

**City of Sandy – Parks Department
Special Event Permit Application**

38348 Pioneer Boulevard • Sandy, OR 97055
(503) 668-5569 • Parksandrec@ci.sandy.or.us

This application is intended for special events held on City-owned property, such as parks and recreational facilities.

If you are planning to host a special event in the public right-of-way (e.g., streets or sidewalks), please contact the **Public Works Department** at pwpermits@ci.sandy.or.us.

For events taking place on privately owned property, please contact **Development Services** at planning@ci.sandy.or.us.

OVERVIEW

A Special Event is defined as any activity occurring on City-owned property (parks, buildings & parking lots) that meets the following criteria:

- Involves a large group of people (larger than the site's typical use)
- Is publicly advertised and not a regularly occurring event at the location
- Impacts access to or use of sidewalks, streets, trails, parking areas, or other public infrastructure
- Requires special accommodations not typically included with a standard facility rental (e.g., additional garbage collection, staff support, water or electricity access)
- Requests alcohol use (outside of rentals at Sandy Plaza or Meinig Park)
- Prioritizes community benefit and is not primarily commercial in nature. Limited sales or fundraising by small businesses, makers, or nonprofits may be permitted with prior approval.
 - Large corporate or high-profit ventures are not allowed.

Application Deadline:

Applications must be submitted at least 60 days prior to your event. For large-scale events requiring extensive planning or publicity, we recommend submitting your application 4–6 months in advance.

Application Fee:

\$100 (non-refundable, regardless of approval). Once your application is deemed complete, City staff will initiate a preliminary review. If no additional information is needed, we will confirm the event date and schedule a planning meeting to review layout, logistics, and next steps.

Event Fee:

Once your application is reviewed and approved, you will be notified of your permit status. At that time, an **event fee** will be due to secure your reservation. Reservations will not be secure until event fee(s) are paid. Event fees are based on the selected location and are **separate** from the non-refundable application fee.

Location	Available Areas	Resident	Non-Resident	Park/Facility Hours
Meinig Park	Shelters, Stage, Gazebo, Amphitheater, Field & Green Space <i>(Does not include exclusive use of Restroom or Fantasy Forest)</i>	Event Fee: \$500 per day	Event Fee: \$600 per day	Park Hours
Centennial Plaza	Shelter & Plaza (Does not include exclusive use of Restroom)	Event Fee: \$500 per day	Event Fee: \$600 per day	Park Hours
Cedar Park	Shelter, Field & Green Space <i>(Does not include exclusive use of Restroom, Basecamp or playground)</i>	Event Fee: \$500 per day	Event Fee: \$600 per day	Park Hours
Community/Senior Center	Auditorium, Art Room, Dining Room, Lounge	\$138 per hour	\$160 per hour	9:00 AM – 10:00 PM

APPLICATION REQUIRED DOCUMENTS

Following the planning meeting, you will be required to submit the following items (if not included in your initial application):

- ODOT Approval (if required)
- Traffic Control and Parking Plan
- Map of Site Plan, Street Closures, Routes, or Layouts
- Cleanup Plan
- Contact List

APPLICATION REQUIREMENTS (Due 14 Days after Application Approval)

Following the planning meeting, you will be required to submit the following items (if not included in your initial application):

- Certificate of Insurance (\$2,000,000 per occurrence / \$2,000,000 aggregate, naming the City of Sandy as additional insured)
- Signed Hold Harmless Agreement
- OLCC License (if serving alcohol)

CONTACT INFORMATION

Organization/Group: _____
Address: _____
Contact Name: _____
Primary Phone: _____
Mobile Phone (if different): _____
Email: _____
Website: _____

EVENT INFORMATION

Event Name & Type: _____
Facility or Location Requested: _____
Event Date: _____
Start Time: _____ End Time: _____
Expected Participants (Youth: _____ Adults: _____):
Expected Spectators (Youth: _____ Adults: _____):

Attach a detailed description of your event

To help us evaluate your request, please answer the following questions in your event description: Examples of what your event narrative should include are listed below:

- What is the name and purpose of your event?
- When and where will it take place?
- What is the estimated attendance and who is your target audience?
- What activities are planned (e.g., performances, vendors, games)?
- Will anything be sold or fundraised? By whom?
- Will food, beverages, or alcohol be served or sold?
- Will there be amplified sound or music?
 - If you require amplified sound, additional approval from City Council or City Manager may be required.
- What infrastructure or equipment will you need (e.g., tents, power, fencing)?
- What is your setup and takedown schedule?
- What safety and security measures are planned?
- How will parking and transportation be handled?
- Do you have insurance or required permits?
- Are there any community partners, sponsors, or volunteers involved?

EVENT DETAILS CHECKLIST

Check all that apply and provide required documents:

- ☐ Number of portable toilets & handwashing stations: _____
- ☐ Will any roads, sidewalks, or parking areas be blocked or closed?
If yes, contact Development Services and Public Works, and attach a Traffic Control Plan. Provide details, including contact information, in your narrative.
- ☐ Will you request police presence from the City of Sandy? -If yes, contact the Sandy Police Department and include the details, including contact information, in your

narrative. Disclaimer: Sandy Police may not be available to assist you at your event.

- ☐ Will the event be advertised
- ☐ Will the event charge admission? If the event is being run by a business, A City of Sandy Business License must be obtained.
- ☐ Will food be served or vendors/artisans be present?
→ If yes, attach vendor list...All vendors must have City of Sandy Business licenses
- ☐ Will alcohol be served? (OLCC license required & OLCC Special Event Application must be submitted to the Sandy Police Department)
- ☐ Will pyrotechnics or hazardous equipment be used?
- ☐ Will a PA system, speakers, or amplified sound be used?
 - If you require amplified sound, additional approval from City Council or City Manager may be required.
- ☐ Number of parking spaces required: _____
→ If yes, attach Parking Plan
- ☐ Will there be carnival rides, games, etc.?
- ☐ Will you provide recycling and trash disposal?
→ If yes, attach waste management plan
- ☐ Do you have event insurance?
→ If yes, attach Certificate of Insurance
- ☐ Will there be tents, canopies, trailers, booths, or food carts?

SPECIAL USE PERMIT TERMS AND CONDITIONS

1. The permit holder is authorized to conduct the following activities and install the following temporary improvements in the permitted area: See Exhibit A. The City makes no representations or warranties as to the condition of the permitted area or its suitability for the proposed event/activity.
2. All activities shall be conducted in accordance with the permit application and any attached, approved plans, conditions, and specifications included in attached Exhibits. No unauthorized improvements may be installed.
3. No soil, vegetation, structures, or improvements on City property may be altered, destroyed, or removed.
4. All federal, state, county, and municipal laws and regulations must be followed.
5. The permit holder shall maintain the premises in a clean, safe, and orderly condition and is responsible for repairing any damages beyond normal wear and tear.
6. The permit holder must inspect the use area for hazards (e.g., dangerous trees or limbs) and address them with prior City approval.
7. The permit holder shall be liable for all damages to City resources, including costs related to fire suppression or cleanup.
8. To the fullest extent allowed by law, the permit holder shall indemnify and hold harmless the City of Sandy, its officers, staff, and volunteers from any claims or damages resulting from the permitted activities, except in cases of sole negligence by the City.
9. This permit is subject to any valid existing third-party rights.
10. The City may revoke or suspend this permit at any time for violation of terms or at its discretion. The permit holder must remove all property and restore the site within 7 days unless otherwise agreed upon.
11. This permit is non-transferable. The permit holder may not assign or sublicense rights without written City approval. Any approved third party must comply with all permit

terms.

12. Permit holders must comply with all service and safety standards outlined in this document or exhibits.
13. Gambling and use of gambling machines are prohibited.
14. Misrepresentation of the permitted event or area is not allowed. All promotional materials must clearly indicate that the event is on City of Sandy property.
15. Interest and penalties apply to unpaid fees. Interest accrues at 9% per annum, with additional late penalties after 90 days. The City reserves collection rights.
16. Alcohol possession, sale, or consumption is prohibited unless an alcohol permit is issued and OLCC requirements are followed. Additional insurance may be required.
17. The permit is subject to all listed and attached conditions. In the event of any conflict between this section and attachments, this section shall prevail.
18. These clauses supersede any conflicting language in exhibits or attachments.
19. The permit holder acknowledges park regulations and agrees to maintain the site in a clean and undamaged condition. Failure to comply may result in forfeiture of fees and future use.
20. Certificate of Insurance (\$2,000,000 per occurrence / \$2,000,000 aggregate), naming the City of Sandy as additional insured must be submitted within 14 days of application approval.
21. No event may proceed without this certificate.
22. **Required Public Notice of Non-Affiliation with City of Sandy**-The permit holder is required to prominently display signage at all public entrances to the event site stating: **“This is a non-City sponsored event, organized by a third party.”** The signage must be clearly visible, legible, and remain posted for the duration of the event. All

promotional and marketing materials must also include a similar disclaimer indicating that the event is being held on City property but is not a city-sponsored activity. Failure to comply with this requirement may result in permit revocation or denial of future permit applications.

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, I acknowledge that:

- I am authorized to submit this application on behalf of the organization.
- I have read and agree to comply with all terms, conditions, and City of Sandy regulations.
- I agree to provide the required certificate of insurance two (2) weeks after application approval.

Permit Holder Information

Printed Name: _____

Signature: _____

Date: _____

City of Sandy Authorization

Authorized By: _____

Title: _____

Signature: _____

Date: _____

Permit and all attached exhibits must be present at the event or in possession of on-site staff.

EXHIBITS ATTACHED (check all that apply)

☐ Certificate of Insurance

☐ Traffic Control Plan

☐ Site Map

☐ Cleanup Plan

☐ Vendor List

☐ Parking Plan

☐ OLCC/ODOT Approval

☐ Other: _____