



SPECIAL EVENT PLANNING GUIDE

CITY OF EUGENE
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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 a 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 in a City Park or public space that is open to the public.
- Any event that will require obtaining City permits in addition to the Parks Special Use permit or Downtown Activity Zone permit.
- 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?

The first steps to host a special event include:

1. **Submit your completed [Event Notification Form](#) at least 60 days prior to the 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 Liability Insurance to the City no later than In **fourteen** (14) days prior to the event.

General liability insurance is required for special events. (See: [What qualifies as a special event?](#))

The following permits require providing proof of general liability insurance coverage of at least \$2,000,000 per occurrence, and \$3,000,000 aggregate. See [List of Event Permits](#) for more information on specific permits.

- Private Use of Public Right-of-Way Permit
- Special Use Permit in Parks and Open Space
- Fire Safety Permit
- Commercial Construction Permit
- Oregon Liquor Control Commission Permit (When an event includes the sale/service of alcohol, liquor liability coverage in the amount of \$2,000,000 per occurrence is also required.)
- Parade Permit
- Downtown Activity Zone Permit, including the Farmers Market Pavilion & Plaza

Event organizers will be asked to provide a certificate of insurance that meets these requirements, along with a separate endorsement form that names the City of Eugene as additionally insured. The policy must be a primary policy, not a policy that contributes to any coverage that the City may carry.

Event organizers should consult with their insurance agent or broker to secure insurance coverage that meets the City's requirements. Special event insurance can also be purchased through a variety of insurance providers online.

INSURANCE PROVIDERS

The City of Eugene often utilizes a special event insurance provider that may be able to provide the coverage you need for your small-scale event. K & K Insurance offers small scale event insurance that is specifically designed for rental of City facilities and parks. 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 applicable City facilities/parks. 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. You can also consult with your insurance agent about alternate coverage options under an existing homeowner's or business insurance policy.

Other resources for Event Insurance are:

[Artist and Crafter's Insurance \(actinsurance.com\)](#)

[Food Liability Insurance \(fliprogram.com\)](#)

[Small Business Insurance \(nextinsurance.com\)](#)

[Event Insurance - Instant Online Quote - No Deductible \(eventsured.com\)](#)

[Event Insurance - \\$50 Start - Event Insurance Gold Standard by RVNA \(specialeventinsurance.com\)](#)

[Private Event Insurance | Insurance for Parties, Weddings, and More \(privateeventinsurance.com\)](#)

[Event Insurance - Special Event Insurance - Event Liability Insurance \(eventinsurancenow.com\)](#)

[Wedding & Special Event Insurance | Progressive \(progressive.com\)](#)

[Instant Event Insurance Quotes Online | Fast Coverage \(2021\) \(simplyinsurance.com\)](#)

[What is Special Event Insurance? \(tivly.com\)](#)

NOTE: Permittee must agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all claims for injury or damage that may arise out of any activity occurring at the event for which the applicant seeks a City permit.

For further questions regarding insurance requirements, contact Risk Services at 541-682-5662.

REFERENCE GUIDE & EVENT TIMEFRAME

Description	Permits & Requirements	Timeframe	City or other Agency Contact
Special Event held on public property and/or Special Event in the Downtown Activity Zone	Event Notification Form	At least 60 days prior to event	Community Events Manager: 541-682-6347 DAZ Permit Office: 541-682-5542
Street closure for Block Party	Street Closure for Block Party Permit	2-4 weeks depending on size of event	Public Works: 541-682-8400
Sale of Alcohol	Oregon Liquor Control Commission Permit	21 days prior to event	OLCC: 541-686-7739 Local City approval: 541-682-5379
Food provided	Food Services Regulation	20 days prior to event	Environmental Health Supervisor, Erik.Nebeker@lanecounty.gov
Park Use Permit	Park Rental Inquiry Form	At least 60 days prior to event	Parks and Open Space: 541-682-4812
Outdoor assembly events, exhibits and trade shows, tents and temporary membrane structures, mobile food units (food carts), carnivals or fairs, fire art performances, amusement buildings, places of temporary assembly, fireworks and pyrotechnic special effects	Fire Safety Permits	14 days prior to event	Fire Marshal: 541-682-5411; FMOAdmin@ci.eugene.or.us

Temporary structures, stages, canopies, or platforms more than 48" above ground, temporary power	Commercial Construction Permit	14 days prior to event	Planning and Development: 541-682-5613
Event Insurance Requirements – Non-commercial/small-scale	Event Insurance Requirements	14 days prior to event	Risk Services: 541-682-5662
Parade/Activity on Public Street or Road Race	Parade Permit	At least 48 hours prior to event	Police Dept Traffic Control: 541-682-5633
Street closures	Right-of-Way Use Permit	7 days prior to event	Public Works: 541-682-8400
Affects Lane Transit District Bus Routes	LTD Customer Service Center		LTD: 541-687-5555
Eugene Police Event Security	Pay hourly overtime rate, minimum of three hours	At least 7 days prior to event	Police Dept: 541-682-5897

SPECIAL EVENT FEE SCHEDULE

Public Works Permits

Block party (with street closure), first day	\$104
Block party, each additional day	\$34.70/day
Temporary Right-of-Way use minimum fee	\$38.40
• Weekly (per sq ft/week).....	\$0.07
Administrative Fee	9%

Commercial Construction Permits

Temporary Structure (stage or canopy) based on a minimum project valuation	
• Up to \$2,000.....	\$194.30
• \$2,001 or more.....	Please contact 541-682-5613
Temporary Power	
• 200 amps or less.....	\$122.87

Fire Safety Permits *

Outdoor Assembly Event	\$300
Carnivals & Fairs.....	\$300
Exhibit & Trade shows.....	\$250
Annual Exhibitions & Trade Shows (2 or more events/year - same layout & location)	\$400
Places of Temporary Assembly	\$250
Tent, Canopy, or Temporary Membrane Structure	\$250
Fire Art Performances	\$250
Amusement Building.....	\$300

Fire Works or Pyrotechnical Special Effects Material Refer to permit application
 Expedite fee \$250 + cost of permit
 *Refer to permit application for event fees with multiple fire safety permits and / or for inspections greater than 1 hour.

Park Use Permit

For fee schedule..... Please contact parkrentals@eugene-or.gov

Downtown Activity Zone Permit

\$0 Non-commercial activity, event or performance when no admission is charged.
 \$50 app fee, \$100/mo permit fee: Commercial activity, event or performance
 \$250/Day: Activity, event, or performance on Kesey Square or the Park Blocks when admission is charged.

Farmers Market Pavilion & Plaza

Fee schedule available upon request.....Please contact fmp@eugene-or.gov

Police Permits & Services

Parade Permit No Fee, certificate of liability insurance required.
 Police Patrol Per (*minimum three hours*)
 Officer.....\$139.71 hourly
 Detective\$157.82 hourly
 Sergeant\$163.68 hourly
 Lieutenant\$194.19 hourly
 Captain\$230.40 hourly
 Community Service Officer\$113.70 hourly
 Community Service Supervisor\$145.84 hourly
 Community Engagement Specialist.....\$125.46 hourly
 Community Engagement Program Manager\$138.29 hourly
 Communications Specialist 2 (911 Dispatcher).....\$126.89 hourly
 Communications Specialist Lead (911 Dispatcher)\$139.92 hourly
 Communications Specialist Supervisor\$150.30 hourly
 Records Specialist B.....\$117.75 hourly

**Hourly rates valid from 7/1/2023-6/30/2024*

**City has discretion to staff events in accordance with Eugene Police Employee Association and City of Eugene employee contract provisions, availability of qualified staff, and other factors impacting staffing assignments. City will strive to staff events with the level of service requested.*

Oregon Liquor Control Commission Permit

Special Event License\$10-\$50
 City Recommendation Fee\$35

EVENT GUIDELINES

ALCOHOL

SALE OF ALCOHOL

If you plan to sell alcohol at your event, you will need:

1. Licensed servers
2. General liability insurance coverage including host liquor liability coverage
3. Oregon Liquor Control Commission Permit
4. Security plan that addresses behavior and safety issues. If alcohol is present at the event, you must book an alcohol monitor in addition to site security.
5. 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.)

All state laws must be enforced including not serving liquor to minors and not serving intoxicated people.

Find the license you need at: <https://www.oregon.gov/olcc/lic/Pages/special-event-licensing.aspx>

The City of Eugene will need to provide a recommendation on the OLCC application prior to it being submitted to the OLCC. 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 (sale and/or consumption) 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.

FREQUENTLY ASKED QUESTIONS

When will my special event license application be approved by OLCC?

- OLCC asks for 2-4 weeks for approval in case there are questions or concerns. However, many times it is less than that.
- Give enough time for additional approval. Special event licenses must also be approved by the local government where the event will take place before you submit to OLCC. For City of Eugene approval, please call 541-682-5379

How much does a special event license cost?

- It can cost \$10-\$50/day of the event for an OLCC license and \$35 for City of Eugene approval and recommendation.

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)?

To ensure that your Special Event is ADA accessible, please visit the Northwest ADA Center [website](#).

AMPLIFIED SOUND

If you have entertainment with a public address system, you will need to conform to the [Sound Ordinance \(4.083\)](#) for volume and timing. No amplified sound is allowed after 10 p.m.

Contact: Code Compliance at 541-682-5819 or codecompliance@ci.eugene.or.us.

DOWNTOWN EVENTS

Downtown Eugene has public venues with power and water that are intended for large gatherings. Please 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.

Events that take place downtown may be required to have a Downtown Activity Permit if the event is within the Downtown Activity Zone (DAZ). Visit the [Downtown Activity Permits](#) page for more details. 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.

Contact: David Dickinson, ddickinson@eugene-or.gov, 541-682-5542.

EMERGENCY PREPAREDNESS & MEDICAL RESPONSE

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

HOW TO PREPARE AN EMERGENCY PLAN FOR YOUR SPECIAL EVENT:

- Create your own incident command for emergencies at your event. Understand which emergencies may require immediate Eugene Police Department (EPD) or Eugene Springfield Fire response, and which non-emergencies may require immediate event organizer response.
- Consider these questions as you create your own incident command for emergencies (not a fully inclusive list):
 - Does your event need or require first aid on site?
 - Do volunteers and staff know the chain of command for who to contact during an incident?

- Do you have an incident reporting form?
- If using radios, do you have clear radio command?
- Does the building or location of your event have existing emergency plans?
- Work with the Eugene Special Events Team who can provide the list of Eugene resources, phone numbers, and Downtown security support.

Contact: City of Eugene Emergency Management, emergencymanagement@eugene-or.gov

ENVIRONMENTAL IMPACT AND SUSTAINABILITY

The City of Eugene encourages event planners and sponsors to invest in sustainability and incorporate sustainable event management practices when producing events.

Consider how you will address the demand for restrooms, trash collection, and ensure that attendees have access to recycling and food waste collection stations or diversion opportunities.

Measures should be taken to protect the storm water system, trees, turf and landscaping in public areas.

FREQUENTLY ASKED QUESTIONS

Are there resources for recycling and trash collection for special events?

- Food service at events should comply with all existing local ordinances, including the City of Eugene’s [single-use serveware ordinance](#) and [ban on polystyrene food service items](#).
- The City encourages event planners and sponsors to incorporate sustainable event management practices when producing events and has resources to support responsible event production on the [Sustainable Event Resources webpage](#), such as recycling and food waste collection bin loans and water refilling stations.
- For information about proper disposal of trash, or food waste and recycling bin loans, visit the [Sustainable Event Resources](#) page.

Am I responsible for sanitation and clean-up?

- Yes, you are responsible for full clean-up when you use City facilities and rights-of-way like streets and sidewalks.
- For more information, contact: City of Eugene Waste Prevention 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. See the [Insurance](#) section of this guide above.

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.

If you are hiring Eugene Police Department a minimum of 7 day's notice is required. You are responsible for paying the hourly overtime costs, with a minimum of three hours.

Additional considerations:

Have you included emergency access routes in your Security Plan and Site Plan?

If alcohol is present at the event, you must book an alcohol monitor in addition to site security.

FIRE SAFETY PERMITS (including tents)

The Eugene Springfield Fire Marshal's Office inspects and issues temporary Fire Safety Permits and establishes conditions to ensure public safety at large public gatherings including fairs, concerts, sporting events and festivals. They also inspect and issue permits related to tent and membrane structures, trade shows, food carts, outdoor cooking, and other events.

For a list of permit types, fee information, and required submittal documentation, refer to the [Fire Safety Application](#).

FREQUENTLY ASKED QUESTIONS

How do I submit an event permit application to the Fire Marshal's Office?

- Complete the [online application](#) and attach any necessary documents.

How do I pay for the permit?

- After your application is submitted, you will receive an invoice to pay for your permit.

What happens if I have not received an invoice to make payment prior to my event?

- You may proceed with your event if you have received approval from the Fire Marshal's Office, regardless of whether payment for permit has been received. Their Finance Department will send you an invoice for payment.

Contact: Fire Marshal at 541-682-5411 or fmoadmin@ci.eugene.or.us

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 approval to disrupt its services.

Contact LTD Customer Service Center at 541-682-5555 to inform them of your proposal and make a reroute plan together if approved.

Does your event promote accessible transportation options? Use the [LTD System Map](#) to find the routes closest to your event (with “minor stops” toggled on) and visit your event site to locate the nearby bus or EmX stops.

PARADE/MARCH/WALK/RUN/RACE/GATHERING OR ACTIVITY ON PUBLIC STREET

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. You must submit a Parade/Activity Permit Application to the Eugene Police Department at least 48 hours prior to your scheduled event. Permits applications will be reviewed by to determine the impact on public safety. Permits will not be approved without proof of liability insurance.

No parade permit shall be required for parades of 100 persons or less who use only the city sidewalks and obey all pedestrian and traffic laws and do not wish to use the city streets for such activity.

The parade permit process can be found in the [Eugene Code 5.505](#).

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

PARKING

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?

Event organizers can ensure that parking spaces in the public right of way will be clear for your event by following instructions from the permit officer who issues your Street Closure: Block Party + Private Use of Right of Way Permit.

In order to reserve parking space for event attendees or contractors like artists, performers, or workers, event organizers must apply for Space Rental Permits that will reserve a space for the event day. The permits are \$15.00 per day, per space. Event organizers must place a City issued No Parking sign 24 hours prior to use. To apply for a Space Rental Permit, create a profile at <https://eugene.aimsparking.com/>

Individuals with a valid handicap placard can park in spaces that are not commercially marked, marked as no parking or reserved, or metered spaces whose time limit is more than 30 minutes. If you need information specific to the event and location, please email parking@eugene-or.gov or call Parking Services at 541-682-5729.

Additional information can be found at <https://www.eugene-or.gov/776/Parking>

PARK SPECIAL USE PERMIT

Eugene’s unique and scenic parks offer the perfect setting for events. To reserve a space in a park for a Special Event, the first step is to see if the park is available. Submit a [Park Rental Inquiry Form](#) through Parks and Open Space as soon as you are able. If the park is available on the date and time, you will be directed to fill out the Special Use Permit Application to gather more information on the proposed event. Event organizers are responsible for paying fees associated with the Special Use Permit and any additional rental

fees at the time of the reservation.

In addition to the Special Use Permit, organizers are responsible for obtaining all necessary permits and certificates of insurance in accordance with State, Lane County, and City Ordinances. Review each section of this guide for the applicable permits. Parks and Open Space must receive a copy of all necessary permits and certificate of insurance before a Special Use permit will be issued. Some examples of permits or insurances include, but are not limited to:

- Certificate of Liability Insurance
- Commercial Construction Permit
- Fire Safety Event Permit
- Food Handlers Permit
- An Oregon Liquor Control Commission Permit and a certificate of commercial liability insurance if there will be consumption and/or sale of alcohol.
- Parade/Activity Permit
- Right-of-Way Use Permit

Parks staff will communicate to event organizers what documents, additional permits, and insurance are necessary based on what the information you provide in your application.

Depending on the scope of the event, Parks and Open Space may request a meeting with an event organizer before approving a reservation or in preparation for the event. Some examples of information event organizers will be asked to provide in the Special Use Permit application and/or in the documentation due at least six weeks before the event include:

- **General Overview**
 - Name and a detailed description of the event
 - Dates and times of the reservation. Setting up and/or take down are not allowed to occur outside of the reservation time. Please build time for cleanup and takedown into your application.
 - Contact information of the primary person who will be listed on the Special Use Permit and other organizers who will be present on the dates of the reservation.
 - Information such as the projected number of people in attendance and if you intend to have alcohol. If amplified sound will be used, provide a list of all amplified sound and a schedule of when it will be used.

- **Site Plan**
 - An outline of the proposed placement of stages, portable restrooms, canopies, tents, inflatables, food trucks, fencing, and other equipment. Not all parks can accommodate the equipment listed above so it's important to include a detailed list of equipment in your application.
 - A proposed route map for events that include parades, walks, runs and races will be requested by staff for approval.

- **Sanitation and Clean Up**

- How will you address the demand for restrooms, trash collection, and ensure that attendees have access to recycling and food waste collection stations or diversion opportunities?
- How will you properly dispose of recycling, food waste, and garbage? Keep in mind that you are responsible for full clean-up when you use City Parks and rights-of-way like streets and sidewalks. All garbage must be removed by the completion of your reservation.

Depending on the size and scope of the event, organizers may be asked to provide plans to address traffic, parking, emergency management and medical response, and event security.

Documentation requested by Parks and Open Space division at least six weeks before the event. The earlier you submit the documentation; the more time staff has to review the final plan and ensure that all requirements have been met to hold the event. It's common for event details to change through the planning process and changes may require approval from the City and/or additional permits. New requests made by Special Use Permit organizers may not be approved if they are made less than four weeks from the event.

FREQUENTLY ASKED QUESTIONS

How do I apply for a Special Use Permit?

- You can submit a [Park Rental Inquiry Form](#) available on eugene-or.gov/parkrental. If the park is available on the date and time, you will receive a Special Use Permit Application to gather more information on the proposed event.

Events that have occurred for three consecutive years at a specific park will be given preference for a reservation for that timeframe.

If I am doing the same event as last year, do I need to submit a new application?

- Yes. Each year the event needs to be reviewed.

Can I reserve an entire park?

- Parks remain open to the public during events. Areas such as playgrounds, restrooms, and gardens are not open for reservation to the public. If your event requires a site plan it must outline the boundaries of your rental.

Which Parks have access to electricity or water?

- There are a few locations where utility access is available to permit holders for the date and time they have reserved. Water and electricity are available at Shelters 1 and 2 in Alton Baker Park and the Wilkins Shelter in Hendricks Park. Electricity is available in the Owen Rose Garden, Maurie Jacobs, and Striker Field.

What fees are associated with a Parks and Open Special Use Permit?

- Fees are determined based on the specific park, amenities such as shelters, and the length of the reservation. Parks will send organizers an invoice to be paid in full at the time of the reservation.

Note: The City of Eugene will have a new park rental structure and prices that are comparable to the rates of other municipalities across Oregon.

What should I know if I want to serve or sell alcohol at my event?

- Hard Liquor is prohibited in all City Parks. Additionally, some City parks do not permit the sale or consumption of alcohol. Review (2)(b) under 1.007 Possession or Consumption of Hard Liquor of Alcoholic Liquor of [Park Rules](#) for a complete list of the parks that do not permit alcohol. Additional permits and insurance may be required.

Refer to the Alcohol Section of this Special Event Planning Guide for more information.

What should I know about having food trucks and/or vendors at my event?

- Not all parks can accommodate food trucks so please indicate on your inquiry if you want them at your event so staff can determine suitability. Food served or sold at an event must meet in compliance with the Public Health Department. Additional City permits and certificates of insurance may be required.

Refer to the Fire Safety Section of this Special Event Guide for more information.

What should I know if I want to set up canopies, tents, stages, inflatables, fences, portable restrooms, or other equipment?

- Not all parks can accommodate the same equipment so it's important to include a detailed list of equipment in your application to determine suitability. Additional City permits and certificates of insurance may be required. Dunk Tanks are prohibited in all City parks.

Refer to the Stages Section and Fire Safety Section of this Special Event Planning Guide for more information.

What should I know about using amplified sound?

- You will be required to provide an entertainment schedule outlining what time you will use amplified sound for announcements, recorded music, live music and/or dance performances. City parks in residential areas do not generally permit amplified sound, but special requests will be considered.

Refer to the Amplified Sound section of the Special Event Planning Guide for more information.

When will I be issued the Special Use Permit?

- Permits are issued when Parks and Open Space receive all necessary documentation and fees from event organizer. Event organizers must obtain the permit in order to hold the event and have a copy of the permit with them during the reservation and show it to City employees upon request.

We understand that Fire Safety Event Permits are issued on the date of the event upon an inspection by the Eugene Springfield Fire Marshalls Office. If your event requires a Fire Safety Permit, you must show the Parks and Open Space office proof you submitted an application to the Fire Marshalls Office prior to obtaining the Special Use Permit.

Contact: Parks and Open Space at 541-682-4812 or parkrentals@eugene-or.gov

PUBLIC NOTIFICATION

It is 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.

Portable toilets are required for attendance of 250 or more or if an event is over six hours. Event holders with over 250 guests must provide at least two portable toilets, with at least one being ADA accessible.

Portable toilets rented for your event shall be dropped off as close to your event time as possible and picked up the day your event ends. The City of Eugene will not be responsible for any damage or vandalism that may occur. Toilets must remain locked when not in use for your event and should be secured to prevent them from being tipped over.

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

Stages over 400 square feet require a permit. Required Construction Documents include:

- Site Plan
- Operations Management Plan (OMP) in accordance with OSSC 3113.4 and ANSI E1.21-2020
 - Qualified, responsible person to be present on site for the entire period of the installation, use, and dismantling of the structure
 - Monitoring of weather conditions, including wind speed

- Operating limits of the structure, for environmental conditions
- Mitigating actions to be taken when weather assessment indicates high winds, lightning, or other severe conditions

Stages over 1000 square feet have additional requirements:

- Construction documents shall be prepared by an Oregon registered design professional in accordance with OSSC and ANSI E1.21. Required Construction Documents shall include:
 - Summary sheet showing the building code used, design criteria, loads and support reactions
 - Detailed construction and installation drawings
 - Design calculations
 - Operating limits of the structure, including environmental conditions and physical forces
 - Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.

FREQUENTLY ASKED QUESTIONS

How do I submit my permit for a stage?

- You can submit your construction permit using the Ebuild portal: <https://www.eugene-or.gov/2471/eBuild>

When will my permit be approved?

- It is important to begin the permit process at least 1 month ahead of your scheduled event for approval.

If I am doing the same event as last year, do I need to submit a new form?

- Yes. Each temporary installation of a stage must be reviewed.

Why are permits required for a temporary installation?

- In order to ensure public health, safety and welfare, temporary stages are subject to the requirements of the state building code. A permit and inspections are required, unless the stage meets the exception:
 - Platforms or stages not more than 30 inches above grade with no overhead structure.

What fees are associated with the Commercial Construction Permit?

- Building, LU, and PWE fees apply

How do I determine the construction type on my application? (i.e. type 1A with sprinklers)

- This is not crucial to the permit process. We will use 5B, non-sprinklered as the default.

Contact: Commercial Plans Examiner at 541-682-5613

STREET CLOSURE: BLOCK PARTY + PRIVATE USE OF RIGHT OF WAY PERMITS

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.
- Provide a traffic control plan.
- Provide a site plan.

FREQUENTLY ASKED QUESTIONS

Who provides the signage for traffic control plans, and who sets up the signs for the event?

- Required signage must be privately purchased, rented, or provided. The City does not provide signs or set them up for applicants.

Why do I need a Traffic Control Plan (TCP) and how do I get one?

- A TCP is essential for the safety of event attendees and community members. Google search for a local contractor that will design the traffic control plan and set it up.

When do I need to have the application and documents submitted for approval?

- Each event needs a different amount of review time depending on the size of the event and can sometimes take more than 1 month for approval. It is recommended that you contact the permit office as soon as possible and no less than 2-4 weeks in advance of your scheduled event.

Do I need to notify nearby residents and businesses of my Special Event? How do I notify them?

- Yes, you are required to notify the affected properties and businesses. Work with your permit officer to receive the template for gathering signatures and plan for time to get signatures from all affected properties.

How do I determine if my event needs traffic control?

- As you are developing your TCP, consider where there are areas of congestion. Work with permit advisors to determine if additional traffic control measures or traffic flaggers are needed.

Why do I need to set up signs if we are keeping the sidewalk open during our event?

- Sidewalk detour signs must be in place, as not everyone wants to walk through the event and

may need an alternative route.

I am concerned about the price of my private use of the public way application. Can I request it to be lowered or waived?

- The fee is site specific and calculated per square footage and length of time of the event so it cannot be lowered or waived.

Contact: Public Works at 541-682-8400

UTILITY LOCATES

You are required to call 811 or toll free 1-800-332-2344 or go online to <https://digsafelyoregon.com/> at least two business days before your event if you will be driving signposts, stakes, or spikes into the ground. By calling, the Oregon Utility Notification Center will coordinate with local utility service providers to mark the location of any electric, natural gas, communications, and water utilities to avoid damaging underground lines. This is a free service.

An alternative to staking would be using weights, sandbags, etc. to anchor your item, if allowed by code.

SAMPLE TEMPLATES

We've put together a few sample templates as a reference as you plan for event day.

PRODUCTION SHEET

<p>To Do Before Event</p> <ul style="list-style-type: none"> ● locate/order materials ● check all permits ● reserve vehicles, stage, sound porta-potties, tables, chairs, fencing, photographer, videographer, etc. ● marketing ● gather volunteers/staff ● insurance ● talent Hire ● curtain speech ● parking ● vendors 	<p>Below is an example template for a Day-of Production Sheet. We recommend using a production sheet in the week leading up to the event as tasks can be days in advance (i.e. No-parking signs need to be placed 48 hours before the event)</p> <p>-Keep as simple and visually accessible as possible, for day-of reference</p> <p>-Customize the layout however makes the most sense for you and your team. Remember that all of this will need to be adjusted depending on your event. When in doubt, give yourself and your team extra time, not less!</p>	
<p>Event Name: Downtown Program Fund Event Date: Tuesday, August 31 Time: 4-9 p.m.</p>	<p>Staff + Contact Info (Phone #): Roberto Janet Ivan Helga Olga</p>	<p>Vendor/Partner Contact Info (Name + Phone #): Production Company Alcohol Vendor Food Vendor 1 Food Vendor 2 MC Portable Toilet Vendor</p>
<p>Time</p>	<p>Action</p>	<p>Notes</p>
<p>11 a.m.</p>	<p>Production company arrives</p>	<p>If you have contracted a production company to build a stage, install large tents, etc. We recommend that this is done first before staff is onsite and ready to start event operations.</p>
<p>12 p.m.</p>	<p>Staff/Volunteers meet up</p>	<p>Where do we meet? Use this time to organize vehicles, staff, materials, etc.</p>
<p>12:30-1:30 p.m.</p>	<p>Load vehicles with all materials</p>	<p>A smooth load in lends to a relaxed start to the day. Depending on your size and quantity of materials, pre -prepping and loading in vehicles before the day-of event can be a game changer.</p>
<p>1:30 p.m.</p>	<p>Arrive to Event Location</p>	<p>Investigate the parking situation at your event location. Will you need a parking permit in order to park all day? Will you need to secure parking spots for entertainers/staff? Questions? Call Eugene Parking Services.</p>

1-3:30 p.m.	Setup event	Prepare your team for event day setup by running through a sitemap/run of show either pre-event or once on-site. The more informed your staff/volunteers are, the more efficient setup and teardown will go.
1:30 p.m.	Porta-potties delivered	All necessary facilities should be on-site during set-up, and at the very latest before the event starts! Make sure pickup of unit(s) is communicated clearly. If your event is in the Parkblocks, and it's a Friday night remember the Saturday Market sets up bright and early and will not be happy if there is a toilet in a booth space.
3:30 p.m.	Vendors Arrive	If you have a fire marshal permit you will be required to have a detailed site map of the event. This will include where each vendor will be located. We recommend using a site map regardless to communicate parking and load-in, power needs, logistics of accessing power, arrival and departure time. Communicating information to the vendors ahead of time helps with day of coordination and logistics. It's usually best to have one staff/volunteer in charge of coordinating with vendors day-of.
4 p.m.	Event begins	At the event start, all vendors should be open for business and all technical setup complete.
4:15 p.m.	Curtain Speeches	It's time to introduce the event, thank sponsors, and sing appreciation to all who helped make this dream come true. If you've hired an MC for the event, make sure they know exactly who and what to mention in their curtain speech.
4:30-5:30 p.m.	Performer X	If your entertainment requires audio of any sort, make sure to communicate stage plots, and performer(s) audio needs pre-event with the sound engineer to prepare accordingly. You will want to have the subsequent performers on standby, ready to begin setting up as soon as the prior artist is finished.
5:30-5:45 p.m.	Performer X tears down, transition to Performer Y	
5:45-6:45 p.m.	Performer Y	
6:45-7 p.m.	Performer Y tears down, transition to Performer Z	
7-8 p.m.	Performer Z	
8-9:30 p.m.	Event end / Teardown	Here is your opportunity to wrap it up and stick a bow on it. -Have the MC thank the crowd, vendors,

		<p>and artists for attending and participating.</p> <ul style="list-style-type: none"> -Make sure all artists get paid -Book the food and alcohol vendors for an extra 30 min after the event. Leisurely breaking down equipment while guests finish a drink and a conversation is a lovely way to finish a well-executed event. -Keep the space alive with all ages appropriate tunes on a mobile speaker to elevate spirits and energy during breakdown.
9:30-10 p.m.	Return materials/vehicles Team Debrief"	<p>Remember to lock everything that needs to be locked, return keys and materials to their rightful homes, and LEAVE NO TRACE!</p> <p>-A Team debrief is always a good way to gain immediate thoughts on how the event went, while they're still fresh: what ran smoothly? What could be improved for next time? This can be short and sweet; most people are ready to put their feet up at this point.</p>

MATERIALS LIST

<p>This is a crucial part of keeping your event/project organized.</p> <ul style="list-style-type: none"> • If event partners need specific materials provided, document needs here. • More organized materials list=More efficient load-in /set up. • Choose a key master, losing keys is an unneeded stress. 	
<p>Example Materials List</p>	
All necessary keys (i.e. Vehicle, storage unit, electrical boxes)	<p>Audio setup:</p> <ul style="list-style-type: none"> 2 Speakers MIXER 4 outlets (surge protector) 6 ft table folding chair Mic stand Wireless Mic Roland BA330s 2 Speaker stands"
1 10x10 for John, Robert, Barbara (SPARK)	Volunteer shirts
All 10x10 canopy walls	lights
1 10x10 for Rachel	No Alcohol signs
1 10x10 Thinking Tree	Generator
Easel	Waste/recycle/compost kits
Signage 4, a-frames, 2 chalkboard signs	<p>Cord covers:</p> <ul style="list-style-type: none"> Yellowjackets
Ladder	Tables