



SPECIAL EVENT PERMIT APPLICATION

For Official Use Only

Table with 3 columns: Permit No., Date Received, Staff

Event Name

Purpose of Event

Applicant/Organizer Name

Mailing Address

City/State/Zip

Email Address Primary Contact Phone

Preferred Contact Method: Phone Email Postal Mail

Event Information

Event Date(s): From Beg. Date at Beg. Time To End Date at End Time

Event Location

Has this event been held in the past? Yes No Estimated No. of Participants

Will the event require sound amplification? Yes No; if so, what times(s)? From Beg. Time to End Time

Type of sound amplification

Submittal Requirements Checklist (see City of Hillsboro Special Events Permit Guidelines)

- Certificate of Liability Insurance and Additional Endorsement document
Security Plan (may be required; consult with Hillsboro Police Department)
Sanitation Plan
Proof of Event Notification to Affected Businesses and/or Residents

Will this event take place on the Civic Center Plaza or the Gordon Faber Recreation Complex? Yes No (if yes, attach Civic Center Plaza Activity Permit or GFRC Use Permit; consult with Hillsboro Parks & Recreation)

Does this Special Event involve a gathering of more than 1,000 people; is it an indoor event that exceeds the building's rated capacity; or will there be cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hookups? Yes No (if yes, attach Public Safety Permit; consult with Hillsboro Fire Department)



Will this event require the full or partial closure of City streets?
 Yes No (if yes, attach detailed Traffic Control Plan and narrative)

Will this event require the full or partial closure of County streets?
 Yes No (if yes, attach Washington County [Temporary Road Closure](#) and/or [Event](#) Permit)

Will this event require the full or partial closure of State streets?
 Yes No (if yes, attach [ODOT Permit](#))

Will the applicant need additional moving traffic control assistance from the City of Hillsboro Police Department?
 Yes No (if yes, contact City of Hillsboro Police Department)

Will food be prepared and/or served during the Special Event?
 Yes No (if yes, attach Washington County Temporary Restaurant License and/or Food Handler Certificate)

Will alcohol be served during the Special Event?
 Yes No (if yes, attach [Oregon Liquor Control Commission Permit](#))

Will the Special Event require use of electricity in the public right-of-way?
 Yes No (if yes, attach Electrical/Power Plan)

Acknowledgment and Indemnification

I hereby acknowledge and understand that filing this application for a special event permit does not entitle me to begin the special event described herein in Hillsboro until a City Permit has been granted. Under penalties of false swearing, I hereby affirm that the information contained in this application, and any attachments hereto, is true, complete, and accurate. I hereby agree to abide by the laws of the United States, the State of Oregon, and the ordinances of the City of Hillsboro as they relate to the special event and related activities.

I hereby agree to indemnify, defend, and hold harmless the City and its elected and appointed officials, officers, agents, employees, and volunteers thereof against any and all claims, suits, judgments, actions, damages, losses, costs, and expenses whatsoever, including without limitation attorneys' fees and costs or expenses incidental to the investigation and defense of claims and lawsuits arising from damage to property, injury or death of persons, or any other damage sustained by any person, firm or corporation, resulting in whole or in part from any wrongful or negligent act, omission, breach, default or conduct of myself, my company, its agents, contractors, subcontractors, servants, licensees or employees, or in any manner arising from exercising the rights, privileges and franchise granted by a special event permit issued by the City. In accepting such permit, I recognize that I, as permittee, shall pay all judgments, along with costs, counsel fees, and expenses, which may be obtained against the City related to any such claim. The above indemnification shall not apply to any judgment of liability resulting from gross negligence or willful misconduct of the City.

NOTE _____

Print Name _____

Signature of Applicant/Special Event Organizer

Date