



# Special Event & Block Party Permit

Dallas City Code Section 7.100 - 7.135

Fee \$125 (Special Event) \$25 (Block Party)

## Application Submission Timing:

Special Event Permits: 45 days prior to event

Block Parties: 10 days prior to event

## **SPECIAL EVENTS AND BLOCK PARTIES**

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### **7.100 Definitions**

For purposes of sections 7.100 to 7.135:

1. "Block party" means a gathering, lasting not more than 12 hours, that involves the closure of a limited portion of a single local public street, that has attendance of not more than one hundred fifty (150) people, primarily of and for the residents of the immediate neighborhood in the vicinity of the closed street, and does not include the sale or distribution of alcohol.
2. "Special event" means a temporary event or gathering, lasting not more than five consecutive days, including, but not limited to, a parade, festival, exposition, show, concert, or other similar activity that does not recur on a regularly scheduled basis within a year, is conducted wholly on public property or partly on public property, is not a block party, and is not a permitted use in the zone where it is occurring.

#### HISTORY

*Adopted by Ord. [1878](#) on 9/14/2022*

### **7.105 Exemptions**

The provisions of sections 7.100 to 7.135 do not apply to:

1. Events sponsored or conducted by any public school or religious, civic, nonprofit, or fraternal organization, provided such events are held on premises specifically designed or constructed to house the organization and its activities.
2. Garage sales or yard sales as described in sections 7.500 to 7.545.
3. League play or tournaments by athletic associations or recreational clubs or organizations in parks or at recreational facilities intended for such activities.
4. Any event or activity that is otherwise permitted under applicable zoning regulations or other permits under this chapter on the property on which it occurs.

HISTORY

Adopted by Ord. [1878](#) on 9/14/2022

**7.110 Special Event And Block Party Permit Application Submission Requirements; Fee**

1. A person desiring to hold a special event or block party must apply for a special event permit by filing with the City Manager or designee a written application upon a form provided for that purpose.]
2. An application for a special event permit must be filed not less than 45 days prior to the start of the special event.
3. An application for a block party permit must be filed not less than 10 days prior to the block party.
4. An application for a special event or a block party must be accompanied by the filing fee established by resolution of the city council.

HISTORY

Adopted by Ord. [1878](#) on 9/14/2022

**7.115 Application Process And Criteria**

1. Upon receipt of a completed special event or block party permit application, the City Manager or designee may solicit comments from affected neighborhood district associations and immediate neighbors of the proposed event at this time and may require the submission of additional information by the applicant.
2. The City Manager or designee shall issue, issue with conditions, or deny the temporary event permit based on the standards of this chapter. Special event and block party permits issued by the City Manager or designee will not be valid for a period exceeding the respective time limits for the event or party set forth in section 7.100.
3. Special events and block parties that create noxious fumes, offensive odors, or excessive amounts of airborne dust shall not be permitted or shall be required to meet applicable State standards regarding the control of such nuisances.
4. In addition to the general criteria for permits issued under this chapter, the following criteria must be met before a temporary event permit is issued unless the City Manager or designee grants a variance from a particular requirement:
  - a. Structures. All temporary structures installed for the event on public property and on premises open to the public, as defined in ORS 801.400, shall be removed within twenty-four (24) hours after the termination of the authorized special event or block party, and the site restored to the same condition as it was in prior to the placement of the temporary structure.

- b. Access and Circulation; Traffic Management. Provisions for access and circulation and traffic management shall be reviewed and approved by the City Manager or designee and, if the road authority having jurisdiction over such access and circulation and traffic management is other than the city, the applicable road authority.
- c. Setbacks. Setback requirements of the underlying zone shall apply to temporary structures.
- d. Parking. Special events and structures in parking lots shared by the applicant and other property or business owners shall not displace or occupy required parking by more than ten percent (10%) of the parking spaces.
- e. Hours of Operation. The City Manager or designee may establish hours of operation of a special event, to limit or avoid disruption or interference with the normal use of properties that may be affected by the special event. Block parties may not be held before 7:00 a.m. or after 10:00 p.m.
- f. Signage. All event signs shall comply with all applicable provisions of Article 3.6 of the city development code (Signs).
- g. Compliance with law. All events and block parties must be conducted in compliance with all applicable federal, state and local laws, rules, orders, regulations and ordinances.
- h. Other Permit Requirements. Building permits, electrical permits, food establishment permits, alcoholic beverage licenses, permits to use parks, permits needed for impacts to streets or roads, and all other permits required by ordinance or other law for specific activities to be conducted in conjunction with or as part of\_a special event or block party must be obtained in accordance with the application ordinance or law. No alcoholic beverages shall be permitted for sale or consumption at a special event or block party without first obtaining a liquor license from the Oregon Liquor Control Commission.

#### HISTORY

*Adopted by Ord. [1878](#) on 9/14/2022*

### **7.120 Indemnification And Insurance**

1. The City Manager or designee shall require an applicant for a special event or block party permit to execute a written agreement to indemnify the City and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the temporary event.
2. An applicant for a special event permit must have general liability and property damage insurance that protects the sponsor, the City, and the City's officers, agents, and employees from any and all claims, demands, actions and suits for damage to property

or personal injury, including death, arising from the activities covered in the permits. Types of insurance that must be carried include commercial general liability, including products and completed operations liability; auto liability, if applicable; liquor liability, if applicable; and professional liability, if applicable. A certificate of insurance evidencing these requirements, including an endorsement naming the City, and the City's officers, agents, and employees as an additional insured, must be presented to the City five (5) days prior to the event. Failure to provide such evidence will result in the delay or denial of an application. The insurance shall provide coverage for personal injury to each person, coverage for each occurrence involving property damages; or a single-limit policy covering all claims per occurrence. The limits of the insurance shall be established by the City Manager or designee.

#### HISTORY

Adopted by Ord. [1878](#) on 9/14/2022

### **7.130 Appeal**

1. An applicant for a special event may appeal the denial or revocation of a special event permit or the imposition of a condition on the issuance of such a permit in the manner provided in section 7.065.
2. No appeal may be taken from any action by the City Manager or designee relating to a block party or a block party permit.

#### HISTORY

Adopted by Ord. [1878](#) on 9/14/2022

### **7.125 Revocation Of Permit**

In addition to the grounds for revocation of a license under section 7.055, the City Manager or designee may revoke a special event or block party permit if:

1. The applicant is in violation of a condition or provision of the permit, an ordinance of the City or any other applicable law;
2. The permit holder made a false statement of material fact on an application; or
3. An unforeseen circumstance occurs prior to or during the event that public health, welfare or safety or the safety and security of the proposed event. Such circumstances could include, but are not limited to, inclement weather such as a snowstorm, flood, or windstorm, fire, or another catastrophic event, or a public health emergency.

#### HISTORY

Adopted by Ord. [1878](#) on 9/14/2022

### **7.135 Penalty**

A violation of any provision of sections 7.100 to 7.120, and the violation of or failure to comply with any condition imposed on a special event or block party permit is punishable as a civil infraction.

#### HISTORY

*Adopted by Ord. [1878](#) on 9/14/2022*

## INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT OR BLOCK PARTY PERMIT

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

1. **Submit completed Special Event Permit Application at least 45 days prior to event, or Block Party Permit Application at least 10 days prior to event, all additional required materials, and the application fee to:**

**City Manager's Office**  
**Attn: Kim Herring ([kim.herring@dallasor.gov](mailto:kim.herring@dallasor.gov))**  
**187 SE Court Street**  
**Dallas, OR 97338**

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR COMPLETION AND A NEW 45 OR 10 DAY TIMELINE BEGINS ONCE IT IS RESUBMITTED.**

2. For Special Event Permits Only, obtain a Certificate of Insurance from your insurer. The Certificate must:
  - List the name and date(s) of the event
  - Insurance coverages include commercial general liability, including products and completed operations liability; auto liability, if applicable; liquor liability, if applicable; and professional liability, if applicable.
  - State the limits of liability as determined by the City Manager or designee.
  - Name the City of Dallas, its Elected and Appointed Officials, Officers, Agents, Employees, and Volunteers as Additional Insured. If event occurs at a Dallas School District field, gym or track, the Certificate of Insurance and Endorsement must name the City of Dallas and the Dallas School District as additionally insured.

**THE CITY WILL NOT ACCEPT ANY CERTIFICATE OF INSURANCE WITHOUT THE ADDITIONAL INSURED LANGUAGE.**

**CERTIFICATE OF INSURANCE MUST BE PROVIDED NO LATER THAN 5 DAYS PRIOR TO THE SPECIAL EVENT. FAILURE TO PROVIDE THE CERTIFICATE WILL DELAY APPROVAL OF YOUR PERMIT.**

After submission, your application will be sent to all departments that will be involved in providing services or permits for the event or block party. You will be notified once the permit has been approved. Do not assume that all aspects of the event or block party will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event or block party until approval from the City has been received.

## SPECIAL EVENT APPLICATION CHECKLIST

**To apply for a Special Event Permit, please complete and submit the following at least 45 days in advance of your scheduled event date.**

The following sections must be completed by the applicant for all special events:

- General event information and event details on the application form
- Site Plan
- Sanitation Plan
- Certificate of Liability Insurance
- Sign and date the application form
- If this event is an athletic event, parade, requires a street or sidewalk closure, exceeds parking capacity, or requires crowd control or security the application must include:
  - Traffic Control / Athletic Plan

Other City of Dallas permits, licenses, fees and requests that may apply and are available online at: <http://www.dallasor.gov/forms>

- *City of Dallas Park Reservation Form* – Public Works Department
- *City of Dallas Facility Use Agreement* for Dallas School District gyms, fields and tracks – Recreation Coordinator
- *Street Closure Permit* - If your event will use the public street and/or sidewalk, submit a Street Closure Permit application.
- *OLCC Temporary Sales License (TSL) Permit* – If alcohol use is planned for the event, submit all Oregon Liquor Control Commission (OLCC) permits with your application. The City of Dallas (local government as stated on the application) will process the first portion and then contact you to take the City approved application to OLCC.



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## SITE PLAN

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To ensure proper review of your event, you are required to attach a site plan. Based on your event site plan and components, the City may require an inspection of your venue before or during the event.

**INSTRUCTIONS:** A detailed narrative is required. A map (drawn to scale) may also be submitted, but will not serve as a substitute to the written narrative.

**Attach a Site Plan** with the following items clearly described/shown, as applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue
- Location of all platforms, scaffolding, bleachers, grandstands, canopies, tents, and other temporary structures
- Location and description of sound stages (height and size), description of amplified sound, sound checks (time and date), musical entertainment (number of performers, type of music)
- Detailed food vendors (FV), cooking area configurations, cooking methods (gas grills, propane etc.)
- Location and description of beverage vendors both non-alcoholic (NAB), alcoholic beverages/wine and beer gardens (AB) along with number of serving stations at each location
- Location of retail merchants/vendor booths (V)
- Location of large tents ( $\geq 200$  sq. feet)
- Location of portable toilets (T)
- Location of hand washing sinks (HWS)
- Generator locations, source of electricity, and all requirements (E)
- Location of public entrances and exits
- Identification of all event components that meet accessibility standards (ADA)
- Location of fencing, barriers and/or barricades
- Location of fire lane (FL)
- Location of First Aid (+)
- Location of fire extinguishers (FE)
- Other related components not listed above (e.g. special equipment etc.)

**DO NOT FILL OUT THIS PAGE. THESE ARE GUIDELINES FOR CREATING A SITE PLAN.**

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## TRAFFIC CONTROL PLAN OR ATHLETIC EVENT PLAN

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To ensure proper review of your event, you are required to attach a traffic control or athletic event plan. Events that involve full/partial closure or blockage of City streets must also submit a Street Closure permit.

**INSTRUCTIONS:** A detailed narrative is required. A map (drawn to scale) may also be submitted, but will not serve as a substitute to the written narrative.

**Attach a Traffic Control/Athletic Plan** with the following items clearly described/shown, as applicable:

- Set-up/tear down times
- Staging, loading and assembly areas (all). Please use a Site Plan to show staging area details.
- All parking and shuttles
- Certified Flaggers/Course Marshals/Volunteer locations
- How the course(s) will be marked
- Location of fire lane (FL)
- Location of First Aid and/or medical personnel (+)
- Traffic flow. Description of how traffic will be directed
- Procedures for crowd control

**DO NOT FILL OUT THIS SECTION. THESE ARE GUIDELINES FOR CREATING A TRAFFIC CONTROL/ATHLETIC PLAN.**

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## SANITATION PLAN

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**INSTRUCTIONS:** Attach a Sanitation Plan with the following items clearly shown if applicable:

- Location of restrooms and hand washing stations. If using existing City facilities, please include service schedule if required
- Location of garbage cans, dumpsters and recycling collection\*\*
- If there will be food preparation, include provisions for disposing of cooking waste
- Post-event clean up, recycling plans and garbage disposal

**DO NOT FILL OUT THIS SECTION. THESE ARE GUIDELINES FOR CREATING A SANITATION PLAN.**

*\*\*Applicants are required to provide garbage dumpsters specifically for their event. Use of existing garbage cans/dumpsters for local residents and business use is prohibited without permission.*

Official Use Only  
File # \_\_\_\_\_  
Date Rc'd \_\_\_\_\_

# Special Event & Block Party Permit

Dallas City Code Section 7.100 - 7.135  
Fee \$125 (Special Event) \$25 (Block Party)

## APPLICANT INFORMATION

Applicant's Name

Complete Address

Phone

Email

## GENERAL EVENT INFORMATION

Event Type (Check all that apply)

Concert / Performance

Foot Races (5K, Marathon, etc)

Wedding

Bike Rides / Races

Party / Reception

Sports Tournaments

Festival

Parades / Procession

Fair

Exposition

Car Show

Farmers / Street Market

Carnival or Tent Show

Block Party (see DDC 7.100.1)

Other (please specify)

Name of Event

Exact Address of Event

Signature (consent) of property owner:

Event Date(s)

Form # 26  
Last Revised: 09/13/2022  
File Location: I:ALL/City Forms

## GENERAL EVENT INFORMATION (continued)

Hours of Event	Step-off Time (For Athletic Events Only)
Set Up / Assembly Date & Time	Tear Down Date & Time
Describe the Event's Community and/or Cultural Benefit	
Name of Sponsoring Organization	Sponsoring Organization Type
Contact Person from Sponsoring Organization	Sponsoring Organization's Complete Address
Phone Number & Website of Event For Public Information	Tax ID Number (501(c)(3) / Federal Employee ID or Social Security Number
Name of Event Organizer / Coordinator (Responsible Party)	Event Organizer / Coordinator Email
Event Organizer / Coordinator Phone	Event Organizer / Coordinator Cell Phone
Responsible Person "On Site" Day of Event	Responsible Person Cell Phone (day of event)
Professional Organizer or Event Planner Hired by You to Produce Event (if applicable)	
Professional Organizer or Event Planner Complete Address	
Professional Organizer/Event Planner Phone	Professional Organizer/Event Planner Email

## GENERAL EVENT INFORMATION (continued)

**Will food be served / sold at the event?**

Yes

No

*If YES, contact Polk County Community Development Department for Temporary Restaurant License*

**Will Alcohol be served / sold at the event?**

Yes

No

*If YES, you must submit an OLCC TSL application with this permit form.*

**Will merchandise be sold at the event?**

Yes

No

**Does the event require a street(s) to be closed?**

Yes

No

*If YES, you must submit a Street Closure application with this permit form.*

**Will the event include the use of sound amplification devices?**

Yes

No

*If YES, please describe the nature and time of the sound amplification.*

**Will the event include the use of electricity and/or generators?**

Yes

No

*If YES, please include on your site plan the source of electricity to be used, the placement of generators, and any other electrical needs.*

**Will the event need to place temporary signs on city right-of-way?**

Yes

No

*If YES, please review the temporary portable sign regulations in section 3.6.060(b)(3).*

### **SECURITY AND SAFETY**

Will the event have hired security personnel?

Yes

No

*If yes, please list the company name.*

Please describe the procedures for crowd control and event security (attach additional sheets, if needed)

## CONSENT AND LIABILITY

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION.

INITIALS

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Dallas, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any conditions, or any violation of law, may result in the immediate cancellation of the event or block party, revocation of the permit, forfeiture of deposit and fees, denial of future event or block party permits, criminal prosecution and/or administrative citation(s) and fines.

Full Name (Print)

Signature

**Please return completed form to:** **City Manager's Office**  
**187 SE Court Street**  
**Dallas, OR 97338**  
**503-831-3502**  
[recorder@dallasor.gov](mailto:recorder@dallasor.gov)