



## Required Exhibit Policy for Special Event Applications

Your special event application will **NOT** be processed until all required application exhibits have been received by the City of Beaverton.

Please submit (via email, fax, delivery, or U.S. mail) all required application exhibits to:

**Community Development Department  
City of Beaverton**

Attn: Special Events Program Coordinator  
12725 SW Millikan Way  
PO Box 4755  
Beaverton, OR 97076-4755  
Phone: 503-350-3648  
Fax: 503-526-2550  
Email: [specialevents@BeavertonOregon.gov](mailto:specialevents@BeavertonOregon.gov)

### **All Event Applications**

For **all** event applications, please **submit a map or route** of where your event will be taking place.

**In addition**, the following *may* be required depending on the type of event you will be having:

#### **Major Community Events**

1. Submit a detailed diagram of the event site showing the location of:
  - Fencing
  - First aid stations
  - Carnival rides
  - Emergency vehicle access
  - Parking
  - Recycling and trash collection stations
  - Toilets and hand-washing stations
2. Submit proof of insurance in compliance with Beaverton's Major Community Event Policy.
3. For street closures, submit maps or sketches showing:
  - Route in detail
  - Streets or intersections to be closed
  - Beginning time of intersection closure
  - Ending time intersection can be re-opened

#### **Food and Beverage Sales**

If alcohol or food is sold at the event, submit copies of food service permits from the Washington County Health Department and copies of liquor licenses issued by the Oregon Liquor Control Commission. If alcohol is sold at the event, submit proof of liquor liability insurance.

#### **Athletic Event**

Special athletic event applicants must meet all requirements found in the City of Beaverton special athletic event information packet. Each applicant must submit a signed indemnity agreement with the event application. All participants must sign an approved waiver of liability form prior to participating in the event. Additional fees and state/county approvals may also be required.