



## Special Events Permit Policy

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 \*503-557-4700 \*503-656-4106 FAX

### Purpose

The purpose of this policy is to clarify the process and procedures for submitting of Special Events Permits. Special events are defined as public gatherings with the intention of having more than 300 people and/or may have an impact on normal park usage, serving alcohol, or other operations that increase City liabilities on City property or in the public right of way or that require the closure of any portion of a City Street.

### Procedure

Interested parties desiring to hold special events on City property shall complete Special Events Permit. Interested parties that would like support for any event held in the City of West Linn, not on City property, must complete Special Events Permit Form. All permit applications will include application fee. Applications will be accepted no more than 12 months prior to the requested date. Applications will be accepted on a first-come, first-serve basis. Deposits can be charged based on type of event, location and potential for damage.

### Policy

The Parks and Recreation Department allows special events to be held with approved Special Events Permit and in accordance with West Linn Municipal Code. All special events on park property will be approved based on a number of criteria that will allow the event to be successful, while not impacting the overall operation of parks, activity or other events scheduled. In issuing a permit for a special event, the City considers whether:

1. The event is reasonably not likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law;
2. The event is to be held at a date, time and venue that does not interfere, conflict or cause potential concerns with other events scheduled in the City.
3. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
4. The proposed location is adequate for the size and nature of the event;
5. The event does not unreasonably interfere with the intended use of the area; e.g. athletic fields, picnic areas, etc.;
6. Type of event, date of event and hours of event;
7. City equipment and services are available;
8. Compliance with conditions of West Linn Municipal Code
9. All permit requirements have been met.

Issued: PRAB 01/2011