



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 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

All Event Applications

1. **Submit a map or route** of where your event will be taking place.
2. **Submit proof of insurance** that satisfies one of the following. *(Please note that proof of insurance can be submitted during the review of the application and all other required exhibits):*
 - A standard commercial general liability policy (CGL) of \$1 million per occurrence/ \$2 million aggregate;
 - Special event insurance for the event, with the City of Beaverton listed as an additional insured; or
 - A signed indemnity agreement (subject to approval by city attorney)

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. 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.