



# SPECIAL EVENT PLANNING GUIDE

**CITY OF EUGENE**

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Eugene, OR 97401

TELEPHONE: 541-682-6347

WEBSITE: [eugene-or.gov/specialevents](http://eugene-or.gov/specialevents)

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# APPLICATION PROCESS

Eugene is a city that values events as a means of bringing people together to enrich lives and strengthen communities through the celebration of arts, sports, culture, commerce, and more.

This Planning Guide is intended to help event organizers in their planning efforts and to serve as a guide to determine which permits, reservations, and licenses may be needed from the City.

## **WHAT IS A SPECIAL EVENT?**

A Special Event is any event that meets one or more of the following criteria:

- Any event that is a parade, carnival, festival, block party (not for private or residential use), or running, walking or bicycling event.
- Any event open to the public that requires the closure of any street or public right of way to vehicular or pedestrian traffic.
- Any event to be held at a public facility or City park with a projected attendance of 250 or more.
- Any event that will require the use of City resources for security, crowd control, traffic control and/or police services.
- Any event that impacts the shorelines of the Willamette River, other waterways or natural resources, City bike path or trail or Lane Transit District busroutes.

\*Please note, some events such as private, residential block parties or park rentals, may not require the Special Event process; however, the event may still require a permit. Please refer to section on “Small Events” for details.

## **WHAT IS THE NOTIFICATION AND PERMIT PROCESS?**

1. **Submit your completed [Event Notification Form](#) at least 60 days prior to proposed event.** Please allow 4-6 months prior to the event if your event requires a significant amount of planning or long lead time for publicity and promotion.
2. City staff will review the application and notify the organizer of the next steps and permits needed.
3. The organizer will work directly with each permit division to obtain and fulfill permit requirements prior to the event.
4. Once all permits are received, the event organizer will be approved to hold the event.

## INSURANCE

The Organizer is responsible for obtaining all necessary insurance required. The Organizer must submit all of the required permits to the City prior to the event and must submit an original copy of the certificate of insurance to the City no later than **fourteen** (14) days prior to the event. The City of Eugene offers online special event liability insurance coverage through K & K Insurance for small scale events at some City facilities and parks. For more information, please [click here](#) or contact Risk Services at 541-682-5662.

# REFERENCE GUIDE & EVENT TIMEFRAME

Description	Permits & Requirements	Timeframe	City or other Agency Contact
<b>Special Event held on public property and/or Special Event in the Downtown Activity Zone</b>	<a href="#">Event Notification Form</a>	60 days prior to event	Community Events Manager: 541-682-6347 DAZ Permit Office: 541-682-5542
<b>Street closure for Block Party</b>	<a href="#">Street Closure for Block Party Permit</a>	2-4 weeks depending on size of event	Public Works: 541-682-8400
<b>Sale of Alcohol</b>	<a href="#">Oregon Liquor Control Commission Permit</a>	21 days prior to event	OLCC: 541-686-7739 Local City approval: 541-682-5379
<b>Food provided</b>	<a href="#">Food Services Regulation</a>	20 days prior to event	Matthew Luedtke, Environmental Health Specialist, 541-682-7462 Matthew.LUEDTKE@co.lane.or.us
<b>Parks and Open Space rental</b>	<a href="#">Park Rental Permit</a>	14 days prior to event	Public Works: 541-682-4812
<b>Places of Assembly, Amusement Building, Bonfires, Carnivals or Fairs, Exhibits and Trade Shows, Fireworks, Performances with Fire, Pyrotechnic Special Effects, Liquid- or Gas-fueled Vehicles or Equip. in Assembly Buildings, Temporary Membrane Structures and Tents</b>	<a href="#">Fire Safety Permits</a>	14 days prior to event	Fire Marshal: 541-682-5411; FMOAdmin@ci.eugene.or.us
<b>Temporary structures, stages, canopies, or platforms more than 48" above ground, Temporary power</b>	<a href="#">Commercial Construction Permit</a>	14 days prior to event	Planning and Development: 541-682-5613
<b>Event Insurance Requirements – Non-commercial/small-scale</b>	<a href="#">Event Insurance Requirements</a>	14 days prior to event	Risk Services: 541-682-5662
<b>Parade on Public Street or Road Race</b>	<a href="#">Parade Permit</a>	48 hours prior to event	Police Dept: 541-682-5633
<b>Street closures</b>	<a href="#">Right-of-Way Use Permit</a>	7 days prior to event	Public Works: 541-682-8400
<b>Affects Lane Transit District Bus Routes</b>	<a href="#">LTD Customer Service Center</a>		LTD: 541-687-5555

# SPECIAL EVENT FEE SCHEDULE

## Public Works Permits

Block party (with street closure), first day.....	\$99.00
Block party, each additional day.....	\$33.00/day
Temporary Right-of-Way use Minimum fee.....	\$61.00
Weekly (per sq ft/week).....	\$0.06
Administrative Fee.....	9%

## Commercial Construction Permits

Temporary Structure (stage or canopy) based on project valuation	
Up to \$2,000.....	\$160.14
\$2,001 or more .....	Please contact 541-682-5613
Temporary Power	
200 amps or less.....	\$114.76

## Fire Safety Permits

Amusement Building.....	\$240.00
Annual Exhibitions & Trade Shows (>2 events/year).....	\$400.00
Carnivals, Fairs, Exhibitions, Trade shows (each permit).....	\$240.00
Covered & Open malls.....	\$400.00
Explosives and Blasting Agents.....	\$240.00
Firework Retail Displays/Stands.....	\$240.00
Liq/Gas-Fueled Vehicles/Equipment in Assembly Bldg.....	\$240.00
Performances with Fire.....	\$240.00
Places of Assembly.....	\$240.00
Pyrotechnical Special Effects (Firework Show).....	\$240.00
Tent, Canopy, or Temporary Membrane Structure.....	\$240.00
Overtime Fee Per Hour (Outside of M-F 8-5 hours).....	\$110.00
Expedite fee.....	\$240 + cost of permit

## Park & Facility Use

Event Security Deposit (Refundable).....	\$150.00
Standard Park Use Permit Application:	
Ten or more working days prior to the event.....	\$15.00
Less than ten working days prior to the event.....	\$30.00
Special Event Park Use Permit Application:	

30 days prior to the event.....	\$40.00
Less than 30 days prior to the event.....	\$80.00
Special Event Use permit for Controlled Admission Event ( <i>admission fee required to enter event area</i> )	
Ten or more working days prior to the event.....	\$540.00
Less than ten working days prior to the event.....	\$580.00
Bike Path (runs, walks and bike events).....	\$75.00
Facility Use Rental ( <i>See Recreation Facilities Rental <a href="#">site</a></i> )	

## Police Permits & Services

Parade Permit.....	No Fee; Please Contact Sergeant Shawn Marsh, <a href="mailto:shawn.g.marsh@ci.eugene.or.us">shawn.g.marsh@ci.eugene.or.us</a> , 541-682-5633
Police Patrol Per Hour ( <i>minimum three hours</i> ).....	Please Contact 541-682-5135

## Oregon Liquor Control Commission Permit

City Recommendation Fee.....	\$35.00
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# EVENT GUIDELINES

## ALCOHOL

### SALE OF ALCOHOL

If you plan to sell alcohol at your event, you will need licensed servers, special insurance coverage, an Oregon Liquor Control Commission Permit, and a security plan that addresses behavior and safety issues. All state laws must be enforced including not serving liquor to minors and not serving intoxicated people. A Temporary Sales License (TSL) is required at all events where alcohol is available and admission tickets are sold, any payments or purchases are required or donations of money are accepted for: admission; membership; club dues; food or a meal; an open house; fundraiser; entertainment function; or other event. If alcohol is available, but there is no payment or purchase required, and no donations of money are accepted for alcohol, or for entry/admission, or for any other product or service, a TSL is not needed. (An example is a wedding reception where alcohol is available, but payment or purchase is not required and donations of money are not accepted—see [Service of Alcohol below](#).)

The City of Eugene will need to provide recommendation on the OLCC application. For questions regarding this process, please contact the City’s Business License program at 541-682-5379.

Contact: OLCC at 541-686-7739.

### SERVICE OF ALCOHOL

When an event includes the service of alcohol at any City facility or park, general liability insurance in the amount of \$2,000,000 including host liquor liability coverage is required.

The City offers on-line insurance coverage for small scale events through K & K Insurance. For more information go to [K & K Insurance](#) and click “Buy Online” and then enter “City of Eugene” as the facility name and choose Oregon under “Facility State.” Hit the “Search” button and a drop down menu lists all available City facilities. You can complete the application and pay on-line. A certificate of insurance will be emailed to you that you can provide to the City prior to your event. It is also recommend that you consult with your home owner’s, renter’s and/or business insurance carrier about liability concerns and alternate coverage options. The limits and type of coverage must meet the City’s requirements mentioned above.

Contact: Risk Services at 541-682-5662

NOTE: No hard liquor or glass beverage containers are allowed within City parks per Park Rule 1.007 (2)(a) and 1.071. Host Liquor Liability coverage does not cover the sale of alcohol.

## ACCESSIBILITY

Have you taken care to ensure people with physical or developmental disabilities, vision or hearing impairments will feel welcome and are able to fully participate? Do you have a plan or procedures that ensure compliance with the Americans with Disabilities Act (ADA)? As a resource, please visit the Northwest ADA Center [website](#).



## **AMPLIFIED SOUND**

If you will have entertainment with a public address system, you will need to conform to the City of Eugene Sound Ordinance (4.083) for volume and timing. No amplified sound is allowed after 10 p.m. You can find this information [here](#) (click on Eugene City Code, and then put 4.083 in the search box).

Contact: Kenneth Green, [KWGreen@eugene-or.gov](mailto:KWGreen@eugene-or.gov), 541-682-5415

## **DOWNTOWN EVENTS**

Downtown Eugene has public venues with power and water that are intended for large gatherings. You're encouraged to contact City of Eugene staff via the webpage's Event Notification Form to begin the guidance process for the scheduling, permits, and use of these facilities. You will need a Downtown Activity Permit for Kesey Square at Broadway and Willamette and the West and East Park Blocks at 8th and Oak.

Visit the [Downtown Activity Permits](#) page for more details.

Contact: Jana Meszaros, [jmeszaros@eugene-or.gov](mailto:jmeszaros@eugene-or.gov), 541-682-5542.

## **EMERGENCY/MEDICAL RESPONSE**

Will your staff and volunteers be trained and prepared to handle emergency response and evacuation in the event of injuries, fire, assaults, and accidents? Do you have an emergency plan for communication, leadership, and procedures? For more information visit the [Emergency Management](#) page.

Contact: City of Eugene Emergency Program Manager at 541-682-5664.

## **ENVIRONMENTAL IMPACT AND SUSTAINABILITY**

Measures should be taken to protect the storm water system, trees, turf and landscaping in public areas. The City of Eugene also encourages event planners and sponsors to invest in sustainability and incorporate [sustainable event](#) management practices when producing events. Many local events provide recycling and food waste collection stations. You're encouraged to be "green" too. For more information contact the City of Eugene Waste Prevention and Green Building Program at 541-682-5034.

## **EVENT INSURANCE REQUIREMENTS**

Events held on City property often require proof of liability insurance and nearly always require signing an indemnification agreement. Please check the applicable application, permit or City contact for direction.

Contact: Risk Services at 541-682-5662.

## **EVENT SECURITY/TRAFFIC CONTROL**

If you expect large crowds or traffic congestion, and if you will serve alcohol and/or have any high-risk activities, it's advisable to hire trained security personnel or police officers. Only police officers and certified flaggers can direct traffic. Have you included emergency access routes in your Security Plan and Site Plan?

## **LANE TRANSIT DISTRICT BUS ROUTES**

Will your event be on a public right-of-way, and does it affect bus routes? If so, you may need to get LTD's concurrence to disrupt its services.

Contact: LTD Customer Service Center at 541-682-5555.

## **PARADE/WALK/RUN/RACE**

Parade means a gathering of at least ten persons who travel more than 100 feet on the public streets, sidewalks, alleys, or thoroughfares for a common purpose of public demonstration. No parade permit shall be required for parades of 100 persons or less who use the city sidewalks and obey all pedestrian and traffic laws and do not wish to use the city streets for such activity. Parade permits will be reviewed by the Eugene Police Department to determine the impact on public safety. The parade permit process can be found in the [Eugene Code](#) 5.505 for additional information.

Contact: Eugene Police Traffic Enforcement Unit at 541-682-5633.

## **PARKING PLAN**

Where will your attendees, staff, entertainers, and vendors park? Will you need parking control staff? Also, will you have ADA-compliant parking for people with disabilities?

## **PUBLIC NOTIFICATION**

It's highly recommended that you inform residents and businesses in the surrounding area in writing about your event and the possible impact of traffic congestion, limited parking, noise, and other disruptions. We recommend 30 to 60 days prior notice for even a small event; for a large event, you are advised to provide earlier notice.

Contact: Public Works at 541-682-8400.

## **SANITATION & CLEAN-UP**

How will you address the demand for restrooms and the proper disposal of recycling, food waste, and garbage? Keep in mind that you are responsible for full clean-up when you use City facilities and rights-of-way like streets and sidewalks. For information about proper disposal of trash, food waste, and recycling, visit the [Sustainable Event](#) page.

Contact: City of Eugene Waste Prevention and Green Building Program at 541-682-5034.

## SIGNAGE

One sign up to 12 square feet in size or one banner up to 15 square feet in size is allowed per site for the event. The sign is limited to 6 feet in height.

Contact: Land Use office at 541-682-8336.

## SMALL EVENTS

If you are planning a private, low-impact event such as a reunion, wedding, business meeting, birthday party or a neighborhood Block Party that will occur in a park, community center, city pool or on a neighborhood street, you might only need a basic rental agreement or permit.

Contact: Community Events Manager at: 541-682-6347

## STAGES

A Commercial Construction Permit is required for a stage unless the stage meets one of these exceptions:

- A stage over 120 square feet or less, or
- A stage that meets all of the following:
  - The stage is 48 inches or less above adjoining grade or is intended to be used by fewer than ten people at any time, and
  - The stage does not have an overhead truss structure, side or back towers (for a roof, lights, equipment, sound system, or promotional materials).

The documentation needed for permits includes:

- Site plan showing property lines and the location of existing and proposed structures. This should also include any fencing, no matter the height, so we can determine that there are adequate exits.
- Manufacturer's literature on the products to be installed. This includes live loads and wind loads used in the design. Calculations may be needed.
- Anchorage of structures. Calculations may be needed.
- Floor plan showing the stage and stairs/ramps.
- Framing plans of any site framed work, including stairs and ramps along with elevations and cross sections.

Contact: Commercial Plans Examiner at 541-682-5613

## STREET CLOSURE

Events that use the City's right-of-way, including streets and sidewalks, will require a Private Use of the Public Way permit (also known as – Right-of-Way Use permit, or Block Party permit).

The documentation needed for permits includes:

- Signed approval of **all** owners of properties that (a) abut that portion of the street to be closed and/or (b) will be directly affected by the street closure. If property owners reside elsewhere, the applicant shall obtain the approval of property tenants.
- Provide proof of General Liability Insurance in the amounts of \$2,000,000 per occurrence

and \$3,000,000 aggregate, listing the City of Eugene as additional insured, and as the certificate holder.

- Provide for emergency vehicle access.
- Provide proof of approval from Lane Transit District, if a bus route is affected.
- Describe any proposed parking restrictions.
- Provide any signing and/or barricading that the City may require for traffic control, along with a sketch of the area (i.e., Traffic Control Plan).
- Provide for cleanup of the street.
- Traffic control plan.
- Site plan.

Contact: Public Works at 541-682-8400

## **TENT/CANOPY**

A Fire Safety Permit is required to operate an air-supported temporary membrane structure, a tent having an area in excess of 1500 square feet or an occupant load of 50 or more, or multiple tents with an aggregate area of 1500 square feet. The Fire Safety Permit application must be submitted at least (2) weeks prior to the event and include applicable fees and a site plan that must show the distance from tents to property lines, fences, and structures.

Contact: Fire Marshal at 541-682-5411.