4. The Permit Holder has elected to allow tobacco smoking at this event under PCC 20.12.110 C.

4. In addition to other Federal, State, and local laws the Permit Holder should be aware of Portland City Code Chapter 20 (Parks and Recreation) 20.12.040 "Unlawful Acts Involving Alcohol, Controlled Substances or Prescription Drugs.

6: Permit holder will inform attendees of rules, especially that alcohol,

cannabis, and other drugs are prohibited at the event. Communication of these messages can be done through advance advertising, signs posted at event site entryways, printed materials, public address system announcements from the stage, and/or other means.

III. EVENT SECURITY COORDINATION AND COMMUNICATION

1. The permit holder will ensure that they, key event staff and security personnel have reliable, wireless communications.
2. The Permit Holder and key event staff will provide their cell phone numbers and other contact information to the Contract Security Supervisor, the Portland Police Bureau Detail Supervisor, and Portland Parks and Recreation.
3. Permit holder will contact Portland Parks and Recreation if there are any questions about the parks special use permit requirements. Permit holder will contact Portland Parks and Recreation and/or Portland Police Bureau if there are any questions about laws that relate to conduct of persons at the event.

This plan, when completed and signed, will be made part of the Parks Special Use Permit for this event.

Signed: PA Stanford Date 9-5-13
Permit Applicant: Paul Stanford

CELL PHONE CONTACTS:

PAUL STANFORD 503-358-2418

William Appel 503-756-9681

Michael Bachara 503-268-3864

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF OREGON

EDWARD GATHRIGHT,

Plaintiff,

v.

CITY OF PORTLAND
and PIONEER COURTHOUSE
SQUARE OF PORTLAND, INC.

Defendants.

Civil No. 03-130-HA

ORDER

HAGGERTY, Chief Judge:

On April 25, 2005, the court heard oral argument on plaintiff's Motion for Order to Show Cause (Doc. #64). At that time, the court had not reviewed Exhibit 11 to Paul DeParrie's Affidavit (video footage from The Bite filmed on August 14, 2004). The court has now seen the video and finds that Exhibit 11 does not support the City of Portland's

argument. The court grants plaintiff's motion and modifies the permanent injunction as set forth in the April 6, 2004 Opinion and Order as follows:

The City of Portland (the City) is ordered to:

- delete from its event permits the "Rules of Conduct" section and language authorizing "Persons in Charge" to evict or exclude persons from permitted areas – such persons may only be excluded based on probable cause to believe that they have violated a duly enacted statute or ordinance;
- notify all event permit holders that they may not deny entry to plaintiff or any other person similarly situated to any permitted event unless those persons have been previously lawfully excluded from the permit holder's event;
- add a section to the event permits that notifies future permit holders of the court's injunction and the limitations on their ability to exclude persons from their events; and
- notify all Portland police officers of the court's injunction and that the officers may not exclude persons based solely on the direction of the permit holder. The officers need probable cause to believe that such a person has violated a duly enacted statute or ordinance.

In addition, the City and all permit holders are ordered to not place unreasonable time, place, and manner restrictions on plaintiff's speech, or that of others similarly situated to plaintiff. For example, neither the City nor any permit holder shall remove or exclude plaintiff or others similarly situated from an area within a permitted event unless plaintiff or others are causing an insurmountable impediment to pedestrian or vehicular traffic, such that a serious traffic safety concern is present. Neither the City nor any permit holder shall prevent plaintiff or others similarly situated from wearing signs or passing out pamphlets. If the City or the permit holder has created a "free speech zone," or other

similar area, such an area shall not be the only place where plaintiff or others similarly situated are allowed to exercise their free speech rights, but shall be simply an option.

IT IS SO ORDERED.

DATED this 2 day of May 2005.

/s/Ancer L. Haggerty

Ancer L. Haggerty
United States District Judge



RECEIVED
OCT 24 2014
BY:



WATERFRONT PARK REQUEST FOR PROPOSAL 2014

Name of Event: Hempstalk Festival 2015

Name of Organization: CRRH

Name of Main Contact: Paul Stanford

Address: 105 SE 18th Ave

City: Portland

State: OR

Zip: 97214

Daytime Phone number: 503-358-2418

Secondary Phone number: 503-235-4606

email address: crrh97286@yahoo.com

Fax number: 503-235-0120

Only guaranteed RFP Dates available 2013 **(only 2 of these weekends will be awarded for multi-day events):**

- Section E/E1/Hawthorne Bridge August 1 -August 3, 2014
- Section E/E1/Hawthorne Bridge August 15 -August 17, 2014
- Section E/E1/Hawthorne Bridge September 5 - September 7, 2014
- Section E/E1/ Hawthorne Br. September 19 - September 21, 2014
- Section E/E1/ Hawthorne Br. September 26 - September 28, 2014

Sect C, D North/E, E's Sept. 12 - 13, 2015

Request Set up and Take down dates below.

Alternate Dates/Sections **(One day events or low impact events only)**. See MEMO for description of one day event. **Specify Section of the park and date):** We prefer September 12 & 13, 2015, Section C & D-North instead of Section E.

PORTLAND PARKS & RECREATION

Portland Parks, Quality Recreation

If you are proposing alternate dates for a **multi-day event** on dates other than the designated dates above, enter the dates you are requesting and the Section/s of the park here: We prefer September 12 & 13, 2015, Section C & D-North instead of Section E.

Answer all questions completely. Do not use terms like "TO BE DETERMINED"
If a question asks for follow up information (e.g. "If YES, please explain :") be sure to fill in the form field with as many details as possible.

What is your expected attendance? 30,000

SET-UP dates: Friday, Sept. 11, 2015
SET-UP times: Start: 6:30 am End: 11pm

EVENT dates: Saturday, Sept 12 & Sunday, Sept. 13
HOURS event is open to the **public** (Break down event hours by date): 10am-10pm
Start: 10am End: 10pm

TAKEDOWN dates: Sunday, 8 pm to Monday, 6 pm
TAKE-DOWN times: Start: Sunday, 8 pm End: Monday, 6 pm

Will you have SALES or be collecting DONATIONS as part of the event? Y N
If YES, please explain: We will have donation buckets located in all entrances and various locations in the event and over 90 booths selling products and food.

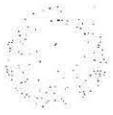
Will you be CHARGING ADMISSION Y N
(Is admission **REQUIRED** for entry?) List admission fees or if a run or walk or bike event detail registration fees here:

Admission/Registration Fees: Free

Will you be ADVERTISING any BUSINESSES in the park? Y N
If YES, please explain: Sponsor advertising on stages and fencing

Is the PUBLIC invited? Y N
If YES, how will you PROMOTE your event? TV, radio, periodicals, print, posters and handbills

If NO, will you be RESTRICTING PUBLIC access in any way? Y N
(i.e. fencing)



Will you have AMPLIFIED SOUND and/or MUSIC? Y N

If YES, describe: Aloha Sound, Joel Graves, music and speakers will be amplified. This is the team we used for 2014 and there was no complaints from the Noise Variance. We have the records for 2014 and were in compliance at all times.

Will you be SERVING or SELLING ALCOHOL? Y N

SERVING and/or SELLING (Alcohol is limited to beer and wine only.)

If YES, describe how the alcohol is controlled within the park facility:

Will you use CANOPIES? Y N

If YES, how many: 90 size: (show on site plan): 75 12x12 vendor 16 20x20 food

Will you use TENTS? Y N
(Definition: open to the public, enclosed on four sides w/controlled access)

If YES, how many: 2 size: (show on site plan): 20x20, backstage

Will you use FENCING? Y N

If YES: Freestanding chain link Post driven chain link Freestanding picket
 Stake driven picket Post and snow fence

Show all fencing on site plan and use different legend to identify each type.

Will you drive STAKES IN THE GROUND? Y N

If YES, describe purpose of stakes: To protect canopies from blowing over from wind.

Will you use STAGES? Y N

How many: 2 Size: 24x50, 25x40

Show all stages on site plan.

Will you use BLEACHERS?

Y N

How many: Size:

Will you be: SELLING SERVING COOKING food

N

If cooking on site, **describe types of food and heat source**

(bbq, propane, natural gas etc.): bbq and propane

Will you need park ELECTRICITY?

Y N

Will you need DRINKABLE (POTABLE) WATER?

Y N

Will you have AMUSEMENT RIDES?

(pony rides, inflatable children's jumping castles, dunk tank, ferris wheel etc.)

Y N

Detail rides and show on site plan:

For every 125 people in attendance, you will be expected to provide one PORTABLE TOILET

Show Portable toilets on site plan

For every 250 people in attendance, you will be expected to provide one 3-yard DROP BOX or equivalent larger sizes.

Show drop boxes on site plan.

EVENT CONTACT: Who can the **public** call for more information about this event? (**Please list a contact name, phone number, email address, and/or web site**): CRRH 503-235-4606; Michael Bachara, 503-268-3864 or William Appel, 503-756-9681 - Paul Stanford 503-358-2418; www.hempstalk.org ; www.facebook.com/hempstalk

Will smoking be prohibited at your event?

Y N

Will smoking be prohibited at your event, except in specifically designated smoking areas where smoking will be allowed?

Y N

(Enforcement note to permit holders: If smoking is prohibited or restricted to certain areas at a permitted event, the permit holder will be responsible for posting applicable notices, informing attendees, event staff, and making arrangements for monitoring and enforcement of this rule along with other rules of conduct allowed by City Code at the event. If a person violates a smoking rule, and after that person has been warned, the rule can be enforced, like any rules of conduct under City Code 20.08.060, and/or City Code Chapter 20.12).

How will you promote alternative forms of transportation to the park by attendees (transport by means other than automobile): periodical ads, TV ads, radio ads, public posters and flyers in business, Facebook, Social networking.

Please give a **GENERAL DESCRIPTION** of any other **equipment** to be brought into the park not listed above: 80 vehicles will need to carry vendors booth and products in on Friday, September 11 to Saturday, Sept. 12 at 9 am. 10 vehicles will be needed to set up the tents, portable toilets and stage. From Sunday, Sept 13 until Monday, Sept. 14, 50 vehicles will need to carry vendors booth and products out and 10 vehicles will be needed to take away the stage, tents and portable toilets.

Description of organization and its objectives (mission statement, etc.)

CRRH is working to educate the public about the benefits of hemp.

Describe the event which you propose for Waterfront Park. Include event budget, funding sources (monetary and in-kind sponsors), event theme and **proposed activities**, objectives and beneficiaries. If there is a run/walk/bike component to the event describe your route and include a route map with your application. The budget this year is \$100,000, half of which is provided by the main event sponsor, CRRH, and the other half to be collected from vendor's booth fees. Activities will feature bands and speakers. Our objective is to educate the public about the benefits of hemp & cannabis. The beneficiary is the public.

Has this event been produced by this organization (individual/company) previously? If so where, when and how many times?

Yes. This will be our Eleventh Annual Portland Hempstalk Festival we have organized in Portland Parks.

Identify all subcontractors to perform necessary services for the event (food, tents, tables and chairs, staging, refrigeration, sanitation, tents, canopies, amusement rides, security, alcohol, etc.)



Coast to Coast (Denise, the owner, begins her scheduling in March and is open to discuss our plan. With), Key Event, Stages Northwest and Reed Stages, Aloha Sound, Adams Transport, Schultz Clearwater and StateWide Rent a Fence

How many volunteers and staff will be needed to coordinate the event and from where will those people be recruited?

300 from existing volunteer base

Anticipated attendance (specific number) and demographic profile of attendees. Who do you expect to attend this event (i.e. targeted age, ethnicity, tourists, Portland residents)?

How might this event benefit the downtown and greater Portland community?

30,000. Our target audience are a diverse spectrum of adults, 50% from Portland and 50% from out of town. Many people will come and stay in hotels, eat in restaurants and spend millions of dollars here.

Please, detail your vehicle access needs in the park (beyond parking lots and/or public roads). How many vehicles will require access in the park to load/unload? **Write detailed break down day-by-day** based on requested set up, event, and takedown days above. 80 in total. 80 vehicles will need to carry vendors booth and products in on Friday, September 21 to Saturday, Sept. 12 at 9 am. 10 vehicles will be needed to set up the tents, portable toilets and stage. From Sunday, Sept 13 until Monday, Sept. 14, 50 vehicles will need to carry vendors booth and products out and 10 vehicles will be needed to take away the stage, tents and portable toilets.

How many "Event" vehicles (refrigerated trucks, beer suppliers, Oregon Lottery, product dispensers, sponsor vehicles such as radio station or print media sponsors, etc.) will remain in the park on event days? **Write detailed break down day-by-day** based on requested set up, event, and takedown days above.

Timeline of Hempstalk deliveries:

City of Portland Sustainability Dept Clearstream Delivery - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

State Wide Rent a Fence - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Schultz Clearwater Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Stages Northwest Reed Stages - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Adams Refridge Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Portland Dumpster two 40 yard dumpsters - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Event

The purpose of this plan is to assist the Portland Hempstalk Festival in conducting the event in a safe and lawful manner by coordinating event operations with Portland Parks and Recreation, Portland Police Bureau, and others. The scope of this is event security -- managing conduct of persons at the event and does not include fire safety, food safety, first-aid, etc.

This plan document will be incorporated as part of the Parks Special Use Permit for this event.

I. ROLES AND RESPONSIBILITIES

A. PERMIT HOLDER

1. The Permit Holder is responsible for the overall conduct of the event including event security. The Permit Holder will organize an event staff that includes an authorized representative(s) such as a "Site Coordinator" who, along with the Permit Holder, is responsible for security operations.
2. Hire licensed security professionals to provide security services for the event.
3. We certify that Hempstalk will be an alcohol, cannabis, and drug free event and that we will take measures (see below) to prevent violation of these rules and/or eject persons from the event who violate these rules. Our staff will be in compliance with their certifications regarding ORS Chapter 181.

B. EVENT SECURITY STAFF

1. We will hire at least twenty (40) Licensed Security Professionals to provide coverage during all hours the event is open to the public. All Security personnel must meet the requirements of ORS Chapter 181, "Regulation of Private Security Providers," and OAR Division 60, "Private Security Services Providers Rules." Our security will be in compliance with their certifications regarding ORS Chapter 181 Each Licensed Security Professional will have 2 volunteers to assist each Licensed Security Professional at all times.
2. We will work with a licensed security contractor to ensure security personnel have the training, equipment, and instructions to do their job. Security personnel should be equipped with two-way radios and/or a cellular telephones, and provide contact numbers to the permit holder and the police.
3. We will provide event security staff and volunteers with a written set of instructions. For Event Security Standard Operating Procedures (SOP), to include, at a minimum. The instructions for security are as follows:
 - a. Crowd Management. Establish stations at entry points into the park. Inspect bags for illegal or prohibited items.
 - b. Monitoring the crowd for illegal behavior. Individuals who violate policy are asked to leave the event.
 - c. All vehicles and cars (outside of load in and out), camping and illegal structures are prohibited.



- d. Control the crowd.
- e. Supervise the use of exits.
- f. Certify that there will be no medical marijuana tent or space and that use of marijuana is prohibited at the park. Certify that there will be no use of any other contraband in the park. If found, Security is responsible to seize/obtain possession and dispose of said contraband by following proper PPPST destruction and/or disposal protocols.
- g. Permit Holder and key event staff such as the Site Coordinator will be readily available via cellular phone or two way radio during event operating hours. Contact information is provided below and will be provided to Portland Parks and Recreation, Event (Contract) Security Supervisor, and Portland Police Bureau.
- h. Licensed security are in charge of removing violators from the event. If an attendee is removed from the event, he or she will be marked on the right arm with a black Chisel Point permanent marker to denote that they have been removed from the event. Entrance monitors will be notified that individuals with this permanent marking are not allowed re-entry into the event.

If an attendee is combative and resists removal from the event or attempts to return after ejection, Head Security team members will be notified and involved and will make the determination whether police resources should be notified and brought in to assist the situation.

Hempstalk staff may assist, but not directly encounter. Security will notify team by walkie-talkie of individual removals.

- i. To improve communications, all supervisors will use radios and be on separate frequency.

Saturday, September 12: Security, If Section E is the only option.)

Staff	Type	Location
4	Gate	Salmon and Naito
4	Gate	Hawthorne Bridge
4	Gate	Columbia and Naito
4	Gate	Clay and Naito
1	Emergency Exit	Harbor Way
1	Emergency Exit	Jefferson St
1	Emergency Exit	Main St.
1	Emergency Exit	Clay and Naito
5	Backstage/VIP	Main Stage
5	Backstage/VIP	Second Stage
10	Roaming Monitors/Crowd Management/Maintain Emergency Route Clear	

Sunday, September 13: Security

Staff	Type	Location
4	Gate	Salmon and Naito
4	Gate	Hawthorne Bridge
4	Gate	Columbia and Naito
4	Gate	Clay and Naito
1	Emergency Exit	Harbor Way
1	Emergency Exit	Jefferson St
1	Emergency Exit	Main St.
1	Emergency Exit	Clay and Naito
5	Backstage/VIP	Main Stage
5	Backstage/VIP	Second Stage
10	Roaming Monitors/Crowd Management/Maintain Emergency Route Clear	

C. EVENT VOLUNTEER STAFF

1. Event volunteers will observe and report problems, inform attendees about rules, and otherwise support the event. Volunteers will not call themselves "security," wear anything that says security, or perform any of the activities in ORS 181 that would constitute providing security services.
2. Volunteers, among other duties, should instruct anyone at the event who possesses or is using alcohol or other drugs to leave the event. They are encouraged to report violation of laws to security and/or police.
3. After training, volunteer team members will receive a uniform (color to be determined) t-shirt with clear marking of their position for the event, be it Volunteer, Volunteer Supervisor, or Event Organizer Staff.

D. PORTLAND PARKS AND RECREATION, PARK OFFICERS

1. Portland Parks and Recreation Supervisors, Park Rangers, and Portland Police Officers are Park Officers and are authorized to monitor all aspects of the event in the park, and act under authority of Portland City Code 20.04.010, 20.12.265, and other applicable laws.

E. PORTLAND POLICE BUREAU

1. Generally, Portland Police Bureau may monitor our event in addition to and conjunction with the parks bureau and fire bureau to ensure safety, peace and lawfulness. It is understood that the Portland Police Bureau will respond to calls for assistance through 911.
2. If required, additional Police resources may be applied in and around the event as needed, if determined by the city.

F. PORTLAND FIRE MARSHAL



1. We will have open communication with the Fire Marshal and will ensure we have a current and accurate count of persons in attendance. We will relate and confirm this count immediately upon request by the police, fire or park bureaus. The Fire Marshal will be required to sign off on SUR.
2. If the event goes over capacity we may be required to close gates, remove people, or shut down event based on the fire marshal's decision.

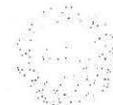
II. EVENT RULES

1. Rules for all permitted events in City parks are in Portland City Code 20.08.060 "Prohibited Conduct at Permitted Events."
2. Alcohol, cannabis and other drugs, are prohibited at the event. We have established three main (3) entrances into the park. At these points, we will have multiple security stations to check bags for alcohol and drugs. Anyone found with a banned or prohibited item, will not be allowed entry.
3. There will be no tent or spaces for medical marijuana use at the event.
4. We have elected to allow tobacco smoking at this event under PCC 20.12.110 C.
5. In addition to other Federal, State, and local laws the Permit Holder should be aware of Portland City Code Chapter 20 (Parks and Recreation) 20.12.040 "Unlawful Acts Involving Alcohol, Controlled Substances or Prescription Drugs.
6. HEMPSTALK will inform attendees of rules, especially that alcohol, cannabis, and other drugs are prohibited at the event and cannot be used/smoked, carried, used, sold or possessed in or near the event.

Communication of these messages will be done and fully emphasized through advance advertising on our Facebook event page and public event invite, posters distributed throughout the city prior to the event, and the event website will post all event rules well in advance of the event.

During the event, signage posted at event site entryways, on distributable printed materials and announcements on the public address system will notify attendees of alcohol and cannabis rules from the stage.

7. Our volunteers and vendors will be REQUIRED to sign our policy. It includes a no smoking or selling "medibles" provision. Anyone found in violation will be asked to leave the event by both our security team and volunteers.
8. Sales of any illegal substances are unlawful and violators will be ejected. Licensed security are in charge of removing violators from the event. If an attendee is removed from the event, he or she will be marked on the right arm with a black Chisel Point permanent marker to denote that they have been removed from the event. Entrance monitors will be notified that individuals with this permanent marking are not allowed re-entry into the event.



- No Alcohol
- No Narcotics
- No Camping
- No Unauthorized Vending
- Note: It is illegal in Oregon to sell cannabis, cannabis food, or other drugs in a city park.

Controlled Substances Policy

1. Sales of any illegal substances are unlawful and violators will be ejected.
2. Sales of any cannabis laced food (like brownies) are unlawful and violators will be ejected.

Event Entrance Management

Security members and volunteers working the gate entrances will direct attendees waiting in line to come into the event to form a single file line from each gate. There will be three entrance gates:

- 1) Columbia and Naito Main Entrance: Attendees will line up single file as to not obstruct the pathway along the event fence starting from garden gate facing South with the line proceeding to the north in direction. A-frame sandwich board signage will instruct where line is to begin for Hempstalk attendees.
- 2) Salmon and Waterfront Park Trail North Entrance: Attendees will line up single file as to not obstruct the pathway along the event fence starting from the Waterfront Park Trail entrance facing South with the line proceeding to the north in direction toward Salmon Springs Fountain. A-frame sandwich board signage will instruct where line is to begin for Hempstalk attendees.
- 3) Clay and Naito South Entrance: Attendees will line up single file as to not obstruct the pathway along the event fence starting from the Clay Street Entrance facing Northwest with the line proceeding to the Southeast in direction toward Harbor Way as to not interfere with Riverplace Hotel guests/traffic. A-frame sandwich board signage will instruct where line is to begin for Hempstalk attendees.
- 4) Hawthorne Bridge: attendees will not be admitted through this gate, as it will be designated VIP and Police / Fire / Emergency Only. Security will be instructed to monitor any areas not fenced off for emergency access. A-frame sandwich board signage will instruct of no entrance.

Age Restrictions

1. Hempstalk is a constitutionally protected free-speech event, therefore Hempstalk cannot restrict access based upon age or admission fee. There are no age restrictions for attending Hempstalk. We suggest that minors wishing to attend Hempstalk discuss the matter with the appropriate parent or guardian.

First Aid Stations

For medical or heat related issues, two clearly marked 12' x 12' First Aid Tents will be present and staffed by CPR trained volunteers as well as two EMS technicians in order to aid attendees in need of first aid. The first

aid area will be provided throughout the even with cots, water, juice, sun block and full stocked first aid kits. The first aid tents will have constant available radio contact with the ambulance that is contracted to be parked under the Hawthorne bridge for the duration of the event in case of emergency.

Lost Children Area

We have established a lost children's area. It is located next to the main first aid tent near the Hawthorne Bridge. If a child is found, we will notify all security via walkie-talkie and have the stages make announcements for them to reunite with their parent or guardian. Water will be made available.

Ecology Plan

1. We have contracted for 2-40 yd Drop boxes on Sept. 11th-Sept. 14th with Portland Dumpster. If we need an emergency pick up, our contact person will be Steve Borgens 503-720-6217.
2. We will assemble a team of no less than 50 volunteers dedicated entirely to ecology. Ecology volunteers will be solely responsible for maintaining the cleanliness of the Hempstalk event. Ecology team members will be designated by the uniform event t-shirt they will receive to wear that will designate them Ecology team members and be a will be a different color than the Security or other Event Volunteers. They will also have their own frequency channel on the walkie-talkies as instructed.
3. We will have 70-100 recycling and Oregon Live trash bins located throughout the park. We have negotiated with Kelly Johnson to have 70 of these trash bins and will place them at appropriate distances throughout the park. Ecology Team volunteers will help ensure these get changed regularly and trash is disposed of properly.
4. Four golf carts will be used to move trash within the park (they are also on hand to assist the disabled.)
5. We are working with Portland Event Recycling and their Sustainability Program in order to include recycling and composting as ecologically friendly aspects of our keeping Waterfront Park clean.

III. EVENT SECURITY COORDINATION AND COMMUNICATION

1. WE will ensure that they, key event staff and security personnel have reliable, wireless communications. We have twenty five (25) two-way radios secured for the staff.

Use of Two Way Radio Protocol

- a. Established Channel for Security
- b. Established Channel for Ecology/Ground Crew
- c. Established channel for Volunteers

2. Key event staff and organizers will provide their cell phone numbers and other contact information to the Contract Security Supervisor, the Portland Police Bureau, Central Precinct, and Portland Parks and Recreation. Michael Bachara, our on-site coordinator, will have communications with Security and Portland Parks and Recreation at all times.



3. WE will contact Portland Parks and Recreation if there are any questions about the parks special use permit requirements. Permit holder will contact Portland Parks and Recreation and/or Portland Police Bureau if there are any questions about laws that relate to conduct of persons at the event.

Contingency Plan for Security

Should festival attendance be greater than expected, additional security will be added to commensurate with the crowd.

Security Company Responsibility

We will provide event security staff and volunteers with a written set of instructions For Event Security Standard Operating Procedures (SOP), to include, at a minimum the following responsibilities. Security monitors are PPPST certified. They also receive on-site training and must sign the SOP. Throughout the festival grounds, security personnel will be roving the area with the responsibility of:

- a. Crowd Management. Establish stations at entry points into the park. Inspect bags for illegal or prohibited items.
- b. Monitoring the crowd for illegal behavior. Individuals who violate policy are asked to leave the event.
- c. All vehicles and cars (outside of load in and out), camping and illegal structures are prohibited.
- d. Control the crowd.
- e. Supervise the use of exits.
- f. Certify that there will be no medical marijuana tent or space and that use of marijuana is prohibited at the park. Certify that there will be no use of any other contraband in the park. If found, Security is responsible to seize/obtain possession and dispose of said contraband by following proper PPPST destruction and/or disposal protocols.
- g. Permit Holder and key event staff such as the Site Coordinator will be readily available via cellular phone or two way radio during event operating hours. Contact information is provided below and will be provided to Portland Parks and Recreation, Event (Contract) Security Supervisor, and Portland Police Bureau.
- h. Licensed security are in charge of removing violators from the event. If an attendee is removed from the event, he or she will be marked on the right arm with a black Chisel Point permanent marker to denote that they have been removed from the event. Entrance monitors will be notified that individuals with this permanent marking are not allowed re-entry into the event.

If an attendee is combative and resists removal from the event or attempts to return after ejection, Head Security team members will be notified and involved and will make the determination whether police resources should be notified and brought in to assist the situation.



Hempstalk staff may assist, but not directly encounter. Security will notify team by walkie-talkie of individual removals.

- i. To improve communications, all supervisors will use radios and be on separate frequency.

Contingency Plan for Fire Lane Management, Emergency Evacuation, Weather Emergency

Fire lanes marked on event map, show where temporary 4' separation fencing will be erected during the event for emergency situations and evacuation routes. There will be ten roaming security guards on the premises that will maintain these routes as clear and unobstructed to ensure adequate compliance with the fire marshal code throughout the event.

Event Organizers will work with Security and coordinate training of all Volunteer Supervisors and Volunteers in the evacuation plan to be able to assist appropriately in directing attendees toward evacuation routes and managing crowd direction.

Should the festival have a weather emergency or emergency evacuation, these roaming ten security guards will be directed to move people appropriately toward evacuation routes. Other security will move to evacuation plan locations to assist in the direction and evacuation of attendees. Organizers will utilize two prepared bullhorns from the main stage to help in announcing important information to the crowd, should a power loss be in effect.

First Aid and Contingency Plan for Police, Fire or Medical Emergency

Two clearly marked 12' x 12' First Aid Tents will be present and staffed by CPR trained volunteers as well as two EMS technicians in order to aid attendees in need of first aid. The first aid area will be provided with cots, water, juice, sun block and full stocked first aid kit.

The first aid tents will have constant available radio contact with the ambulance that is contracted to be parked under the Hawthorne bridge for the duration of the event. We have negotiated this area under the bridge with City Center Parking. This will be a crucial point for our access and evacuation routes and all staff, volunteers and security persons will be trained in this protocol.

In the event of a Police, Fire or Medical Emergency, Head Security members and event organizers will assist in direction of crowd member and opening pathways through the crowd from the bridge area access through the event, as required and directed by Police, Fire or Emergency personnel. All team members will be in communication to coordinate needs based on the individual emergency event.

If the Police, Fire or Medical Emergency requires crowd evacuation, security and organizers will be able to be notified via radio and proceed with the Emergency Evacuation Plan as trained prior to the event.

Supervisor and Volunteer Training

Volunteer Supervisors and Volunteers receive a one-hour training session the week before the festival at Waterfront Park. After training, volunteer team members will receive a uniform (color to be determined) t-shirt with clear marking of their position for the event, be it Volunteer, Volunteer Supervisor, or Event Organizer Staff. This year's training will take place on Tuesday, September 8th at 5pm. All event staff and volunteers will be notified of rules, regulations, event plans and evacuation/emergency procedures.

Signage Plan

1. Entrance Signs - at each gate we will have posted rules for all attendees. They will list our policies. "No drugs or alcohol permitted to be brought into the festival area"
2. Emergency Exit Signs
3. General signs "Re-entry permitted with wristband"
4. First Aid Flags for Identification
5. Lost Children Area Signage

This plan is part of the Parks Special Use Permit for this event.

CELL PHONE CONTACTS:

D. Paul Stanford 503-358-2418

William Appel 503-756-9681

Michael Bachara 503-268-3864



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WATERFRONT PARK REQUEST FOR PROPOSAL 2014

Name of Event: Hempstalk Festival 2015

Name of Organization: CRRH

Name of Main Contact: Paul Stanford

Address: 105 SE 18th Ave

City: Portland

State: OR

Zip: 97214

Daytime Phone number: 503-358-2418

Secondary Phone number: 503-235-4606

email address: crrh97286@yahoo.com

Fax number: 503-235-0120

Only guaranteed RFP Dates available 2013 (**only 2 of these weekends will be awarded for multi-day events**):

- Section E/E1/Hawthorne Bridge August 1 -August 3, 2014
- Section E/E1/Hawthorne Bridge August 15 -August 17, 2014
- Section E/E1/Hawthorne Bridge September 5 - September 7, 2014
- Section E/E1/ Hawthorne Br. September 19 - September 21, 2014
- Section E/E1/ Hawthorne Br. September 26 - September 28, 2014

Request Set up and Take down dates below.

Alternate Dates/Sections (**One day events or low impact events only**). See MEMO for description of one day event. Specify Section of the park and date): We prefer September 12 & 13, 2015, Section C & D-North instead of Section E.

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If you are proposing alternate dates for a **multi-day event** on dates other than the designated dates above, enter the dates you are requesting and the Section/s of the park here: We prefer September 12 & 13, 2015, Section C & D-North instead of Section E.

Answer all questions completely. Do not use terms like "TO BE DETERMINED"

If a question asks for follow up information (e.g. "If YES, please explain :") be sure to fill in the form field with as many details as possible.

What is your expected attendance? 30,000

SET-UP dates: Friday, Sept. 11, 2015

SET-UP times: Start: 6:30 am End: 11pm

EVENT dates: Saturday, Sept 12 & Sunday, Sept. 13

HOURS event is open to the **public** (Break down event hours by date): 10am-10pm

Start: 10am End: 10pm

TAKEDOWN dates: Sunday, 8 pm to Monday, 6 pm

TAKE-DOWN times: Start: Sunday, 8 pm End: Monday, 6 pm

Will you have SALES or be collecting DONATIONS as part of the event?

Y N

If YES, please explain: We will have donation buckets located in all entrances and various locations in the event and over 90 booths selling products and food.

Will you be CHARGING ADMISSION

Y N

(Is admission **REQUIRED** for entry?) List admission fees or if a run or walk or bike event detail registration fees here:

Admission/Registration Fees: Free

Will you be ADVERTISING any BUSINESSES in the park?

Y N

If YES, please explain: Sponsor advertising on stages and fencing

Is the PUBLIC invited?

Y N

If YES, how will you PROMOTE your event? TV, radio, periodicals, print, posters and handbills

If NO, will you be RESTRICTING PUBLIC access in any way?

Y N

(i.e. fencing)

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Will you have AMPLIFIED SOUND and/or MUSIC?

Y N

If YES, describe: Aloha Sound, Joel Graves, music and speakers will be amplified. This is the team we used for 2014 and there was no complaints from the Noise Variance. We have the records for 2014 and were in compliance at all times.

Will you be SERVING or SELLING ALCOHOL?

Y N

SERVING and/or SELLING (Alcohol is limited to beer and wine only.)

If YES, describe how the alcohol is controlled within the park facility:

Will you use CANOPIES?

Y N

If YES, how many: 90 size: (show on site plan): 75 12x12 vendor 16 20x20 food

Will you use TENTS?

Y N

(Definition: open to the public, enclosed on four sides w/controlled access)

If YES, how many: 2 size: (show on site plan): 20x20, backstage

Will you use FENCING?

Y N

If YES: Freestanding chain link Post driven chain link Freestanding picket

Stake driven picket Post and snow fence

Show all fencing on site plan and use different legend to identify each type.

Will you drive STAKES IN THE GROUND?

Y N

If YES, describe purpose of stakes: To protect canopies from blowing over from wind.

Will you use STAGES?

Y N

How many: 2 Size: 24x50, 25x40

Show all stages on site plan.

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Will you use BLEACHERS?

Y N

How many: **Size:**

Will you be: SELLING SERVING COOKING food

N

If cooking on site, **describe types of food and heat source**

(bbq, propane, natural gas etc.): bbq and propane

Will you need park ELECTRICITY?

Y N

Will you need DRINKABLE (POTABLE) WATER?

Y N

Will you have AMUSEMENT RIDES?

Y N

(pony rides, inflatable children's jumping castles, dunk tank, ferris wheel etc.)

Detail rides and show on site plan:

For every 125 people in attendance, you will be expected to provide one PORTABLE TOILET

Show Portable toilets on site plan

For every 250 people in attendance, you will be expected to provide one 3-yard DROP BOX or equivalent larger sizes.

Show drop boxes on site plan.

EVENT CONTACT: Who can the **public** call for more information about this event? **(Please list a contact name, phone number, email address, and/or web site):** CRRH 503-235-4606; Michael Bachara, 503-268-3864 or William Appel, 503-756-9681 - Paul Stanford 503-358-2418; www.hempstalk.org ; www.facebook.com/hempstalk

Will smoking be prohibited at your event?

Y N

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Will smoking be prohibited at your event, except in specifically designated smoking areas where smoking will be allowed?

Y N

(Enforcement note to permit holders: If smoking is prohibited or restricted to certain areas at a permitted event, the permit holder will be responsible for posting applicable notices, informing attendees, event staff, and making arrangements for monitoring and enforcement of this rule along with other rules of conduct allowed by City Code at the event. If a person violates a smoking rule, and after that person has been warned, the rule can be enforced, like any rules of conduct under City Code 20.08.060, and/or City Code Chapter 20.12).

How will you promote alternative forms of transportation to the park by attendees (transport by means other than automobile): periodical ads, TV ads, radio ads, public posters and flyers in business, Facebook, Social networking.

Please give a **GENERAL DESCRIPTION** of any other **equipment** to be brought into the park not listed above: 80 vehicles will need to carry vendors booth and products in on Friday, September 11 to Saturday, Sept. 12 at 9 am. 10 vehicles will be needed to set up the tents, portable toilets and stage. From Sunday, Sept 13 until Monday, Sept. 14, 50 vehicles will need to carry vendors booth and products out and 10 vehicles will be needed to take away the stage, tents and portable toilets.

Description of organization and its objectives (mission statement, etc.)

CRRH is working to educate the public about the benefits of hemp.

Describe the event which you propose for Waterfront Park. Include event budget, funding sources (monetary and in-kind sponsors), event theme and **proposed activities**, objectives and beneficiaries. If there is a run/walk/bike component to the event describe your route and include a route map with your application. The budget this year is \$100,000, half of which is provided by the main event sponsor, CRRH, and the other half to be collected from vendor's booth fees. Activities will feature bands and speakers. Our objective is to educate the public about the benefits of hemp & cannabis. The beneficiary is the public.

Has this event been produced by this organization (individual/company) previously? If so where, when and how many times?

Yes. This will be our Eleventh Annual Portland Hempstalk Festival we have organized in Portland Parks.

Identify all subcontractors to perform necessary services for the event (food, tents, tables and chairs, staging, refrigeration, sanitation, tents, canopies, amusement rides, security, alcohol, etc.)

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Coast to Coast (Denise, the owner, begins her scheduling in March and is open to discuss our plan. With), Key Event, Stages Northwest and Reed Stages, Aloha Sound, Adams Transport, Schultz Clearwater and State Wide Rent a Fence

How many volunteers and staff will be needed to coordinate the event and from where will those people be recruited?

300 from existing volunteer base

Anticipated attendance (specific number) and demographic profile of attendees. Who do you expect to attend this event (i.e. targeted age, ethnicity, tourists, Portland residents)?

How might this event benefit the downtown and greater Portland community?

30,000. Our target audience are a diverse spectrum of adults, 50% from Portland and 50% from out of town. Many people will come and stay in hotels, eat in restaurants and spend millions of dollars here.

Please, detail your vehicle access needs in the park (beyond parking lots and/or public roads). How many vehicles will require access in the park to load/unload? **Write detailed break down day-by-day** based on requested set up, event, and takedown days above. 80 in total. 80 vehicles will need to carry vendors booth and products in on Friday, September 21 to Saturday, Sept. 12 at 9 am. 10 vehicles will be needed to set up the tents, portable toilets and stage. From Sunday, Sept 13 until Monday, Sept. 14, 50 vehicles will need to carry vendors booth and products out and 10 vehicles will be needed to take away the stage, tents and portable toilets.

How many “**Event**” vehicles (refrigerated trucks, beer suppliers, Oregon Lottery, product dispensers, sponsor vehicles such as radio station or print media sponsors, etc.) will remain in the park on event days? **Write detailed break down day-by-day** based on requested set up, event, and takedown days above.

Timeline of Hempstalk deliveries:

City of Portland Sustainability Dept Clearstream Delivery - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

State Wide Rent a Fence - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Schultz Clearwater Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Stages Northwest Reed Stages - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Adams Refridge Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

Portland Dumpster two 40 yard dumpsters - Friday Sept 11th AM set up/Monday Sept 14th AM Pick Up

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Event

The purpose of this plan is to assist the Portland Hempstalk Festival in conducting the event in a safe and lawful manner by coordinating event operations with Portland Parks and Recreation, Portland Police Bureau, and others. The scope of this is event security -- managing conduct of persons at the event and does not include fire safety, food safety, first-aid, etc.

This plan document will be incorporated as part of the Parks Special Use Permit for this event.

I. ROLES AND RESPONSIBILITIES

A. PERMIT HOLDER

1. The Permit Holder is responsible for the overall conduct of the event including event security. The Permit Holder will organize an event staff that includes an authorized representative(s) such as a "Site Coordinator" who, along with the Permit Holder, is responsible for security operations.
2. Hire licensed security professionals to provide security services for the event.
3. We certify that Hempstalk will be an alcohol, cannabis, and drug free event and that we will take measures (see below) to prevent violation of these rules and/or eject persons from the event who violate these rules. Our staff will be in compliance with their certifications regarding ORS Chapter 181.

B. EVENT SECURITY STAFF

1. We will hire at least twenty (40) Licensed Security Professionals to provide coverage during all hours the event is open to the public. All Security personnel must meet the requirements of ORS Chapter 181, "Regulation of Private Security Providers," and OAR Division 60, "Private Security Services Providers Rules." Our security will be in compliance with their certifications regarding ORS Chapter 181 Each Licensed Security Professional will have 2 volunteers to assist each Licensed Security Professional at all times.
2. We will work with a licensed security contractor to ensure security personnel have the training, equipment, and instructions to do their job. Security personnel should be equipped with two-way radios and/or a cellular telephones, and provide contact numbers to the permit holder and the police.
3. We will provide event security staff and volunteers with a written set of instructions. For Event Security Standard Operating Procedures (SOP), to include, at a minimum. The instructions for security are as follows:
 - a. Crowd Management. Establish stations at entry points into the park. Inspect bags for illegal or prohibited items.
 - b. Monitoring the crowd for illegal behavior. Individuals who violate policy are asked to leave the event.
 - c. All vehicles and cars (outside of load in and out), camping and illegal structures are prohibited.

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- d. Control the crowd.
- e. Supervise the use of exits.
- f. Certify that there will be no medical marijuana tent or space and that use of marijuana is prohibited at the park. Certify that there will be no use of any other contraband in the park. If found, Security is responsible to seize/obtain possession and dispose of said contraband by following proper PPPST destruction and/or disposal protocols.
- g. Permit Holder and key event staff such as the Site Coordinator will be readily available via cellular phone or two way radio during event operating hours. Contact information is provided below and will be provided to Portland Parks and Recreation, Event (Contract) Security Supervisor, and Portland Police Bureau.
- h. Licensed security are in charge of removing violators from the event. If an attendee is removed from the event, he or she will be marked on the right arm with a black Chisel Point permanent marker to denote that they have been removed from the event. Entrance monitors will be notified that individuals with this permanent marking are not allowed re-entry into the event.

If an attendee is combative and resists removal from the event or attempts to return after ejection, Head Security team members will be notified and involved and will make the determination whether police resources should be notified and brought in to assist the situation.

Hempstalk staff may assist, but not directly encounter. Security will notify team by walkie-talkie of individual removals.

- i. To improve communications, all supervisors will use radios and be on separate frequency.

Saturday, September 12: Security, If Section E is the only option.)

Staff	Type	Location
4	Gate	Salmon and Naito
4	Gate	Hawthorne Bridge
4	Gate	Columbia and Naito
4	Gate	Clay and Naito
1	Emergency Exit	Harbor Way
1	Emergency Exit	Jefferson St
1	Emergency Exit	Main St.
1	Emergency Exit	Clay and Naito
5	Backstage/VIP	Main Stage
5	Backstage/VIP	Second Stage
10	Roaming Monitors/Crowd Management/Maintain Emergency Route Clear	

Sunday, September 13: Security

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Staff	Type	Location
4	Gate	Salmon and Naito
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1	Emergency Exit	Harbor Way
1	Emergency Exit	Jefferson St
1	Emergency Exit	Main St.
1	Emergency Exit	Clay and Naito
5	Backstage/VIP	Main Stage
5	Backstage/VIP	Second Stage
10	Roaming Monitors/Crowd Management/Maintain Emergency Route Clear	

C. EVENT VOLUNTEER STAFF

1. Event volunteers will observe and report problems, inform attendees about rules, and otherwise support the event. Volunteers will not call themselves "security," wear anything that says security, or perform any of the activities in ORS 181 that would constitute providing security services.
2. Volunteers, among other duties, should instruct anyone at the event who possesses or is using alcohol or other drugs to leave the event. They are encouraged to report violation of laws to security and/or police.
3. After training, volunteer team members will receive a uniform (color to be determined) t-shirt with clear marking of their position for the event, be it Volunteer, Volunteer Supervisor, or Event Organizer Staff.

D. PORTLAND PARKS AND RECREATION, PARK OFFICERS

1. Portland Parks and Recreation Supervisors, Park Rangers, and Portland Police Officers are Park Officers and are authorized to monitor all aspects of the event in the park, and act under authority of Portland City Code 20.04.010, 20.12.265, and other applicable laws.

E. PORTLAND POLICE BUREAU

1. Generally, Portland Police Bureau may monitor our event in addition to and conjunction with the parks bureau and fire bureau to ensure safety, peace and lawfulness. It is understood that the Portland Police Bureau will respond to calls for assistance through 911.
2. If required, additional Police resources may be applied in and around the event as needed, if determined by the city.

F. PORTLAND FIRE MARSHAL

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1. We will have open communication with the Fire Marshal and will ensure we have a current and accurate count of persons in attendance. We will relate and confirm this count immediately upon request by the police, fire or park bureaus. The Fire Marshal will be required to sign off on SUR.
2. If the event goes over capacity we may be required to close gates, remove people, or shut down event based on the fire marshal's decision.

II. EVENT RULES

1. Rules for all permitted events in City parks are in Portland City Code 20.08.060 "Prohibited Conduct at Permitted Events."
2. Alcohol, cannabis and other drugs, are prohibited at the event. We have established three main (3) entrances into the park. At these points, we will have multiple security stations to check bags for alcohol and drugs. Anyone found with a banned or prohibited item; will not be allowed entry.
3. There will be no tent or spaces for medical marijuana use at the event.
4. We have elected to allow tobacco smoking at this event under PCC 20.12.110 C.
5. In addition to other Federal, State, and local laws the Permit Holder should be aware of Portland City Code Chapter 20 (Parks and Recreation) 20.12.040 "Unlawful Acts Involving Alcohol, Controlled Substances or Prescription Drugs.
6. HEMPSTALK will inform attendees of rules, especially that alcohol, cannabis, and other drugs are prohibited at the event and cannot be used/smoked, carried, used, sold or possessed in or near the event.

Communication of these messages will be done and fully emphasized through advance advertising on our Facebook event page and public event invite, posters distributed throughout the city prior to the event, and the event website will post all event rules well in advance of the event.

- During the event, signage posted at event site entryways, on distributable printed materials and announcements on the public address system will notify attendees of alcohol and cannabis rules from the stage.
7. Our volunteers and vendors will be REQUIRED to sign our policy. It includes a no smoking or selling "medibles" provision. Anyone found in violation will be asked to leave the event by both our security team and volunteers.
 8. Sales of any illegal substances are unlawful and violators will be ejected. Licensed security are in charge of removing violators from the event. If an attendee is removed from the event, he or she will be marked on the right arm with a black Chisel Point permanent marker to denote that they have been removed from the event. Entrance monitors will be notified that individuals with this permanent marking are not allowed re-entry into the event.

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- No Alcohol
- No Narcotics
- No Camping
- No Unauthorized Vending
- Note: It is illegal in Oregon to sell cannabis, cannabis food, or other drugs in a city park.

Controlled Substances Policy

1. Sales of any illegal substances are unlawful and violators will be ejected.
2. Sales of any cannabis laced food (like brownies) are unlawful and violators will be ejected.

Event Entrance Management

Security members and volunteers working the gate entrances will direct attendees waiting in line to come into the event to form a single file line from each gate. There will be three entrance gates:

- 1) Columbia and Naito Main Entrance: Attendees will line up single file as to not obstruct the pathway along the event fence starting from garden gate facing South with the line proceeding to the north in direction. A-frame sandwich board signage will instruct where line is to begin for Hempstalk attendees.
- 2) Salmon and Waterfront Park Trail North Entrance: Attendees will line up single file as to not obstruct the pathway along the event fence starting from the Waterfront Park Trail entrance facing South with the line proceeding to the north in direction toward Salmon Springs Fountain. A-frame sandwich board signage will instruct where line is to begin for Hempstalk attendees.
- 3) Clay and Naito South Entrance: Attendees will line up single file as to not obstruct the pathway along the event fence starting from the Clay Street Entrance facing Northwest with the line proceeding to the Southeast in direction toward Harbor Way as to not interfere with Riverplace Hotel guests/traffic. A-frame sandwich board signage will instruct where line is to begin for Hempstalk attendees.
- 4) Hawthorne Bridge: attendees will not be admitted through this gate, as it will be designated VIP and Police / Fire / Emergency Only. Security will be instructed to monitor any areas not fenced off for emergency access. A-frame sandwich board signage will instruct of no entrance.

Age Restrictions

1. Hempstalk is a constitutionally protected free-speech event, therefore Hempstalk cannot restrict access based upon age or admission fee. There are no age restrictions for attending Hempstalk. We suggest that minors wishing to attend Hempstalk discuss the matter with the appropriate parent or guardian.

First Aid Stations

For medical or heat related issues, two clearly marked 12' x 12' First Aid Tents will be present and staffed by CPR trained volunteers as well as two EMS technicians in order to aid attendees in need of first aid. The first

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aid area will be provided throughout the event with cots, water, juice, sun block and full stocked first aid kits. The first aid tents will have constant available radio contact with the ambulance that is contracted to be parked under the Hawthorne bridge for the duration of the event in case of emergency.

Lost Children Area

We have established a lost children's area. It is located next to the main first aid tent near the Hawthorne Bridge. If a child is found, we will notify all security via walkie-talkie and have the stages make announcements for them to reunite with their parent or guardian. Water will be made available.

Ecology Plan

1. We have contracted for 2-40 yd Drop boxes on Sept. 11th-Sept. 14th with Portland Dumpster. If we need an emergency pick up, our contact person will be Steve Borgens 503-720-6217.
2. We will assemble a team of no less than 50 volunteers dedicated entirely to ecology. Ecology volunteers will be solely responsible for maintaining the cleanliness of the Hempstalk event. Ecology team members will be designated by the uniform event t-shirt they will receive to wear that will designate them Ecology team members and be a different color than the Security or other Event Volunteers. They will also have their own frequency channel on the walkie-talkies as instructed.
3. We will have 70-100 recycling and Oregon Live trash bins located throughout the park. We have negotiated with Kelly Johnson to have 70 of these trash bins and will place them at appropriate distances throughout the park. Ecology Team volunteers will help ensure these get changed regularly and trash is disposed of properly.
4. Four golf carts will be used to move trash within the park (they are also on hand to assist the disabled.)
5. We are working with Portland Event Recycling and their Sustainability Program in order to include recycling and composting as ecologically friendly aspects of our keeping Waterfront Park clean.

III. EVENT SECURITY COORDINATION AND COMMUNICATION

1. WE will ensure that they, key event staff and security personnel have reliable, wireless communications. We have twenty five (25) two-way radios secured for the staff.

Use of Two Way Radio Protocol

- a. Established Channel for Security
- b. Established Channel for Ecology/Ground Crew
- c. Established channel for Volunteers

2. Key event staff and organizers will provide their cell phone numbers and other contact information to the Contract Security Supervisor, the Portland Police Bureau, Central Precinct, and Portland Parks and Recreation. Michael Bachara, our on-site coordinator, will have communications with Security and Portland Parks and Recreation at all times.

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3. WE will contact Portland Parks and Recreation if there are any questions about the parks special use permit requirements. Permit holder will contact Portland Parks and Recreation and/or Portland Police Bureau if there are any questions about laws that relate to conduct of persons at the event.

Contingency Plan for Security

Should festival attendance be greater than expected, additional security will be added to commensurate with the crowd.

Security Company Responsibility

We will provide event security staff and volunteers with a written set of instructions For Event Security Standard Operating Procedures (SOP), to include, at a minimum the following responsibilities. Security monitors are PPPST certified. They also receive on-site training and must sign the SOP. Throughout the festival grounds, security personnel will be roving the area with the responsibility of:

- a. Crowd Management. Establish stations at entry points into the park. Inspect bags for illegal or prohibited items.
- b. Monitoring the crowd for illegal behavior. Individuals who violate policy are asked to leave the event.
- c. All vehicles and cars (outside of load in and out), camping and illegal structures are prohibited.
- d. Control the crowd.
- e. Supervise the use of exits.
- f. Certify that there will be no medical marijuana tent or space and that use of marijuana is prohibited at the park. Certify that there will be no use of any other contraband in the park. If found, Security is responsible to seize/obtain possession and dispose of said contraband by following proper PPPST destruction and/or disposal protocols.
- g. Permit Holder and key event staff such as the Site Coordinator will be readily available via cellular phone or two way radio during event operating hours. Contact information is provided below and will be provided to Portland Parks and Recreation, Event (Contract) Security Supervisor, and Portland Police Bureau.
- h. Licensed security are in charge of removing violators from the event. If an attendee is removed from the event, he or she will be marked on the right arm with a black Chisel Point permanent marker to denote that they have been removed from the event. Entrance monitors will be notified that individuals with this permanent marking are not allowed re-entry into the event.

If an attendee is combative and resists removal from the event or attempts to return after ejection, Head Security team members will be notified and involved and will make the determination whether police resources should be notified and brought in to assist the situation.

Portland Parks and Recreation Customer Service Center

1120 SW 5th Ave., Suite 1302

Portland, OR 97204

Tel: (503) 823-2525 Fax: (503) 823-2515

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Hempstalk staff may assist, but not directly encounter. Security will notify team by walkie-talkie of individual removals.

i. To improve communications, all supervisors will use radios and be on separate frequency.

Contingency Plan for Fire Lane Management, Emergency Evacuation, Weather Emergency

Fire lanes marked on event map, show where temporary 4' separation fencing will be erected during the event for emergency situations and evacuation routes. There will be ten roaming security guards on the premises that will maintain these routes as clear and unobstructed to ensure adequate compliance with the fire marshal code throughout the event.

Event Organizers will work with Security and coordinate training of all Volunteer Supervisors and Volunteers in the evacuation plan to be able to assist appropriately in directing attendees toward evacuation routes and managing crowd direction.

Should the festival have a weather emergency or emergency evacuation, these roaming ten security guards will be directed to move people appropriately toward evacuation routes. Other security will move to evacuation plan locations to assist in the direction and evacuation of attendees. Organizers will utilize two prepared bullhorns from the main stage to help in announcing important information to the crowd, should a power loss be in effect.

First Aid and Contingency Plan for Police, Fire or Medical Emergency

Two clearly marked 12' x 12' First Aid Tents will be present and staffed by CPR trained volunteers as well as two EMS technicians in order to aid attendees in need of first aid. The first aid area will be provided with cots, water, juice, sun block and full stocked first aid kit.

The first aid tents will have constant available radio contact with the ambulance that is contracted to be parked under the Hawthorne bridge for the duration of the event. We have negotiated this area under the bridge with City Center Parking. This will be a crucial point for our access and evacuation routes and all staff, volunteers and security persons will be trained in this protocol.

In the event of a Police, Fire or Medical Emergency, Head Security members and event organizers will assist in direction of crowd member and opening pathways through the crowd from the bridge area access through the event, as required and directed by Police, Fire or Emergency personnel. All team members will be in communication to coordinate needs based on the individual emergency event.

If the Police, Fire or Medical Emergency requires crowd evacuation, security and organizers will be able to be notified via radio and proceed with the Emergency Evacuation Plan as trained prior to the event.

Supervisor and Volunteer Training

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Volunteer Supervisors and Volunteers receive a one-hour training session the week before the festival at Waterfront Park. After training, volunteer team members will receive a uniform (color to be determined) t-shirt with clear marking of their position for the event, be it Volunteer, Volunteer Supervisor, or Event Organizer Staff. This year's training will take place on Tuesday, September 8th at 5pm. All event staff and volunteers will be notified of rules, regulations, event plans and evacuation/emergency procedures.

Signage Plan

1. Entrance Signs - at each gate we will have posted rules for all attendees. They will list our policies. "No drugs or alcohol permitted to be brought into the festival area"
2. Emergency Exit Signs
3. General signs "Re-entry permitted with wristband"
4. First Aid Flags for Identification
5. Lost Children Area Signage

This plan is part of the Parks Special Use Permit for this event.

CELL PHONE CONTACTS:

D. Paul Stanford 503-358-2418

William Appel 503-756-9681

Michael Bachara 503-268-3864

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Agenda No.
REPORT
Title

Appeal of Paul Stanford against Portland Parks & Recreation decision to deny a permit application to hold the Portland Hempstalk Festival at Waterfront Park in 2015 (Hearing)

<p>INTRODUCED BY Commissioner/Auditor: Auditor Hull Caballero</p>	<p>CLERK USE: DATE FILED <u>AUG 21 2015</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p>Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u><i>Susan Parsons</i></u> Deputy</p> <p>ACTION TAKEN: AUG 27 2015 APPEAL GRANTED</p>
<p>BUREAU APPROVAL</p> <p>Bureau: Auditor Bureau Head: Mary Hull Caballero <i>mkc</i></p>	
<p>Prepared by: S. Parsons Date Prepared: 08-21-15</p>	
<p>Impact Statement</p> <p>Completed <input type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date August 27, 2015</p>	

AGENDA
<p>TIME CERTAIN <input checked="" type="checkbox"/></p> <p>Start time: <u>2:00 PM</u></p> <p>Total amount of time needed: <u>3 hrs</u> (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz		✓
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	_____	
Hales	Hales	✓	