



CITY OF BEND
COMMUNITY
DEVELOPMENT

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SPECIAL EVENT PERMIT APPLICATION GUIDE



Contents

Special Event Permit Application Guide 3

Part One: Gather the Required Application Materials to Submit a Complete Application 3

ALL EVENTS 3

- ☐ Special Event Permit Acknowledgement Form..... 3
- ☐ Certificate of Insurance (COI) & Additional Insured Endorsement..... 4
- ☐ Communication Plan 4
- ☐ Emergency Procedures and Fire Protection Plan 5
- ☐ Security & Crowd Management Plan..... 5
- ☐ Proof of Notice to Neighborhood Districts & Businesses 5
- ☐ Additional notifications to impacted businesses and residents sent/delivered. 6
- ☐ Site Map 6

EVENTS IN THE PUBLIC RIGHT OF WAY (ROW) 7

- ☐ Traffic Control Itinerary for Special Event 7
- ☐ Traffic Control Plan..... 7

EVENTS DOWNTOWN, CITY SPONSORED OR ON CITY PROPERTY..... 7

- ☐ Accessibility Plan..... 7
- ☐ Sanitation Plan 8
- ☐ Parking Plan 8
- ☐ Downtown Parking Lots..... 8
- ☐ ADA Parking Signs 9
- ☐ Parking & Road Closure Coordination..... 9
- ☐ Access City Electricity for Downtown Events Only..... 9
- ☐ Outlet Adapters for Brooks Street Alley 9
- ☐ Additional Coordination for the Traffic Control Plan and/or Traffic Signal Modifications.. 10

City-Sponsored Events (4th of July, Veterans Day & Christmas Parades)..... 10

Part Two: Submit the application and pay the fees..... 11

Special Event Permit Fees 12

- Special Event Fees 12
- Rental Fees..... 13
- Refund Policy..... 13



SPECIAL EVENT PERMIT APPLICATION GUIDE

Use this guide to complete the Special Event Permit process. A Special Event will require a permit if the following apply.

- ✓ Open to the public.
- ✓ Planning to have more than 150 attendees (including staff/volunteers).
- ✓ Affecting the public right-of-way.
- ✓ Or, on City property.

Right-of-way (ROW) means land that is owned by the public for transportation and utility facilities.

Pre-Event Application Requirements

All new large-scale events will have a pre-event meeting with City of Bend staff 30 days before the start of the event.

If your event experienced issues last year or you're making changes to it, you must meet with City of Bend staff 30 days before the event.

New events must have a complete application submitted 90 days before the event start date.

Returning events must have a complete application submitted 60 days before the event start date.

PART ONE: GATHER THE REQUIRED APPLICATION MATERIALS TO SUBMIT A COMPLETE APPLICATION

Read the descriptions below & utilize the plan templates to submit a COMPLETE application. As you progress through this guide the number of required submittal items will continue to increase depending on the type and location of your event. For example all events needs to submit all of the items listed under the "All Events" section, then if your event will affect the public right of way, you will also need the items listed under that section, then if your event is downtown, city sponsored or on city property, you will also need the additional documents from that sections.

ALL EVENTS

☐ Special Event Permit Acknowledgement Form

- [Use this template](#) to complete the special event permit acknowledgement form.



□ Certificate of Insurance (COI) & Additional Insured Endorsement

- Certificate of Insurance will be primary and non-contributory to any insurance maintained by the City, naming the **City of Bend, its officers, agents, and employees** as Additional Insured for \$2M per occurrence and \$2M aggregate. The address for the Certificate Holder may be City of Bend, 710 NW Wall St., Bend, OR 97703.
- 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 from 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 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.

□ 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.



☐ Emergency Procedures & Fire Protection Plan

- **Use this template** to complete the emergency procedures plan and fire protection plan for your event.
- **Review this sample** of an emergency procedures plan.
- **Review this sample** of a fire protection plan.

☐ 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 tossed to onlookers by parade participants during a parade.
- A security business can be checked by name or private security entity number to verify their licensing status before starting contract negotiations with the company using the link below.
 - Anyone can access the DPSST Private Security Entity search system called IRIS at the following link:
 - <http://bpl-orsnapshot.net/PrivateSecurityEntity/EntitySearch.aspx>

☐ Proof of Notice to Neighborhood Districts & Businesses

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 admin@downtownbend.org.
- Request confirmations of receipt and submit those responses as proof of the notification being received.

☐ Additional notifications to impacted businesses and residents sent/delivered.

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

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

☐ 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.
- Must include emergency access route for first responders.

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

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



EVENTS IN THE PUBLIC RIGHT OF WAY (ROW)

☐ Traffic Control Itinerary for Special Event

- Link to document: [Special Event Traffic Control Itinerary](#)
- [Review this sample](#) of a Traffic Control Itinerary.

☐ Traffic Control Plan

- Submit an acceptable traffic control plan using this [traffic control plan checklist](#).
 - If a road closure is required, a detour route must be included in the Traffic Control Plan.
- A plan from [Oregon Traffic Control Handbook \(OTTCH\)](#) , [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) may be used.
- For larger events with major impacts, the City of Bend may require a professionally prepared plan or stamped engineered plan.
 - Stamped engineered plans are required for Level III traffic control plan applications and must be stamped by an engineer competent in traffic control.
 - [Watch this video](#), which will show you how to determine if your event will be required to have a Level III traffic control plan review.
 - Contact engineering@bendoregon.gov with questions about which level of traffic control plan review your event will require.
- [Review this sample](#) of a traffic control plan.
- Must include emergency access routes for first responders.

EVENTS DOWNTOWN, CITY SPONSORED OR ON CITY PROPERTY

☐ 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 for \$5.00 each and will enter 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.

☐ Sanitation Plan

Review the City of Bend **Special Event Sanitation Standards** before you begin.

- **Use this template** to complete the sanitation plan for your event.
- **Review this sample** of a sanitation plan.
- Contact Cascade Disposal (541) 382-6660 and/or Republic Services (541) 382-2263 to have separate receptacles delivered and picked up for the event.
Event organizers are responsible for thoroughly cleaning up after events. If further cleaning efforts, such as sidewalk pressure washing, are needed after an event, contact the Licensing Division at licensing@bendoregon.gov for coordination and fee assessment.
- **Zero Waste! Event Cycle Solutions Bin Loan Program**
The **Event Cycle Solutions** was designed to elevate community awareness and participation in recycling and sustainability at large-scale events in Bend. This project supported by the Bend Sustainability Fund, A Visit Bend Project, aligns with the Department of Solid Waste and City of Bend's commitment to environmental responsibility, while encouraging eco-friendly behaviors among attendees. Bins are FREE to use.

☐ 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.

☐ Downtown Parking Lots

Requirement to post 24-hour advanced notice for any event-related closures that impact parking lot ingress and egress in Downtown Bend. This is essential to inform individuals who may already be parked in the lot or planning to use it during the event timeframe.

- The notice should include:
 - **Date and time** of the closure
 - **Duration** of restricted access
 - **Alternative parking options** (if available)
 - **Contact information** for questions or concerns



☐ ADA Parking Signs

If your event will be taking away ADA Parking spaces from the downtown area, you may request to rent up to 14 ADA Parking signs (\$5 each) to relocate ADA Parking during your event. This request is available when submitting the special event permit application.

Contact the Licensing Department at licensing@bendoregon.gov or call (541) 388-5580 ext. 8 to coordinate pick up and return.

Location of Pick up and Return ADA Parking Signs

☐ Parking & Road Closure Coordination

No Parking/Towing Signage for Events Closing Roads

Contact **Diamond Parking** at bendpermits@diamondparking.com or (541) 317-2805 to obtain No Parking signage and setup your event's road closure towing needs.

No Parking/Towing signage must be posted AT LEAST 24 hours before the start of the road closures. It is also good to have a time-stamped photo of the sign after it is posted. A vehicle cannot be towed for 24 hours; that is why it could be a benefit to sign 48 hours before the event with a provided time-stamped photo.

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

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

☐ Access City Electricity for Downtown Events Only

Contact Troy Beck with the Utilities Department at (541) 317-3000 ext. 2, **30 days before the event start date** to coordinate. Areas for electrical access must be identified on your event site map.

☐ Outlet Adapters for Brooks Street Alley

Contact the Licensing Division at licensing@bendoregon.gov or (541) 388-5580 ext. 8 to coordinate.



☐ Additional Coordination for the Traffic Control Plan and/or Traffic Signal Modifications

Tier 1, 2, or 3 – Traffic control plan and or signal modifications completed by City of Bend Transportation and Mobility Department staff.

If your approved Traffic Control Plan includes turning traffic signals off/on and/or flagging intersections, detouring traffic, operational changes, such as restricting turns, changing travel lanes, and/or fully restricting movements for your event, then that information will be shared with the Transportation Mobility Department (TMD).

You will need to contact the Transportation Mobility Department at least 2 weeks prior to the date of the event at 541-317-3000 ext. 3 to further coordinate the changes and obtain the phone number to call the day of your event to ensure that the changes occur.

Additional fees may be assessed for City of Bend staff time.

CITY-SPONSORED EVENTS (4TH OF JULY, VETERANS DAY & CHRISTMAS PARADES)

Expect a Pre-Event Meeting 30 days before the event with the City of Bend Transportation Mobility Department (TMD) to coordinate all traffic control plan needs listed below.

- The traffic signal change
- To coordinate traffic control barricades, pick up/drop-off dates & times with the Transportation and Mobility Division. ([see additional information above](#))
- To request sandbags for Type-III barricades in the event of windy/inclement weather.
- Street sweeping for your parade event.
- Coordinate dates for the setup/teardown of reader boards to communicate event road closures to the community. Identify locations on your TCP as well as the reader-board language needed.
- Additional fees may be assessed for City of Bend staff time.



PART TWO: SUBMIT THE APPLICATION AND PAY THE FEES

Follow the step-by-step instructions below to submit your application.

- **Step 1.** Log in to your portal account. Link to the portal:
www.bendoregon.gov/permitcenter. Note: If you do not have a portal account, you can register for one at this time.
- **Step 2.** Click "Apply" in the section for "Special Event, Noise Variance or Fire Request."
- **Step 3:** 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 4:** "Special Event" will already be selected at this step, so continue through the application.
- **Step 5:** Work Items - Choose the event type.

Special Event Permit ☺

Please choose as many work items as are appropriate.

Search for work items:

☐ ?

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

☐ ?

Event open to public, not on City property, impacts the ROW (e.g. Races)

☐ ?

Event to rent Americans with Disabilities Act Sign(s)

☐ ?

Event to rent Downtown Outlet Adapter(s)

☐ ?

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

You may also choose both the ADA Parking Signs and Downtown Electrical Outlet Adapters if needed for the event:

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. \$5.00 each.



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. \$55.00 each.

- **Step 6:** 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 12 available ADA parking signs.
 - Outlet Adapters may be greater than **1**; the City of Bend has 3 available outlet adapters.
- **Step 7:** 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 8:** Upload documentation.
- **Step 9:** Review & Submit. Fees will automatically populate into your shopping cart and be available for payment after submission. Additional fees will be assessed before permit issuance for rentals and/or traffic control plan reviews.

SPECIAL EVENT PERMIT FEES

Refer to the Fee Schedule for Special Event and Rental Fees by clicking the following link provided. <https://www.bendoregon.gov/government/departments/finance/fees-and-charges>

Special Event Fees

- Downtown, City Property, and/or City Sponsored Special Event Application Fee \$1030.00 (Road Closure, Detours in Place)
- Rules of the Road Special Event Permit Fee \$515.00 (Certified Flaggers)
- Accessibility Plan Review \$55.00
- Appeal of Special Event Permit Decision \$200.00



- Traffic Control Plan Review Fees - Stamped engineered plans are required for Level III traffic control plan applications and must be stamped by an engineer competent in traffic control. Contact engineering@bendoregon.gov to determine which level of traffic control plan review your event will require.
 - Level 1 - Low impact to City Street System: \$156.86 + 4% Long Range Planning Surcharge
 - Level 2 - Medium Impact to City Street System: \$235.29 + 4% Long Range Planning Surcharge
 - Level 3 - High Impact to City Street System: \$470.58 + 4% Long Range Planning Surcharge
- Non-City Sponsored Parade - Additional fee for the utilization of Transportation and Mobility personnel outside of normal City operating hours (i.e. Saturday/Sunday or other times when personnel are not working within a normal scheduled shift) for community-wide parades organized by a 501(c)(3) non-profit organization for services including but not limited to setting up and dismantling barricades and safety equipment as well as preparing streets. Costs for this fee will include any overtime incurred by personnel for the work. Minimum of two (2) personnel for two (2) hours. – Actual Cost of Service, estimate as follows: \$69.93/hr. per personnel

Rental Fees

- ADA Parking Sign Rental \$5.00, up to 14 signs available for rent.
- Outlet Adapter Rental (for accessing electricity on Brooks St.) \$55.00, up to 3 adapters available to rent.

Refund Policy

Fees are refundable up to 75% depending upon when the application is withdrawn during the application process.



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.