

Community Event FAQ

If you still have questions after reading this document, please email us at pbotcommunityevent@portlandoregon.gov or call 503-823-5191.

1) **Q: I'm organizing a run/bike ride, what kind of permit do I need?**

A: You will need a Special Events permit. The Special Events Program permits all moving events on streets and or sidewalks, such as runs, walks, marches, parades, or bicycle races. Contact Allison Madsen at 503-865-2482 or visit <https://www.portland.gov/transportation/permitting/apply-special-event-permit>.

2) **Q: We would like to have a neighborhood BBQ and let our kids play in the street, what kind of permit do I need?**

A: You should apply for a Block Party permit. Block party permits allow neighbors to shut down a street for a day. For information and requirements please call 503-823-4003 or visit the Block Party website <https://www.portland.gov/transportation/permitting/apply-block-party-permit>.

3) **Q: What types of events are eligible for a community event street closure?**

A: Community events are larger events that invite participants from all of Portland and beyond. They are non-political, non-commercial and provide a civic benefit to the community. The event must be free to the public. Examples of eligible events: farmers markets, neighborhood street fairs, tree lightings, church picnics, art shows, maker fairs, and so much more.

4) **Q: Do I need to have a non-profit beneficiary for my community event?**

A: Yes. If the organization applying for the permit is a for-profit entity, then you are required to partner with a non-profit beneficiary. We will need a letter from the non-profit beneficiary acknowledging its relationship with the event.

5) **Q: Can I sell tickets to my community event?**

A: Yes. However, tickets must be available to the public for purchase. The City of Portland does not allow the public right-of-way for private uses.

6) **Q: Do I have to close the entire street?**

A: No. You can opt for a full or partial street closure. You still must notify ALL the residents on the block of your event. In certain circumstances, our traffic engineer may require you close the entire street for safety reasons.

7) **Q: I have a full street closure planned. Can I close both sidewalks for my event?**

A: No. One of the two sidewalks may be incorporated into the event space. One sidewalk must remain open and clear for non-participating pedestrians to walk through.

8) **Q: Can I close multiple blocks?**

A: Yes. Keep in my mind the more streets you want to close, the more complex your traffic control will be and could raise the cost of renting traffic control devices. Each permit includes

one block closure. There is a fee for adding additional blocks to community event permits. Please refer to the fee table.

9) **Q: Can I close the street for more than one day?**

A: Yes. Typically, community events are one to two days in length. It is possible to have a longer event with the approval of the community event team.

10) **Q: I want to have amplified music at my event.**

A: Contact Noise Control at 503-823-7350 or <https://www.portlandoregon.gov/oni/63242>.

11) **Q: I'd like serve alcohol during my event. Is that allowed?**

A: Yes. You need an alcohol permit from us along with a special event liquor license from the OLCC. Visit Development services for requirements and information. [Apply for a Temporary Liquor License | Portland.gov](#).

12) **Q: Does the city provide barricades for street closures?**

A: No. It is the responsibility of the applicant to obtain the correct traffic control devices listed on the custom traffic control plan outlined by the traffic engineer. The list can be found on the manifest. If you have any doubts, please contact us for any clarifying information.

13) **Q: Where can I rent traffic control devices?**

A: For examples of basic traffic control devices and vendors please visit [Basic traffic control devices and vendors | Portland.gov](#).

14) **Q: Are there any discounts on permits?**

A: We offer a 50% discount on permit fees, and parking related fees, to non-profit organizations that apply for a community event. No discounts are allowed on alcohol and ticketed event fees.

15) **Q: I'm a non-profit, can I get a discount on the application fee?**

A: Unfortunately, no. Every organization, non-profit and for profit, must pay the \$100 application processing fee.

16) **Q: My event is at a park. Do I need a community event permit?**

A: Maybe. If your event footprint includes any public right-of-way (sidewalk, parking, lane, street) you will need a permit from us. If your event is strictly on park property, then no. You'll need to apply for a Parks permit. Visit Parks & Recreation for permit requirements and information. [Customer Service Center | Portland.gov](#).

17) **Q: When should I submit my application?**

A: All application materials must be received at least 30 calendar days before your event, but we advise submitting your application as soon as 3 months in advance of your event. Please allow as much lead time as possible to ensure you will get your permit before your event.

In some unique cases, applications received within 30 days of event may be expedited and a \$150 expedited fee may be added to your application. An expedited permit may NOT be an option. Please call or email to check availability.

18) Q: **Can I host a private community event?**

A: No. Events must be free and open to the public. Ticketed events must have tickets available for sale to the public.

19) Q: **I'd like to host two events at different locations and dates. Would that require one permit?**

A: Hosting different themed events or events that happen at two different locations would require separate application and application fees.

20) Q: **I'd like to plan a protest. Do I need a community event permit?**

A: In general, you do not need a permit to plan a peaceful protest in traditional public forums. If you plan to have a walking protest, please contact special events for a special event permit.
<https://www.portland.gov/transportation/permitting/apply-special-event-permit>.

21) Q: **Can I close just a sidewalk for a community event?**

A: No. Due to safety considerations and City code, sidewalks alone cannot be closed for a community event. However, the community events team is happy to get creative and problem solve with you. Please contact us to discuss your specific situation.

22) Q: **Can I reserve event parking for my attendees and staff?**

A: Unfortunately, no. The intent of these permits is to repurpose the street area for your event, and not to reserve public space for event attendees or staff parking. Your best bet is to find a nearby lot or garage, carpool, use public transit, or use any available street parking.