

Portland Parks Department
Special Event Application

This application must be received at least 60 days in advance of your event.

This application will be subject to approval by the City of Portland and the Portland Parks Department.

The event coordinator may be required to attend preliminary meetings during the process of approval, and subsequent planning meetings.

All permits and terms of this application, and all associated expense, is the sole responsibility of the event sponsor and event coordinator. Failure to adhere to terms of this application will result in cancellation.

Type of Activity: ____Tournament ____Concert ____Festival ____Other (Describe)

Facility: ____Gym ____Amphitheater ____Shelters ____Fields

Event/Sponsor _____

Coordinator/Name _____

Address _____

City, State, Zip _____

Phone Home _____ Work _____

Cell _____

Email _____

Date Requested ____/____/____

Rain-Out (reschedule) Date ____/____/____

Time Requested Start _____ End _____ **Estimated Number of People** _____

Will additional apparatus be used (equipment, vehicles, bounce houses etc.)? ____yes ____No

Is money to be charged for admission in to the event? ____yes ____No

Is there a fee for participation in the event? ____yes ____No

Would special services be required from the Parks Department? If so, please describe:

Restricted Activities: For-profit businesses and organizations may not use the facility for normal business purposes, nor can individuals use the facility for personal revenues. It is the responsibility of all users to adhere to all rules and regulations of the City of Portland Municipal Code and all Code of Ordinances, including but not limited to restrictions governing the use of fireworks, vending and selling alcohol and disturbing the peace. Proof of any required permits must be presented to the Parks Dept. at time of reservation.

INSURANCE REQUIRED: Yes No