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## **SPECIAL EVENT PERMIT – Hood River Municipal Code Chapter 5.07**

Name of Event/Activity: \_\_\_\_\_

Type of Event/Activity: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

\*\* The license shall be limited to the duration of the Special Event. Not to exceed 15 days

General Description of Event Activity: \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance Per Day: Participants \_\_\_\_\_ Spectators \_\_\_\_\_

Person in Charge/Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Assembly Place: \_\_\_\_\_ Set Up Start Time: \_\_\_\_\_

Disassembly Place: \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

Will a street(s) be used for the Event/Activity? Yes No Will all lanes be used? Yes No

Will streets be closed to traffic: Yes No

List all streets to be used: \_\_\_\_\_

**Attach a map of the proposed layout of the event and route of the Event if applicable.**

Will a City Park or City Parking Lot be used for the Event/Activity? Yes No

If yes, please list City Park or City Parking Lot to be used:

If yes, additional Sanicans may be required. 1 per 75 attendees \_\_\_\_\_

**Please attach a detailed site plan of the Event/Activity if applicable. Site plan should include entrances, exits, booths, canopies, bleachers, stages, sanican units, fencing, etc.**

Restroom facilities: On site: Yes No If Yes, # \_\_\_\_\_ Sanican units needed: Yes No

Name of Company providing units: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Number of units: \_\_\_\_\_ Number of hand washing stations: \_\_\_\_\_ Locating where units will be placed: \_\_\_\_\_

When will units be delivered: \_\_\_\_\_ And removed: \_\_\_\_\_

Describe Garbage Management Plan: \_\_\_\_\_

Note: Event holders are responsible for the coordination, delivery and removal of dumpsters and/or trash removal during and after event. Trash left in City garbage cans at Parks and/or Parking Lots from the event holder will be subject to a clean-up fee.

**“Special Event”** HRMC 5.07.030 includes any activity which is likely to attract at any one time an assembly of persons, conducted for a specified period at one or more locations within the City under the auspices of and subject to the supervision and direction of a single person, including but not limited to festivals, fairs, shows, exhibitions, auctions, city or regional celebrations, athletic events, and public dances.

Will food be cooked or served at event? Yes / No

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant is responsible for obtaining all food service permits and for compliance with fire safety regulations. An additional fee will be charged if inspection by the Fire Marshal is necessary. The City reserves the right to require additional information regarding participating vendors. Hood River County Health Department (541) 386-1115

**Fire/Medical services must be reviewed and approved by Hood River Fire & EMS. Ambulance services, when mandated/provided, are required to use Hood River Fire & EMS resources.**

General methods of providing public safety: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify all roads in course layout (attach map): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a narrative describing method of traffic control and the name and qualifications of the person(s) or firms providing the traffic control services. Note: All flaggers directing traffic in public rights-of-way shall be State certified. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC DANCES AND EVENTS INVOLVING SERVICE OF ALCOHOL**

Certified security guards are required at all public dances/special event where alcohol is served. The Chief of Police has discretion to determine all security requirements and to approve all private security services.

\*\*\* 1 Security Personnel Required per 75 people attending event.

**Applicant is responsible for obtaining all required OLCC permits. (OLCC: 1-800-452-6522)**

13.44.110 ALCOHOL BEVERAGE SALES PROHIBITED. No alcoholic beverages shall be sold in any park, except by permit from the City manager and in accordance with Oregon Liquor Control Commission Regulations.

Will alcohol be served at event? Yes / No Hours: \_\_\_\_\_  
Hosted Bar \_\_\_\_\_ No Host Bar \_\_\_\_\_ Beer Garden \_\_\_\_\_ Other \_\_\_\_\_

Security provided by: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Number of Security Personnel: \_\_\_\_\_

A narrative describing method of crowd security and control. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HRMC 8.09 – Noise Control Ordinance is enforced.**

8.09.030 Acts Prohibited. No person may produce or permit to be produced, with a sound producing source, sound that:

(1) When measured at or within the boundary of noise sensitive property and where that noise sensitive property is not the source of the sound and the noise measurement:

- (a) exceeds 50 dBA at any time between 10:00 p.m. and 7:00 a.m. the following day; or
- (b) exceeds 60 dBA at any time between 7:00 a.m. and 10:00 p.m. the same day; or
- (c) is plainly audible at any time between 7:00 a.m. and 10:00 p.m. the same day at a distance of at least 100 feet from the source of the sound; (Ord. 1708, 1994)

Music/Speaker Yes / No    Amplified Yes / No    Time: From \_\_\_\_\_ To \_\_\_\_\_  
Type of Sound:    Live Band       DJ       Boom Box       Karaoke       Other

**PUBLIC RELATIONS** – You are required to notify residents and/or businesses that will be affected by your event. It will be the responsibility of event organizers to alert those likely to be impacted (i.e., street closures, no parking zones, noise, etc.) and obtain signatures by residents and/or business on City forms when required by the City. This needs to be done 30 days prior to the Event.

**LIABILITY and HOLD HARMLESS** – City shall not be liable for any damage to persons or property resulting from any act or negligence of any person other than itself, its agents and employees. Applicant shall hold harmless and indemnify the City against all claims, loss, damage, liability and expense, including attorney fees, for injury or damage of every nature arising or resulting from Applicant’s use of the Property, or any occurrence on or about the Property, including without limitation, any act, omission, or negligence of Applicant, or any agent, employee, or invitee of Applicant in, on or about the Property, excepting only those claims based on the acts or negligence of the City.

“NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as “recreational use immunity”). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned park and for use of the park-related amenities in the designated park area. Other uses of this park, or any use of the property outside the designated park area are not subject to a charge and, therefore, The City of Hood River is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

**COST RECOVERY** – The fees shall be payable in full at the time of submission of an application and shall be non-refundable. If the application is submitted within 30 days of the event, a late fee is charged to expedite the process. Applications must be submitted no later than 14 days prior to the first day of the event. No license shall be assignable or transferable or shall authorize the applicant to conduct any other type of business or special event.

The event organizer and permit applicant shall be responsible for paying the City’s costs associated with processing the permit application and providing City services to the event, including all regular and overtime costs for City employees, clean-up, repair, etc. As part of a complete application, the applicant shall submit the fee estimated by the City Manager to cover all of the City’s costs associated with a Special Event and/or Street Closure request. This fee shall be deemed a deposit on the actual amount expended by the City to provide services to the event. Any additional costs will be billed to the applicant after the event.

**INSURANCE** – All licensees for use of City-owned property, including rights-of-way, shall be required to furnish evidence of liability insurance providing primary coverage in an amount that is not less than the City’s tort liability limits naming the City as an additional insured. The liability insurance shall apply to, and provide coverage for, any and all claims for bodily injury and property damage arising from or caused by the use for which the license is granted and shall be primary coverage. In lieu of meeting the insurance requirements of this section, any governmental entity may enter into an agreement with the City to indemnify and hold the City harmless in the event of any damage or injury resulting from the use. Such insurance shall further provide that the policy shall not terminate or be canceled prior to the completion of the event without thirty days’ written notice. Proof of insurance shall be submitted to the City prior to issuance of the Special Event Permit, and maintenance of this insurance shall be a continuing condition of the Permit.

Event On City Property - Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured.  
Event Not on City Property - Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured.

The applicant shall execute an agreement agreeing to release, hold harmless and defend the City of Hood River, its officials, employees and agents for any harm, claim, loss, personal injury, death or property damage that may arise in connection with any Special Event Permit. If the Special Event Permit includes permission to sell or serve beer or other alcoholic beverages, the applicant shall obtain a separate Liquor Liability insurance policy. Special Event Permit applications will not be processed or approved without a signed waiver and proof of insurance.

*By signing this permit I am stating that I have read it in its entirety and agree to comply with all applicable ordinances, resolutions, policies of the City of Hood River and the Hood River Municipal Code Chapter 5.07 . “I certify all information given on this application, and any supporting information, is true and complete. I hereby authorize the City of Hood River to make all necessary contacts and/or inquiries needed to check my background, and to ensure I qualify for this permit. I also hereby authorize the City of Hood River to conduct a criminal background check and obtain a copy of my criminal record, if any. References are authorized to release to the City of Hood River all information requested. I hereby release all references and the City of Hood River from any liability which might be claimed because of information provided by such references or background checks.”*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE CITY**

<b>OFFICE USE ONLY</b>	<b>DEPARTMENT</b>	<b>RECOMMENDATIONS/NOTES</b>	<b>SIGNATURE</b>
	POLICE DEPARTMENT		
	PUBLIC WORKS		
	PLANNING DEPARTMENT	Zoning:      Use is Permitted in Zone:	
	FIRE DEPARTMENT		
	FIRE MARSHAL		
NOISE PERMIT REQUIRED:    YES    NO      LIABILITY INSURANCE:    YES    NO      SITE PLAN / MAPS:    YES    NO			
OLCC PERMIT REQUIRED:    YES    NO      SECURITY REQUIRED:    YES    NO      BARRICADES AND/OR SIGNS:    YES    NO			
<b>FEES: (\$66) _____      LATE FEE: (\$33) _____      FIRE/EMT FEES: (\$84) _____      RECIEPT #/PERMIT#: _____</b> <b>None Refundable      Within 30 days/Expedited Process      When Required</b>			
APPLICATION RECEIVED BY:		DATE:	
PERMIT ISSUED BY:		DATE:	
PERMIT REQUEST: APPROVED    PERMIT REQUEST: DENIED    REASON(S) FOR DENIAL:			
<p><b>HRMC 5.07.060. Appeals.</b> Any person whose application for a license has been denied, whose license has been issued subject to conditions, who disagrees with the transient merchant class assigned to the application, or whose license has been subsequently revoked, may appeal the decision to the City Manager. The City Manager’s decision may be appealed to the City Council. The appeals shall be filed within five (5) days of the date of the decision from which the appeal is being made and shall be filed with the City Recorder. No business shall be conducted during the pendency of the appeal. The fee for appeals shall be set by Council resolution. The Council shall schedule a hearing date that shall not be later than the second regular session following the filing of the written appeal with the City Recorder, and shall notify the applicant of the date and time that the applicant may appear either in person or by a representative.</p>			
<b>THIS COMPLETED AND APPROVED APPLICATION ALSO SERVES AS THE OFFICIAL SPECIAL EVENT PERMIT.</b>			