

PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave, Suite 1331, Portland OR 97204

Phone: 503-823-4000 Portland.gov/Transportation

Small Plaza Activation Information

Organizer Eligibility	<ul style="list-style-type: none">• All businesses and residents that are within the plaza area• Residents of the neighborhood• Non-profits• Performing arts groups• Community groups
Available Locations	Please visit our Portland Public Street Plaza page for a complete list of locations.
Eligible Activities	<p>Small-scale activities, for example:</p> <ul style="list-style-type: none">• Community games like chess• Events that provide community service• Educational activities• Cultural events• Dining and picnics• Acoustic music performances• Approved amplified performances• Arts and craft events• Community pop-up events <p>Events are not limited to these activities. Submit your ideas for approval by the Public Realm and Street Activation team.</p>
Ineligible Activities/Items	<p>Your event is not eligible for Small Plaza Event Programing if you are proposing a:</p> <ul style="list-style-type: none">• Wedding• Political or religious gathering• A ticketed or exclusive event• Closure of a street or sidewalk <p>If your event requires any of the above activities, please apply for Community Event Permit.</p>
Time	All events must occur during the hours of 9am to 10pm.
Organizer Responsibility	<p>Organizer must return plaza to the state they found it including:</p> <ul style="list-style-type: none">• Returning furniture back in its place• Picking up trash from the event• Ensuring all traffic signs are in place as found



It is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any city program, service, or activity on the grounds of race, color, national origin, disability, or other protected class status. Adhering to Civil Rights Title VI and ADA Title II civil rights laws, the City of Portland ensures meaningful access to City programs, services, and activities by reasonably providing: translation and interpretation, modifications, accommodations, alternative formats, and auxiliary aids and services. To request these services, contact the Portland Bureau of Transportation at 311 (503-823-4000), for Relay Service & TTY: 711.

Small Plaza Activation Application Form

- Please fill out the following form and send to:
PortlandStreetPlazas@portlandoregon.gov
- Applications must be received within 5 days business days prior to the proposed event
- Staff will contact you to ensure your event is approved and the date(s) are eligible.

Event Organizer Contact Information	
Name	
Email	
Phone	

Organization Details (if applicable)	
Name	
Address	
Website	
Phone	
Email	
Type	

Event Information	
Event Name	
Dates	
Time	
Frequency	
Plaza Site	
Estimate of attendees at one period	
Will there be amplified music?	

Event Description	
<p>Event Overview: Please provide a summary of what you will be doing.</p>	
<p>Activities Planned: Please provide a sketch of the layout, set up, and equipment you will provide. Please include times needed to set up and tear down.</p>	

Certification	
<p>I hereby certify that all the information provided on this form is correct and I agree to adhere to event guidelines and criteria provided by the Portland Bureau of Transportation (found on previous pages).</p>	
Organization Name:	
Signature:	
Date:	