# Special-use permit event plan

Permitee must provide an event plan no later than 21 days prior to the event for review and approval. The event plan assists park operations managers in preparing for and accommodating the event. The event plan must include following:

1. Contact information
2. Schedule of events
3. Proposed site plan
4. List of all vendors/suppliers providing goods or services
5. Additional permit requirements

This worksheet includes the details most common to events held in Metro spaces. The conditions, tips and guidance below do not replace, supersede or include all the conditions of a special-use permit; the terms and conditions of the applicable special-use permit dictate the requirements for the applicant’s proposed or permitted activity. Permitees are not required to use this worksheet if they can complete the event plan requirements in another format.

## Contact information

Permit number:

Day-of-event contact name:

Day-of event contact phone number:

## Schedule of events

Table Schedule of events, including date, time and activity.

| **Date/time** **(or range of time)** | **Event/activity** |
| --- | --- |
|  | *e.g., arrival time of lead organizers* |
|  | *e.g., arrival time of vendors* |
|  | *e.g., arrival time of participants* |
|  | *e.g., major event (e.g., start of race)* |
|  | *e.g., major event (e.g., award ceremony)* |
|  | *e.g., event ends for participants* |
|  | *e.g., take-down, pack-out complete* |

## Proposed site plan

Include the location(s) of the following:

* General event area (a map or aerial image can be provided by Metro by request).
* All temporary structures. Note that movement of any existing park furnishings must be pre-approved.
* Vendors, food trucks or large equipment.
* Portable toilets not already existing at Metro site. Metro can order additional portable restrooms, subject to fees. If permitee hires their own portable toilets, provider must complete vendor paperwork and delivery must be coordinated with Metro.

No activities, equipment or vendors may be set up in parking areas, paths or roads unless explicitly agreed to in writing by Metro. Metro has the right to use or permit the use of any portion of the site not reserved by permittee under this permit, regardless of the nature of the use.

Amplified sound must be pre-approved and may have additional requirements. For example, at Blue Lake Regional Park, all amplified sound must be directed to the north.

## List of vendors and suppliers

Vendors, suppliers and caterers are prohibited at events without a permit. To authorize a vendor/supplier, permittee and vendor/supplier are required to obtain a Vendor/Supplier Permit from Metro and comply with permit conditions, including providing Metro with a Certificate of Insurance. Temporary access may be provided by an approved park staff member for set up and tear down by request if operationally feasible at the time, date, and location requested. Vehicle access is not guaranteed. Vehicle parking is restricted to designated parking areas only.

* Vendors/suppliers are businesses who come to the site to provide services or equipment set-up/take-down to the event organizers. Examples of suppliers are those who may provide portable toilets, event structures, amusement installation or security.
* Vendors may only sell/provide services to event organizers, volunteers and participants.
* Vendors handling food must meet all applicable food handling and safety regulations.

Table List of vendors or suppliers and services provided.

| **Vendor/supplier** | **Service provided** |
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## Additional permit requirements

Special-use permit conditions may require additional conditions, safety requirements, Metro permits, and/or permits/agreements from other agencies that must be provided to Metro, including but not limited to the following:

* Metro beer/wine permit
* OLCC license to sell alcohol
* Oregon Department Fish and Wildlife scientific taking permits
* CPR/First Aid provider on-site during event
* Special-event permit for activity on city or county roads, right-of-way permits
* Licensed traffic control or volunteer traffic control depending on location

Table List of permits required and how requirements will be met.

| **Permit requirement** | **How requirement will be met (e.g., permit number or status)** |
| --- | --- |
| *e.g., beer/wine at X location* | *e.g., Who will be responsible for distributing beer/wine and ensuring those consuming beer/wine are staying within consumption area and not showing signs of public intoxication?* |
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