

Public Events Fact Sheet

520 E. Cascade Avenue | PO Box 39 - Sisters, Or 97759 | ph. (541) 549-6022 | www.ci.sisters.or.us



Where can I locate information about public event application requirements? The public event application, supporting documents, and other information can be located on the City website at www.ci.sisters.or.us/publicworks/page/public-events

What is the governing document for public events? Standard requirements and penalties pertaining to public events in the incorporated City limits can be found in [Ordinance 500](#). Ordinance 500 was passed by City council in January 2020 and can be found on the City website in [Chapter 5.10](#) of the Municipal Code.

What is a public event? Public event(s) means any non-City organized activity, assembly, gathering, and/or event, including, without limitation, entertainment, recreation, sale of goods or services, and/or other common purpose to be undertaken by a person or organization, that:

1. Is anticipated to involve or attract 25 or more attendees
2. Is reasonably expected to place additional demand on public services, and/or
3. Affects the ordinary use of public property (e.g., public streets and/or other rights-of-way, trails, bike paths, sidewalks, etc.).

For purposes of Ordinance 500 “public event(s)” includes, without limitation, celebrations, parades, exhibitions, sports competitions, fairs, festivals, and block parties; provided, however, “public event(s)” does not include, without limitation, demonstrations and other lawful assemblies, which may include, without limitation, private social gatherings that will make no use of City property and/or right-of-way other than for lawful parking.

What are the application requirements for a public event? Each person or organizer desiring to conduct a public event for which a permit is required must apply for a permit to operate, engage, conduct, and/or carry on the public event on the public event permit application.

Large Event - An application for a permit must be submitted not less than 90 days prior to a proposed large public event and approved by City not less than 30 days prior to the proposed large public event.

Medium & Small Events - An application for a permit must be submitted to City not less than 60 days prior to a proposed medium public event and/or small public event and approved by City not less than 30 days prior to the proposed medium public event and/or small public event.

Each application will be evaluated on its own merits. There will be no presumption that a public event occurring annually or otherwise periodically will qualify for a permit. The application must be accompanied by the then applicable application fee and all other fees required under Ordinance 500.

The application must be filed with the city and, in addition to all other information reasonably requested by the manager, must include, without limitation, the following information:

- (a) An event narrative or description of the proposed public event, including, without limitation:
 1. the name and type of public event
 2. the proposed date(s) and time(s) of the public event
 3. a description and map indicating the proposed location(s) and event set-up

4. the sponsoring organization(s)
 5. the number of reasonably anticipated attendees
- (b) The names, addresses, and contact information of the applicant and each person acting as an organizer for the public event(s).
 - (c) A traffic control plan for large or City wide public event that addresses likely traffic and parking impacts that may result from the proposed public event and, if the public event is in any way mobile and/or uses streets, roads, sidewalks, bike paths, trails, and/or rights-of-way, a description and map indicating the proposed route through City.
 - (d) If the public event includes a road closure and/or requires use of traffic control equipment, the traffic control plan will identify the roads proposing to be closed, vehicle traffic flow, including any detours or lane closures, and all required traffic control equipment.
 - (e) Whether food and/or alcoholic beverages are expected to be sold, served, and/or otherwise made available or consumed by attendees.
 - (f) If alcoholic beverages will be available at other than regularly licensed and permanently located establishments, an applicant will be required to provide a security plan for alcohol monitoring.
 - (g) If food will be available at other than regularly licensed and permanently located establishments, the name(s) of food vendors who will be participating in the public event.
 - (h) Evidence that the applicant has obtained (or will obtain) all applicable federal, state, and/or local licenses, certificates, registrations, and/or permits required for the public event (and the identification of such licenses, certificates, registrations, and/or permits), including, without limitation, approval from the OLCC, if applicable;
 - (i) If the public event requires use of City water, the time(s) and date(s) that such service need to be turned on and off.
 - (j) For any City-wide event, the names, addresses, and contact information of the person(s) acting as the designated event manager (on-site representative).
 - (k) Identification of each transient merchant participating in the public event, including, without limitation:
 1. each transient merchant's name, contact information, and type of business and/or activity to be conducted during the public event, and
 2. such other information the manager deems necessary or appropriate
 - (l) If required under Section 6.2(a) of Ordinance 500, public safety plan and security plan addressing the requirements of Section 6.2(a); and
 - (m) Any other information that the manager deems necessary or appropriate to enable City to review the application and determine whether the public event qualifies for issuance of a permit, including, without limitation, verification of the identity of the applicant or authorized agent submitting the application on behalf of the applicant.

What events are exempt? A permit will not be required for the following public event(s):

- (a) A public event conducted on any district (Sisters School District No.6, Sisters-Camp Sherman Fire Protection District, and Sisters Park and Recreation District) and/or county property if:
 - 1. no significant public health, safety, and/or welfare concerns are present,
 - 2. no additional demand on police services and/or other City services is anticipated, and
 - 3. the public event will not affect the ordinary use of public property (e.g., public streets and/or other rights-of-way, trails, bike paths, sidewalks, etc.).
- (b) A public event conducted entirely on private property if:
 - 1. no significant public health, safety, and/or welfare concerns are present,
 - 2. no additional demand on police services and/or other City services is anticipated, and
 - 3. the public event will not affect the ordinary use of public property (e.g., public streets and/or other rights-of-way, trails, bike paths, sidewalks, etc.).

What is the required event narrative and site plan? The event narrative is a summary that describes the event in more detail. It typically includes type of event, purpose, audience or attendees, type of support is needed (i.e. power, picnic tables, irrigation on/off dates, do sprinklers need to be identified & marked if your event is a race, etc.). The site plan is a rendering of how you will arrange the site.

Am I required to carry insurance coverage? Yes. Permit applicants must obtain and maintain public event liability insurance concerning the public event with limits of not less than \$1,000,000.00 combined single limit for coverage of bodily injury and property damage, and \$2,000,000.00 in the aggregate. If alcohol will be served at the public event, liquor liability insurance will also be obtained and maintained by the applicant with minimum limits approved by the manager.

The minimum insurance required will (a) provide coverage in amounts sufficient to meet the minimum tort claim liability limits under applicable law, (b) may be adjusted at any time and from time to time through council resolution or manager determination, and (c) may be adjusted, waived, and/or modified by the manager for small public events and/or medium public events.

Are there public safety issues I need to consider outside of the traffic control plan? Yes. An applicant for a permit for a large public event and/or City-wide event must submit plans for public safety (including applicable fire safety) and on-site EMS for the public event. If required by City, private security and on-site EMS must be retained to reasonably ensure that all attendees, volunteers, vendors, contractors, guests, and/or invitees behave in a lawful and civilized manner and have adequate on-site EMS available. If applicable, flagging shall be required as a condition of approval.

Do I receive exclusive right to a public park or other City property if I obtain a public event permit? No. Except as expressly provided otherwise in a permit, a permit does not grant a permit holder exclusive use of City property and/or right-of-way. No person will erect any temporary improvement, including, without limitation, fences, barriers, and/or tents, without the manager's prior written approval.

Am I responsible for cleaning up my venue site? Yes. All City property and rights-of-way will be cleaned of rubbish and debris, returning it to its previous pre-event condition, within 24 hours after the conclusion of the public event. If a person fails to keep and maintain the public event location(s) in a clean condition, City may perform (or contract with another to perform) such clean-up as City deems necessary or

appropriate, at the expense of the permit holder. Any costs or expenses incurred by City to perform a permit holder's maintenance and clean-up obligations will be payable by the permit holder immediately upon City's demand.

How does the deposit work? The deposit sum will vary depending on size of event and number of days. They are as follows:

- **Small Event** (25-75 Attendees) is a \$100.00 deposit for the first day and \$50.00 for each additional day.
- **Medium Event** (76-250 Attendees) is a \$200.00 deposit for the first day and \$100.00 for each additional day.
- **Large Event** (251 or More Attendees) is a \$500.00 deposit for the first day and \$300.00 for each additional day.
- **City Wide Event** is a \$2,000.00 deposit for the first day and \$300.00 for each additional day.

The permit fee imposed under Ordinance 500 will be in addition to, and not in lieu of, any other City license and/or permit fee, and/or taxes.

A site inspection will be completed after the event. Any damage will be assessed with other Public Works fees for labor and equipment. The Finance Department will issue an invoice for an amount still owed to the City or any funds to be returned if there is a balance due to the applicant. Deposits are typically returned within 60 days if any additional cost is not assessed.

How are application fees calculated? Fees are calculated based on a time and materials basis. Fees for labor and equipment are on Page 2 of the Public Event Permit Application. Additional factors that will contribute are Transient Merchant fees, or Alcohol Consumption Permit fees.

Who arranges or sets up my picnic tables, traffic barricades, or traffic cones? You do. Public Works crew will ensure the number requested is dropped off. The applicant is responsible for placement of equipment per your site plan.

It's the day of my event. What do I need to do? You will need to meet a representative of the Public Works crew in advance of your event if access to power or mechanical equipment is needed for your event. **Note:** It is important that you keep your agreed to meeting time. All Public Works time and labor will be billed regardless. You will also need to stay on site if access is given to power and mechanical room.

Who do I call the day of my event if I have questions? You will need to call the Public Works "on-call" number located at the bottom of the issued work order that you will receive a copy of if you have questions about equipment.

What noise or sound issues should I consider? Applicants will ensure that amplifying equipment will be located and operated to ensure that noise levels of the public event location will comply with the provisions contained in [Chapter 8.16](#) of the Municipal Code, including, without limitation, applicable noise levels.

Who needs to apply for the Alcohol Consumption Permit? Any event where alcohol will be served and/or distributed. In most cases your caterer applies for the [permit](#). The applicant and/or the caterer shall check with Oregon Liquor Control Commission (OLCC) for any other needed licenses.

Do I need to pay a Transient Merchant Fee for my event? Only if your event includes transient merchants. Each person or organizer desiring to conduct a public event must submit a list identifying each transient merchant participating in the public event. The applicant must submit the list contemporaneously with the permit application required under [Ordinance 500](#); provided, however, the applicant will notify City in writing of any modifications to the list not less than 72 hours prior to the proposed public event, including, without limitation, the addition (and/or removal) of any transient merchants participating in the public event.

What is a City-Wide Event? Subject to the provisions of Ordinance 500, the manager will review and evaluate any application for City-wide event designation. In evaluating an application for the designation, the manager may consider such factors, criteria, and characteristics of the proposed event the manager deems necessary or appropriate to determine whether a proposed public event is a City-wide event, including, without limitation, that the event can be viewed by the public outside of the immediate event footprint or boundaries, and/or the estimated amount of total City staff hours and/or police officer hours to be assigned to the event is anticipated to exceed 20 hours.

Notwithstanding the immediately preceding sentence, no public event will be designated as a City-wide event unless:

- (a) the event is expected to draw a significant Citywide and/or regional crowd with not less than 2,000 attendees, and
- (b) the event is a recurring event held in City for at least three of the last five years.

A public event that otherwise satisfies the requirements of the immediately preceding sentence must apply for and obtain the City-wide event designation in accordance with this Section 5 of Ordinance 500.

City will maintain an annual calendar listing the date(s) of each designated City-wide event. Subject to the provisions of Ordinance 500, designated City-wide events have precedence over public events proposing to be conducted during the City-wide event. As of the effective date of Ordinance 500, the following are designated City-wide events:

- 1. Sisters Outdoor Quilt Show-July (typically second weekend of the month)
- 2. Sisters Harvest Faire-October (generally the second weekend of the month)
- 3. Sisters Folk Festival-September (typically the second weekend of the month)

City-Wide Event Regulations. Notwithstanding anything contained in Ordinance 500 to the contrary:

- (a) each City-wide event will be conducted in compliance with all applicable provisions of Ordinance 500, including, without limitation, the general requirements contained in Section 8, and
- (b) no more than one City-wide event will be permitted and/or conducted per month during a calendar year. In addition to and not in lieu of all other applicable requirements under Ordinance 500, no public event may be held, operated, conducted, and/or carried on during any day during which a City-wide event occurs in City.

During each City-wide event, the organizer will designate an event manager to act as an on-site representative responsible for ensuring the City-wide event is conducted in accordance with Ordinance 500. The event manager will be available on-site and at the phone number provided in the permit application while the City-wide event is occurring.

New Regulations Effective January 1, 2021

How long can I rent a park venue and have my event tent stay up? Subject to the provisions of Ordinance 500, a permit will be valid and effective for a period not to exceed four (4) consecutive days in any seven-day period. No public event permit will be approved (and no public event will be conducted) during any day of a designated City-wide event.

Are there other issues relating to parks coming in January 2021? Yes. No medium public event, large public event, and/or city-wide public event may be held, conducted, operated, and/or carried on at, on, and/or about Creekside Park. No large public event and/or city-wide event may be held, conducted, operated, and/or carried on at any city park within ten (10) days following the last day of a designated city-wide event that was held, conducted, operated, and/or carried on at such park.

What are the rules regarding road closures for my public event if needed? City will not permit any closure(s) of City-owned and/or controlled roads in connection with a public event between the period commencing on the Friday immediately preceding Memorial Day and ending on the Monday of Labor Day weekend.