

CITY OF PHILOMATH

SPECIAL EVENT PERMIT

Permit fee \$20. Application is due 45 days prior to event.

Fill out completely and type or print legibly. Failure to do so could result in permit denial.

Please attach additional sheets as needed.

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

1. Read through entire application. Read through information on the City's website at www.ci.philomath.or.us/specialevents.
2. Complete Special Event Permit application and supplemental materials like traffic safety plan. Supplemental materials which are not ready to submit may be accepted at a later date but no sooner than 14 days in advance of event. See sections for submission requirements.
3. Park Use: Large groups may require a Special Event Permit. A park reservation must be completed separately prior to submitting the Special Event Permit application. Visit www.ci.philomath.or.us/parks for information on how to reserve a park facility. Submit approved park reservation with Special Event Permit application.
4. Obtain a Certificate of Insurance from your insurer. The Certificate must:
 - List the name, date(s), and location(s) of the event.
 - Provide liability insurance coverage for an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. **NOTE: A copy of the certificate(s) must be on file at least 30 days prior to the event, or the application/permit will be cancelled. THE CITY WILL NOT ACCEPT ANY CERTIFICATE OF INSURANCE WITHOUT THE ADDITIONAL INSURED LANGUAGE.**
 - Provide an additional insured endorsement naming the City of Philomath, its officers, agents, employees and volunteers as an additional insured.
 - If alcohol will be provided, additional insurance coverage is required. Event host will provide Liquor Liability Insurance covering Bodily Injury and Property Damage arising from selling, serving or furnishing of any alcoholic beverage by the Host or Host's employees, representatives, agents, or sub-contractors in the performance of the event. Coverage shall be a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate and shall name the City of Philomath, its officers, agents, employees and volunteers as an additional insured. **NOTE: Those found to be in possession of an alcoholic beverage upon or in a public place without a permit, will be cited under Philomath Municipal Code 9.10.060, section J. Violating this Municipal Code carries a fine of \$1,250.00 dollars and up to 30 days in jail.**
5. Submit completed Special Event Permit application, all additional required materials, and the event application fees at least 45 days prior to the event to:
City of Philomath Administration Department
980 Applegate Street
P.O. Box 400
Philomath, OR 97370
541-929-6148 (Option 5)

After submitting all forms, your application will be sent to all departments that will be involved in providing services or permits for the event. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event until approval from the City has been received.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION			
Contact Name:	Email:		
Contact cell phone:	Contact 2nd phone:		
Name of "on-site" person day of event:			
Day of event cell phone:	Secondary phone:		
Sponsoring organization name (if any):			
Organization type: <input type="checkbox"/> For-profit <input type="checkbox"/> Non-profit <input type="checkbox"/> Personal <input type="checkbox"/> Other _____			
Mailing address:			
City, state, zip code:			
Phone:			
Is event coordinated through promotion company? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of company:	Contact name:		
Contact phone:	Contact email:		
EVENT INFORMATION			
Event name:		Requested date(s):	
Event hours	Start time:	End time:	
Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, has set-up/route changed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated event attendance	Participants:	Spectators:	Total:
Event type (check all that apply): <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bicycle Event <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert			
<input type="checkbox"/> Block party <input type="checkbox"/> Park Event over 200 people <input type="checkbox"/> Other(specify): _____			
Public right-of way location: <input type="checkbox"/> Sidewalk only <input type="checkbox"/> Street only <input type="checkbox"/> Street & Sidewalk			
<input type="checkbox"/> Other location (i.e. park name): _____			
Event description:			
<i>Required: Site Plan must be included for all Special Events. See guidelines below.</i>			

STREET CLOSURE INFORMATION	
NOTE: Prior to submitting permit applications to Benton County or ODOT for street closures, contact the City. City is not responsible for permit fees accrued at Benton County, ODOT, or OLCC if your event is not approved.	
Will the event impact or use streets, sidewalks, or public rights-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, continue through section. If no, skip to next section.</i>	
Will proposed route use Highway 20/34? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, copy of ODOT permit must be received no later than 14 days prior to event or permit will be revoked.</i>	

Explain why the event will require closure of streets:

Required: Attach a Traffic Safety Plan map. See guidelines below.

Required: Attach a legible & detailed map with the start point, end point, direction of travel and street names.

PARADE INFORMATION

Will the event interrupt or interfere with traffic? A parade is defined as a procession of people utilizing the public right-of-way and consisting of fifty (50) or more persons or ten (10) or more vehicles.

Yes No *If yes, continue through section. If no, skip to next section.*

Estimated participant type and number of entries of each type (check all that apply): Animals _____

Vehicles _____ Floats _____ Bands _____ Bicycles _____

Describe any other parade specific information which will be helpful in reviewing application:

AMPLIFIED SOUND INFORMATION - \$20 fee for Broadcast Permit will be added

NOTE: Notification of neighboring properties may be required. See Broadcast Permit Requirements at end of document.

Will the event project music, speeches, etc. through an automatic or electric sound-amplifying device?

Yes No *If yes, continue through section. If no, skip to next section.*

Describe the type of equipment to be used:

Describe the type of message, music, or entertainment to be broadcast:

ALCOHOL SERVICE OR CONSUMPTION - \$25 fee for Alcohol Permit will be added

Note: Events wishing to dispense and/or consume alcohol in a public place require approval from the City. Your event may require additional permits from OLCC.

Does your event involve consumption or sale of alcoholic beverages? Yes No *If yes, continue through section. If no, skip to next section.*

You must determine if your event requires an OLCC permit. Visit OLCC Liquor Licensing for information <https://www.oregon.gov/olcc/lic/pages/special-event-licensing.aspx>.

Does your event require an OLCC Special Event (or other) Permit? Yes No *If yes, you must attach a copy of your license/permit or provide a copy to the City within 14 days of your event or permit will be cancelled. If you are a business with a current OLCC license that wishes to operate outdoor alcoholic beverage service on City-owned property, contact the City Manager's Office 541-929-6148 Option 5.*

SECURITY/SAFETY
Are you requesting City police services at intersections and/or for crowd control? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be hiring security personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list company name: _____
If using volunteers, how will you control the crowd and how many people will be available for this?
Please describe your procedures for crowd control and internal security:

I have read, understand, and agree to the guidelines and regulations in this document, facility use policies, and state, local and federal laws. By my signature, I agree to hold harmless and indemnify the City of Philomath, its officers, agents and employees for all claims arising from the use of park facilities or other city property resulting in bodily injury, property damage or personal injury, including but not limited to, settlements, judgments, costs and attorneys' fees. I, as the applicant/responsible party, understand that I must provide the City a certificate of liability insurance and additional insured endorsement naming the City of Philomath, its officers, agents, employees and volunteers as an additional insured at least 30 days prior to the event.

I understand my responsibilities and obligations as outlined above. I will submit all required documentation as stated in this document in the required timelines prior to the event.

Applicant's Signature: _____ Date: _____

CITY USE ONLY	
Employee: Attach any comments received by departments to the application <i>for City file only</i>	
If applicable, Park Facility Rental has been approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DEPARTMENT	APPROVALS
Fire	<u>Special Event Permit</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial
Police	<u>Alcohol Permit</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial <u>Street Closure</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial <u>Special Event Permit</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial
Public Works	<u>Special Event Permit</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial
Administration	<u>Broadcast Permit</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial <u>Special Event Permit</u> : <input type="checkbox"/> Approval <input type="checkbox"/> Denial

Special Event Permit has been Denied Approved with No conditions The following conditions:

SITE PLAN GUIDELINES

THIS SECTION IS A RESOURCE FOR EVENT PLANNERS AND IS NOT INTENDED FOR SUBMITTAL

INSTRUCTIONS: Submit a detailed narrative related to additional information not submitted in the Special Event Permit application. Park site maps are available at <https://www.cogran.io/index.html?philomathorparks#/> under Park Rules, Policies & Maps. Other electronic mapping tools include Google Maps, PowerPoint files etc.

Attach a Site Plan with the following items clearly shown if applicable:

- Attach a map outline of the entire event area, including the names of all streets or areas that are part of the event area. Park maps with allowed areas for amenities are available at the website above.
- Location of all platforms, canopies, tents, and other temporary structures
- Location and description of sound stages
- Location of food vendors, cooking area configurations, cooking methods (gas grills, propane etc.)
- Location and description of beverage vendors (attach OLCC permit)
- Location of retail merchants/vendor booths
- Location of portable toilets and hand washing sinks
- Generator locations and other source of electricity
- Identification of all event components that meet accessibility standards (ADA)
- Location of fencing, barriers and/or barricades
- Location of First Aid stations and fire extinguishers
- Other related components not listed above (e.g. special equipment etc.)

TRAFFIC SAFETY PLAN GUIDELINES

Attach a Traffic Safety Plan with the following items clearly shown if applicable:

- Attach a legible & detailed map with the start point, end point, direction of travel and street names
- All parking and shuttles (if applicable)
- Flaggers/Course Marshals/Police and volunteer locations
- Location of fire lane
- Location of First Aid and/or medical personnel
- Traffic flow and description of how traffic will be directed
- Procedures for crowd control and safety crossings on streets

BROADCAST PERMIT NOTIFICATION GUIDELINES

NOTIFICATION DOCUMENT: If the City Manager determines that the requested variance may have a substantial impact on the surrounding areas the required public notification document must include the following:

- The nature of the amplified sounds
- The location, date(s), and time(s) of sound amplification
- The name of the event, if applicable
- The name and contact information of the applicant
- Contact information for the City Manager's Office cityhall@philomathoregon.gov, 541-929-6148 Option 5.
- A statement that all interested persons may file written comments on the application with the City Manager and statement of deadline for such comments which is ten business days after the date of the notice

NOTIFICATION REQUIRMENTS:

The applicant must:

- Provide a copy of the notice to the City for publication on the City's website
- Deliver written notice to the owner or occupant of each property that is located within three-hundred feet of the event location(s)
- Provide a list to the City of the owner or occupant addresses to which the written notice was delivered