

SPECIAL EVENT/ACTIVITY INFORMATION

Introduction

A Special Use Permit Application form is required for any organized activity or event taking place within the Clackamas County Parks system. Clackamas County Parks will issue your Parks Special Use permit and collect the required fees. While we do not have a Special Use Permit application processing fee, there are property use and other fees associated with holding organized events in our parks and properties. Clackamas County Parks does not charge a permit processing fee.

Examples that require a Special Use Permit

- An organized group using a portion of the park not designated for group use.
- An activity that will require a structure such as a stage, large event tents, equipment or other structures not normally found in the park.
- An activity that restricts public access to any area of a park such as a running event that utilizes a parking lot and park trail or a festival.
- A multi-day group event camping in a park day use area.
- An activity that requires park staff be available to the group, such as dedicated interpretive staff or additional staff to provide services (i.e. maintenance, garbage, utilities, etc.) to facilitate the activity.
- Activities that could pose a safety concern such as black powder events or firework displays.
- Activities that have some form of vending associated with them, such as a concession stand or sales of products to participants.
- Short term non-exclusive commercial vending such as a weekend coffee cart or horse rental when the financial transactions are conducted in the park.

Examples that do not require a Special Use Permit

- Family gatherings or other small events not restricting other park users.
- A wedding or similar event being held in a park with no set up or seating and the public is not being excluded from the area.
- Commercial photography using a hand held camera and no props as long as the activity does not exclude the public from the area.

Examples that do not require a Special Use Permit (continued)

- A school field trip using the park in a traditional manner: hiking on the trails, wildlife viewing or traditional recreation, and the group does not require park staff involvement such as an interpretive ranger. However, park reservations are required for the use of picnic areas.

Please note that these lists do not cover all activities that do or do not require a Special Use Permit. It is meant to assist in determining if your activity would need a permit. If there is any uncertainty regarding the need for a permit, please contact the Parks Administration Office.

Special Use Fee Schedule

Standard	
1-100 people*	\$275
101-250 people*	\$550
251-500 people*	\$800
501+ people*	\$1000

Film/Video	
1-25 people	\$500-1000
26-50 people	\$750-1250
51+ people	\$1000-1500

Recovery Costs	
Facility Use Fee	varies by park/use
Refundable Deposit	\$500-1000/day
Park Staff time	\$55/hour
Utilities	\$50/day
RV Waste disposal	\$20/dump

Commercial Photo	
1-25 people	\$300
26-50 people	\$450
51+ people	\$600

*Allowable number of people may vary by park/park capacity

Recommended Number of Porta-Potties, provided by event group

Number of attendees	Event length, in hours									
	1	2	3	4	5	6	7	8	9	10+
1-50	1	1	1	1	2	2	2	2	2	2
51-100	2	2	2	2	2	3	3	3	3	3
101-250	3	3	3	3	4	4	4	6	6	6
251-500	4	4	4	4	6	6	8	8	8	8

Special Use Permit FAQs

1) *Who do I contact to get a Special Use Permit or answer questions about a permit?*

Call, email or stop by the Parks Administration Office: (503) 742-4414 or parksinfo@clackamas.us or 150 Beaver Creek Rd, suite 225, Oregon City, OR

2) *What criteria will be used to evaluate my application?*

Office and Field Staff will use the following criteria to evaluate the application:

- ▲ Compliance with Federal, state, and local laws.
- ▲ Compliance with County Park rules (County Title 6) governing special use permits on non-traditional activities.
- ▲ Disruption of traditional park use. Activities should not completely exclude the public from the park, but some areas may be allowed exclusive use.
- ▲ The impact of the activity on the areas surrounding the park and neighbors.
- ▲ The impact on public health, safety, or welfare. Activities should not put park properties, the public, or participants at undue risk. Efforts to mitigate risk will be considered.
- ▲ The impact on natural and cultural resources.
- ▲ Applicant's ability to finance, plan, and manage the activity. We will evaluate the applicant's ability to fulfill safety, sanitation, medical, fire control, security, crowd, noise, traffic control, as well as measures taken to protect the park resources.
- ▲ Previous experience in conducting similar activities.
- ▲ The ability to meet the terms and conditions of the permit.
- ▲ Positive impact on the local community, environment, or park

3) *How is a Special Use Permit application different than reserving other park areas?*

A number of County Parks have reservable picnic and camping facilities with established fees that can be reserved for individuals, groups, and other activities. A SUP encompasses non-traditional activities, utilizing non-reservable areas, and/or activities that restrict public use of established park areas. SUPs must go through evaluation/approval process by office and field staff.

4) *How are applications prioritized?*

Applications are considered in the order that they are received, however ongoing events that have been conducted on an annual timetable are given priority over new events.

5) *Am I required to have insurance for my special use activity?*

Yes. A Certificate of Liability is necessary for all special use permits. The basic coverage requirement is limits of not less than \$1,000,000 per occurrence, and for high-risk exposure limits of up to \$4,000,000. High-risk may include public firework displays, war reenactments, or construction projects involving heavy equipment. The Parks division must receive the certificate prior to the event.

CLACKAMAS COUNTY PARKS & FORESTRY



APPLICATION TO HOLD A SPECIAL EVENT/ACTIVITY

For general questions about holding Special Use Events or questions about this form, please contact the Special Use Coordinator: (503) 742-4417 or parksinfo@clackamas.us

Please fill out the information below so we can learn more about the activity you are requesting to hold in a Clackamas County Park or property.

Contact Information

Applicant Name			
Organization			
Mailing Address			
City, State, Zip			
Email Address		Contact Phone	

Proposed Activity Information

Start Date		Start / Set up Time	
End Date		End Time (incl. clean up)	
Activity Type			
Event Name			
Park/Property			
Specific area of use			
Approx # of People		Approx % of minors	
Approx # of Vehicles	Passenger Cars	Buses/RVs	Trailers
Is a Service Project Included?	No	Yes	(please describe in Event Description box)
# of Porta-Potties (provided by group; use graph from page 2)			

	Included	Waived by (staff initial)
Timeline of Event		
Additional Item List		
Site Map		
Certificate of Liability		
Clean-Up Crew Plan		
Traffic Control/Security Plan		

Timeline: a chronological schedule of events in order of their occurrence.

Additional Item List: a list including inflatables, temporary structures, generators, and other items bringing onto park property.

Site Map: indicating on a park map (available online or by request) the area(s) of use and any additional activities.

Certificate of Liability: procured through your insurance provider naming Clackamas County as additionally insured. The minimum amount must be \$1,000,000 per single occurrence, and \$2,000,000 annual aggregate covering the date of the reservation(s). Many homeowners/renters policies offer coverage for an event or a special rider can be purchased to cover the event. Some insurance agencies may put together what is called a special events policy.

Clean-Up Crew Plan: area must be returned to its original condition; free of litter, debris, road markings, food waste, etc. Any defacement of park property must be remediated at the expense of the event organizers. Garbage bags and bins are provided.

Traffic Control/Security Plan: may be required for large events or if parking and/or traffic flow will be impacted by the event. Vehicles and/or heavy equipment are prohibited from parking on grass without prior approval by park staff. Roads, trails, and driveways must remain clear at all times.

Event Description

Event Description (additional, if needed)

Insert Fee Amounts (calculated from Tables on page 2)

Standard

Film/Video

Commercial Photo

Other

Recovery Costs

Facility Use Fee	X	\$
Refundable Deposit	X	\$
Park Staff time	X	\$
Utilities	X	\$
RV Waste Disposal	X	\$

Total Cost

**** Please do not send payment until approved by Park Manager and signed by all parties**

Park Staff Additional Notes (Parks office use)

[Large empty dotted box for additional notes]

Date

Event Coordinator Signature

(by signing, you agree to suggestions/changes made by Parks Staff

Date

County Parks Coordinator Signature

Date

County Parks Manager Signature