

Events Tool Kit

1. General tips for a successful event:

- **Allow plenty of time:** When planning your event, allow plenty of time in advance of the event for the entire board/community to help out.
- **Network:** contact local businesses, clubs, restaurants, etc. to see if they would donate items for raffles or help provide services for the event.
- **Encourage people to attend:** Remember to give your neighbors a heads up about upcoming events both in person when you talk with them and through post cards, posters, newsletters or meeting announcements.
- **Plan for fun:** Include family friendly activities that will encourage kids and adults alike to participate. Recreation staff may be able to help, see the event & staffing reservation form.
- **Sustainability:** We have portable outdoor recycling kits and durable plates, cups, and utensils available for check out. These kits come in 20 count sets. Indicate the number you need on the equipment reservation form under "Dish Kits".

2. Equipment: All of the items listed below are available from our office and can be reserved by filling out the Equipment Reservation form 4 – 6 weeks before your event. All items first come; first served:

- Canopy (2)
- Sound System (cordless microphone available upon request)
- Supplies (maps, tape, Neighborhood cards, brochures, bike maps, etc.)
- OWL for hybrid meetings
- Projector
- Recycling/ Composting kits
- Tables, 3' x 6' (2)
- 5-gallon Water Coolers (2)

3. Staffing: Recreation Services **may** be able provide staff to help deliver, set up and take down equipment for your event or to help initiate activities that will create a family-friendly and engaging event.

The Eugene Police Department may also be able to provide Crime Prevention Staff to provide information on community safety and offer free bicycle registration.

Costs may be associated with these services depending on staffing, event activities and time of year. Please contact us early so we can help you schedule staff for your event.

4. Planning Events:

Insurance:

Neighborhood association events are not covered under the City's liability protections. Neighborhoods may wish to purchase liability insurance for events. Depending on the size and potential impacts of your event, you may be required to obtain liability insurance.

Liability insurance protects the event sponsor and the City of Eugene from liability associated with 3rd party injury or damage. Insurance is available through K&K Insurance for events taking place on City property (see attached Event Liability Insurance flyer) including parks and facilities. Give us a call at (541) 682-5272 for more information or to see if your event may require insurance coverage.

Food:

If food is served, a [Temporary Restaurant License](#) may be required by Lane County Environmental Health, and [food handlers permits](#) issued to all servers. Contact Lane County with questions: 541-682-4345.

Alcohol:

Neighborhood Associations may host events where alcohol is available. However, if the event takes place on City owned property the City requires proof of Host Liquor Liability insurance. All state laws must be enforced including not serving liquor to minors and not serving intoxicated people.

Please note that public funds may not be used to purchase alcohol. Host Liquor Liability coverage is available through the City of Eugene Risk Services using K & K Insurance.

Host Liquor Liability coverage does not cover the sale of alcohol. If the event is held on private property, Host Liquor Liability insurance may be obtained through most homeowner insurance policies. Contact your insurance agent for more information.

A Temporary Sales License (TSL) is required at all events where alcohol is available and admission tickets are sold, any payments or purchases are required, or donations of money are accepted for: admission; membership; club dues; food or a meal; an open house; fundraiser; entertainment function; or other event. If alcohol is available, but there is no payment or purchase required, and no donations of money are accepted for alcohol, or for entry/admission, or for any other product or service, a TSL is not needed. (An example is a wedding reception where alcohol is available, but payment or purchase is not required, and donations of money are not accepted.) Contact the OLCC for more information— (800)452-6522 or visit www.oregon.gov/OLCC.

Block Parties:

If you are considering an event that involves the closure of public right-of-way (streets, sidewalks, etc.) your group will be required to pay for a temporary right-of-way use permit. Permitted closures are typically limited to low-volume residential streets.

Coordination with all property owners impacted by the closure is necessary, appropriate signage and traffic control must be provided by the organizers, and provisions must be made for emergency vehicle access. Insurance will also be required for the event. A "rider" for insurance may be purchased through most home-owner or business policies.

Contact Public Works staff early in the planning process to determine the feasibility of this type of event for a specific site. Once the appropriate plans and application forms have been submitted, allow a minimum of 10 working days to review and process the application. For more information contact the Permit and Information Center at (541)682-8400.

Large Events:

If your event is very large in scale and/or will involve multiple departments (Police, Public Works, Parks, etc.) please submit an Event Notification Form found on www.eugene-or.gov/specialevents or contact Colette Ramirez with the Eugene Special Events Team well in advance. She may be reached via phone at (541)682-6347 or via e-mail at cramirez@eugene-or.gov.

Large events are generally defined as any event that meets any of the conditions listed below:

- has more than 250 people in attendance;
- involving street, bike path, or sidewalk closures;
- one that affects LTD routes;
- racing or organized walking;
- parade; and/or
- impacts waterways or natural resources.

5. Park Reservations: Park reservations are booked on a first come, first served basis. If you are planning an event that will be held at a park and will have more than 20 attendees, you will need to reserve the park via the Parks Reservation Request Form. If it is an official neighborhood event that your board has approved, someone from your association (preferably a board member) will need to fill out and submit the Parks Reservation Form electronically on the Neighborhood Association Program page. If approved, the park reservation fee for your event will be waived.

6. Event Announcements: There are several things you can do to raise awareness about your events and encourage attendance.

- Reach out to your neighbors – share the news of date, time and location of the event and encourage everyone to come!
- Post notices on bulletin boards about the event (both electronically and on local boards in stores and gathering spots).
- Generate written notices (post cards, posters, newsletter announcements, etc.)
- Create PSAs and News Releases to send to the media.
- Network within your neighborhood.

7. Summer Concerts in the Parks: Neighborhood Associations are invited to have a presence at the Cultural Services “Concerts in the Parks” series by setting up a table where you can help promote your association and connect neighbors with your executive board and neighborhood activities. This is a great opportunity to reach out to your neighborhood. Please see the summer schedule at: www.eugene-or.gov/culturalservices.

8. Event Funds:

Each neighborhood association is authorized to use some of their annual allocation to cover event-related expenses (picnics, cleanups, block parties, etc.). Consult the [Guidelines for Use of Neighborhood Public Information Funds](#) for more information. Prior authorization from the Neighborhood program is required to guarantee coverage of event expenses.

Associations can request reimbursement for money spent or to have a check issued in advance of the expenditure. Requests for funding must have the signature of the chair or president of the association. The minimum processing time for advance funding requests is two weeks and the minimum time for reimbursements is one month.

You will need to attach original receipts that show an itemized list of the actual purchase and cost as part of the reconciliation. Reconciliations should be submitted to Neighborhood Services within 30 days of the event. The form for requesting advances or reimbursements is included in this packet.

Staff are available to help you plan, promote, fund, and implement successful neighborhood events. Contact Cindy Koehler for assistance at (541) 682-5272 or ckoehler@eugene-or.gov