

# Special Event Permit Application Guide

Use this guide to successfully complete the Special Event Permit process from application to issuance for one of the following City-sponsored parade events:

- 4<sup>th</sup> of July Pet Parade
  - Veterans Day Parade
  - Holiday Parade
- 

## Step One: Gather the Required Application Materials to Submit a Complete Application

- Read the descriptions below & utilize the plan templates to submit a COMPLETE application.
  - Returning events must have a COMPLETE application submitted no later than 60 days prior to the event start date.
  - New events must have a COMPLETE application submitted no later than 90 days prior to the event start date.
- 1.  **Accessibility Plan**
  - Review the [Special Event - Accessibility Guidelines](#) and ensure your event staff/volunteers review them prior to the event start date.
  - [Use this template](#) to complete the accessibility plan for your event.
  - [Review this sample](#) of an accessibility plan.
  - If your event is going to remove access to any existing ADA parking spaces, then those spaces must be replaced as close to the original spaces as possible. You may rent ADA parking signs from the City of Bend by entering the amount you wish to rent into the Special Event Permit application in the Online Permit Center (Step 2 of the application process).
    - Pick-up and return of the signs will be coordinated during your permit issuance (Step 3 of the application process). You will be responsible for the reimbursement of costs incurred by the City because of the special event and the utilization of the ADA signs if damage to the signs occurs.
- 2.  **Communication Plan**
  - [Use this template](#) to complete the communication plan for your event.
  - [Review this sample](#) of a communication plan.
  - Upload event advertisements with your communication plan.
- 3.  **Emergency Procedures Plan**
  - [Use this template](#) to complete the emergency procedures plan for your event.
  - [Review this sample](#) of an emergency procedures plan.

4.  **Fire Protection Plan**

- [Use this template](#) to complete the fire protection plan for your event.
- [Review this sample](#) of a fire protection plan.

5.  **Insurance Certificate & Additional Insured Endorsement**

- Certificate must name the City of Bend as Additional Insured in the amount of \$2M per occurrence and \$2M aggregate. Keep in mind that there are two ways to meet the required policy limits:
  - 1) The per-occurrence limit may be set at \$2M, or
  - 2) the per-occurrence limit may be set to at least \$1M with an additional umbrella policy added to the certificate of at least \$1M.
- Also include the **Additional Insured Endorsement** for the general liability policy with your insurance certificate, which is a separate document than the certificate of insurance.
- If your event will have inflatables, petting zoos, animal rides, alcohol, etc., you will be required to provide proof that your insurance policy covers these types of activities that will be present at the event.
  - If the policy excludes these types of activities, then a Special Event Permit will not be issued unless sufficient insurance is provided, or the uncovered activities are removed from the event.
- The policy will be primary and non-contributory to any insurance maintained by the City of Bend and will name as additional insureds the **City of Bend, its officers, agents, and employees**. The address for the Certificate Holder may be **City of Bend 710 NW Wall St. Bend, OR 97703**.
- The event organizer agrees to maintain continuous coverage for the duration of the permit.
- Failure to provide a valid certificate of insurance and endorsement will result in denial of your permit.
  - ❖ **Event Helper:** This is another option for obtaining the liability coverage required by the public entity. It is a web-based organization specializing in special event coverage. They cover a wide variety of events, offer liquor liability, and provide limits up to \$2,000,000, all at a reasonable cost. The website is easy to navigate and will provide a quote within seconds. A certificate of coverage is emailed directly to the public entity as confirmation of coverage once the coverage is purchased. Please review the [Event Helper Flyer](#) if you plan to go this route.

6.  **Parking Plan**

- [Use this template](#) to complete the parking plan for your event.
- [Review this sample](#) of a parking plan.
- Use your parking plan to advertise where attendees may park for your event.

7.  **Proof of Notice to Neighborhood Districts & Business Associations**

- [Use this template](#) to complete the notification of your event. Include event site maps and traffic control plans with your notification letter.
- [Review this sample](#) of a notification letter.
- Notification of the proposed event must be given to any affected [neighborhood districts](#). A neighborhood district is affected by an event if the event is held within or adjacent to the boundaries of the neighborhood. Contact information for Neighborhood District Land Use Chairs, whom you should send notification to, is online [here](#).
- Events in the [downtown district](#) must also send notification to the [Downtown Bend Business Association](#) via email to [downtownbend@gmail.com](mailto:downtownbend@gmail.com).
- Request confirmations of receipt and submit those responses as proof of the notification being received.

\*You may be required to provide more-targeted communications based upon your event plan and its impact in the community. This requirement will be communicated by City of Bend staff during their application review.

8.  **Sanitation Plan**

- [Use this template](#) to complete the sanitation plan for your event.
- [Review this sample](#) of a sanitation plan.

9.  **Site Map**

- Create a to-scale map/diagram of your event that illustrates the layout.
- [Review this example](#) site map and [this close-up](#) demonstrating the maintained fire lane.
- If your event is downtown, use [this infrastructure map](#) to determine where your electrical access points will be.

Include any of the below that will be present at your event:

- |  |   |
|--|---|
| <input type="checkbox"/> Accessible parking and seating areas    | <input type="checkbox"/> Waste receptacles/dumpsters            |
| <input type="checkbox"/> Portable restrooms                      | <input type="checkbox"/> Routes of travel                       |
| <input type="checkbox"/> Stages                                  | <input type="checkbox"/> Bounce houses                          |
| <input type="checkbox"/> Petting zoos                            | <input type="checkbox"/> Signage                                |
| <input type="checkbox"/> Loading/Staging zones                   | <input type="checkbox"/> Booths/Tents                           |
| <input type="checkbox"/> Alcohol service locations               | <input type="checkbox"/> Security and alcohol monitor locations |
| <input type="checkbox"/> Electrical access points                | <input type="checkbox"/> Event parking                          |
| <input type="checkbox"/> 20ft. wide fire lane in road closure(s) | <input type="checkbox"/> Barricades                             |

10.  **Security & Crowd Management Plan**

- [Use this template](#) to complete the security and crowd management plan for your event.
- [Review this sample](#) of a security and crowd management plan.
- Be mindful of the following Bend Municipal Code requirements:

- Adequate traffic control, fire control personnel and equipment, and crowd control and security shall be contracted for or otherwise provided by the applicant and shall conform to the standards required by the City.
- If security is required at the special event, all security personnel must have appropriate identification identifying them as event crowd control or security. Additionally, security personnel may be required to wear a uniform or other item of identification.
- All security personnel are required to present their state-issued certification card or PS-20 (temporary work permit) upon request to City officials when working.
- It shall be the duty of the security personnel to report any violations of law to the appropriate law enforcement agency.
- Access to public infrastructure must be maintained through the entire event as required by the City of Bend. The City of Bend may require event facilities to be located away from items such as hydrants, water valves, manholes and storm drains to ensure proper access.
- No objects may be thrown to onlookers by parade participants during a parade.

11.  **[Special Event Permit Acknowledgement Form](#)**

12.  **[Traffic Control Itinerary for Special Event](#)**

- [Review this sample](#) of a Traffic Control Itinerary.

13.  **[Traffic Control Plan](#)**

- Traffic control plans (TCP) for City-sponsored parade events are managed and maintained in-house by the Private Development Engineering Division.
  - Communicate any and all necessary TCP changes to [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) as soon as possible.
  - Engineering Division staff will update the TCP to ensure it has the most up to date and accurate information for each event year.

## Step Two: Submit and pay for the application in the Online Permit Center

Applications will be submitted in the Online Permit Center: [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter)

- Click "**Apply**" in the section for "**Special Event, Noise Variance or Fire Request.**"
- **Step 1:** Choose "**Special Event**" for the application type and fill out the fields.
  - Add the name of the event in the field titled "**Please describe the work being done.**"
  - Be as specific as possible in the "**Location of Event**" field regarding the roadways and locations the event footprint will cover.
- **Step 2:** "**Special Event**" will already be selected at this step, so continue through the application.
- **Step 3:** Work Items - Choose the event type highlighted below. You may also choose both the ADA Parking Signs and Downtown Electrical Outlet Adapters if needed for the event:

**Event open to public with 150+ people, located in public ROW**

~~Event open to public, not on City property, will impact the ROW~~

~~Event with 150+ people on City property with no impacts to the ROW~~

**Event to rent Americans with Disabilities Act Sign(s)** – If event closures will block off ADA parking stalls, those must be replaced elsewhere and as close to the original location as possible.

**Event to rent Downtown Outlet Adapter(s)** - Adapters are only needed if you plan to access electrical outlets on Brooks St and/or the Riverfront Plaza.

- **Step 4:** Indicate how many of each item is needed.
  - Each event, regardless of how many days it is taking place, should have a value of **1**.
  - ADA Parking Signs may be greater than **1** - The City of Bend has 10 available ADA parking signs.
  - Outlet Adapters may be greater than **1** – The City of Bend has 8 available outlet adapters.
- **Step 5:** Click "Use my location" and move to the next step. We will use the location information from the first step for your application as events are rarely located at a single address.
- **Step 7:** Upload documentation.
- **Step 8:** Review & Submit. Fees will populate to your shopping cart for payment after submission. Additional fees will be assessed prior to permit issuance for any rentals or traffic control plan reviews.
  - **DO NOT PAY THE FEES.** Instead, email [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) with notification of your permit submission. Licensing Division staff will request that the fees be paid from the Council Sponsorship fund and process the application for completion.

- **Step 9:** Once the application is deemed complete and staff reviews have been started, the Licensing Division staff will schedule a pre-event meeting to go over the event details and coordination of resources.

---

## Step Three: Coordinate event needs **no later than 30 days** prior to your event start date.

\*Upload this portion of or the entire checklist to your permit application in the Online Permit Center once all coordination is complete (no later than 30 days prior to your event start date).

**1. ADA Parking Signs** – Contact the Accessibility Department at (541) 693-2198 to coordinate.

[Pick-up/Drop-off Location](#)

a. Pick-Up Date/Time: \_\_\_\_\_ Drop-off Date/Time: \_\_\_\_\_

**2. Outlet Adapters for Brooks St/Alley** – Contact the Licensing Division at

[licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) or (541) 388-5580 ext. 8 to coordinate.

a. Pick-up Date/Time: \_\_\_\_\_ Drop-off Date/Time: \_\_\_\_\_

**3. Additional notifications to impacted businesses and residents sent/delivered.**

a. Are you required to provide additional, targeted communications to individual businesses and/or residents?

i. Date of mailings or hand-deliveries of notices: \_\_\_\_\_

b. Coordinate business and resident access needs during the event based on the responses you receive or any other community feedback.

**4. Parking & Road Closure Coordination**

a. **All Downtown Events Closing Roads:** Contact [Diamond Parking](#) at [bend@diamondparking.com](mailto:bend@diamondparking.com) or (541) 317-2805 to obtain [No Parking signage](#) and setup your event's road closure towing needs.

i. Use the [Downtown Event Parking Guide](#) and the [Event Parking Social Screen](#) to advertise to your event attendees where they should park.

Date of Coordination Completion: \_\_\_\_\_

**b. All Events Closing Roads**

i. **No Parking/Towing signage must be posted AT LEAST 24 hours prior to the start of the road closures.**

1. **Caution tape is not allowed for posting No Parking signage as it is not cane-detectable for persons relying on cane detection to navigate.** Use fasteners, such as zip ties, to post signage on existing poles in the vicinity or use saw-horses if you're in an area that doesn't have infrastructure to attach them to.

2. **Date/Time of signage to be posted:** \_\_\_\_\_

ii. Email your [No Parking signage](#) posting plan & towing company operations as well as towing company contact information to [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov).

1. Multi-modal transportation should be advertised for all events on public property to decrease parking congestion (e.g., bike, carpool, walk, shuttle, etc.).

**c. Is your downtown event closing roads for more than one day that block resident access to resident parking?**

- i. Licensing Division staff will contact downtown residents impacted by your event to determine how many parking passes are needed and obtain license plate numbers for those vehicles. This information will then be shared with you, so you can obtain the correct number of permits from Diamond Parking.
  1. Once passes are obtained for downtown residents, email confirmation to [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) and prepare to reserve the spaces. **Spaces must be reserved in the parking garage on the third level near the elevator.** Post “Reserved Parking” signage that denotes the parking is related to your event, for residents, is readable from a far distance, and is brightly colored to catch drivers’ attention.

**5. Traffic Control Plan Additional Coordination**

- i. Contact TMD at (541) 317-3000 ext. 3 **no later than 30 days prior to the event start date** to coordinate traffic signal change and TCP implementation needs and to coordinate traffic control device pick-up/drop-off dates & times.
- ii. Contact the TMD at (541) 317-3000 ext. 3 to request sandbags for Type-III barricades in the event of windy/inclement weather.
- iii. Street Sweeping Needed? Contact the TMD to coordinate street sweeping for your parade event.
- iv. Need PCMS electronic reader-boards to communicate event road closures to the community? Identify locations on your TCP as well as the reader-board language needed and contact the TMD to coordinate dates for setup/teardown of reader boards.  
Date of Coordination Completion: \_\_\_\_\_

**6. Need to access City electricity during your event?** Contact the Utilities Department at (541) 317-3000 ext. 2 **no later than 30 days prior to the event start date** to coordinate. Areas for electrical access must be identified on your event site map.

Date of Coordination Completion: \_\_\_\_\_

**7. Will you be impacting other jurisdictions, such as Bend Parks & Recreation District, Old Mill District, Deschutes County, USFS and Bend-La Pine School District?** Upload your permissions or conditional permissions to your event application for all impacted agencies.



**Accommodation Information for People with Disabilities**

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. Please contact the Licensing Division at [licensing@bendoregon.gov](mailto:licensing@bendoregon.gov) or (541) 388-5580 ext. 8. Relay Users Dial 7-1-1