

FAQ's

When do I need to fill out an Event Notification Form?

- For events that will have more than 250 people in attendance
- Affect streets/traffic/sidewalks/bike path/pedestrian trail or any other right-of-way
- Requires security and/or Police Services
- Racing event/parade of any kind, and have other public impacts

It is strongly recommended that you complete an EVENT NOTIFICATION FORM, <http://www.eugene-or.gov/FormCenter/Cultural-Events-13/Event-Notification-Form-58>. The information you provide will help City staff determine which permits and rules may apply and will assist us in directing you to the correct department for service. For additional questions, please contact: Community Events Manager at 541-682-6347.

Do all events require an Event Notification Form?

Private, low-impact events such as reunions, weddings, business meetings, birthday parties and neighborhood Block Parties that occur in parks, community centers, pools and on neighborhood streets generally only require basic rental agreements and permits from Public Works, Parks & Open Spaces or Recreation Services. See forms on the web site.

Do I have to have insurance? Or how do I obtain insurance?

Events on City property require proof of liability insurance and nearly always require signing an indemnification agreement. When an event includes the service of liquor, general liability insurance in the amount of \$2,000,000 including host liquor liability coverage is required. The City of Eugene has access to a special event insurance provider that may be able to provide the coverage you need.

The City offers on-line insurance coverage for small scale events through K & K Insurance. For more information go to [K & K Insurance](#) and click "[Buy Coverage On-line](#)" and then enter "City of Eugene" as the facility name and choose Oregon under "Facility State". Hit the "Search" button and a drop down menu lists all applicable City facilities. You can complete the application and pay on-line. A certificate of insurance will be emailed to you. For any additional questions, please contact Liability/Property Program Analyst 541-682-5662.

What if my event needs to close a street or sidewalk?

Events that use the City's Right-of-Way, including streets and sidewalks, will likely require a Right-of-Way permit. Please complete an EVENT NOTIFICATION FORM on the "For Event Organizers" web page. The provided information will assist city staff to guide you to the correct Right-of-Way permit, or call Community Events at 541-682-6347.

What do I need to do in order to serve alcohol at my event?

If you plan to allow or provide alcohol, you will need licensed servers, special insurance coverage, an Oregon Liquor Control Commission permit, and a security plan that addresses behavior and safety issues. OLCC: 541-686-7739. The City of Eugene will need to provide recommendation on the OLCC application, for questions regarding this process please contact the City's Business License program: 541-682-5379.

How do I ensure accessibility at my event?

A plan or procedures that ensure compliance with the Americans with Disabilities Act (ADA) must be provided for any event. People with physical or developmental disabilities, vision or hearing impairments must feel welcome and fully able to participate. As a resource, please contact Northwest ADA Center-Oregon: 541-607-7020.

How do I hold an event in Downtown Eugene?

Eugene Downtown has public venues with power and water that are intended for large gatherings. You're encouraged to contact City of Eugene staff via the webpage's Event Notification Form to begin the guidance process for the scheduling, permits and use of these facilities. You will need an activity permit for Broadway Plaza/Kesey Square at Broadway and Willamette and the West and East Park Blocks at 8th and Oak. The downtown activity permit process is managed by the Saturday Market on behalf of the City of Eugene. Saturday Market: 541-686-8885.

What are the requirements for entertainment and amplified sound?

If you will have entertainment with a public address system, you will need to conform to the City of Eugene Sound Ordinance (4.083) for volume and timing. You can find this information at: <http://www.eugene-or.gov/index.aspx?NID=523>.

What are the Fire Code regulations for Public Events?

Food vendors, entertainment stages, and booths with electrical hook-ups will need to conform to City of Eugene Fire Regulations. An inspection will occur prior to the beginning of your event for canopies, electrical safety, propane set-ups, stoves, grills, tents, awnings, canopies, platforms/stages higher than 30". If compliance issues are discovered, corrective action must take place before the event can begin. You can find more information online at <http://www.eugene-or.gov/index.aspx?NID=363> or by calling the Eugene Fire Marshall: 541-682-5411.

What if my event could affect LTD bus routes?

If your event will be on a public right-of-way and may disrupt services to Lane Transit District's bus routes, you will need to get LTD's concurrence to disrupt its services. Please contact LTD Administrative Offices: 541-682-6100.

What are the considerations needed for parking?

A parking plan for your event will need to include where your attendees, staff, entertainers and vendors will park as well as provided ADA compliant parking for people with. Please also include if parking control staff is needed.

When do I need to notify the public?

It's highly recommended that you inform residents and businesses in the surrounding area in writing about your event and the possible impact of traffic congestion, limited parking, noise, and other disruptions. We recommend 30 to 60 days prior notice for even a small event; for a large event you're advised to provide earlier notice. For more questions please contact our PW Engineering Staff at 541-682-5273.

How do I ensure public safety for my event?

A Security Plan must be provided if you expect large crowds, traffic congestion, and will and will serve alcohol and/or have any high- risk activities. It is advisable to hire trained security personnel or Police.

The Security Plan and Site Plan should include emergency access routes and answer the following questions: How will your event affect the safety of pedestrians, bicyclists, wheelchair users, and others in the public right-of-way? Will sidewalks, bike lanes, bike paths, etc. need to be closed or narrowed? Will your event obstruct visibility at intersections or distract motorists? Will it be a safe environment for children and people with disabilities? Eugene Fire Marshall: 541-682-5411, Eugene Police Traffic Enforcement Sgt. at 541-682-5633.

How can my event be sustainably friendly?

The City of Eugene encourages event planners and sponsors to invest in sustainability and incorporate sustainable event management practices in their roles. Many local events have added the use of recycling stations. Also, their food vendors are required to serve with compost-friendly food utensils and plates. You're encouraged to be "green" too. For more information contact the City of Eugene Waste Prevent and Green Building Program at 541-682-5224.

What are the requirements for sanitation & garbage?

How will you address the demand for restrooms and the disposal of non-recyclable and non-composting garbage? Keep in mind that you are responsible for full clean-up when you use City facilities and rights-of-way like streets and sidewalks. Please all provide measures to protect the storm water system, trees, turf and landscaping in public areas. For information about solid waste and recycling regulations go to, <http://www.eugene-or.gov/index.aspx?nid=436>. For more information contact the City of Eugene Waste Prevent and Green Building Program at 541-682-5224.

What are the requirements for signs and banners?

One sign up to 12 square feet in size or one banner up to 15 square feet in size is allowed per site for the event. The sign is limited to 6 feet in height. For more information please call the Land Use office: 541- 682-8336.