

**Checklist requirements for licensing/City of Hood River
(Before a license is issued)**

Applicant provides: (30 Days before 1st day of event or late fee imposed)

45 Days Out:

- Check event calendar to make sure there is not an overbooking in the same location
- Provide applicant with Special Event Application, Property Use Agreement Form, Check List, Signature Sheet and HRMC 5.07 and 13.52

30 Days Out:

- Special Event and Property Use Agreement forms handed in
- Review application(s) and documents to ensure they are complete
- Collect Fee(s)/Collect Late Fee (within 30 days) - (fee is non-refundable) (Once received, the application will be routed through all necessary City Departments for approval or recommendations)
- Take application and documents to Staff Meeting

Required – Special Events or Dance:

- Proof of Identification (copy for Police/criminal background check)
- Proof of Security Services **(21 days out)**
- Event Not on City Property - Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured **(21 days prior to event)**

OR

- Event On City Property - Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured **(21 days prior to event)**

When Applicable

- Apply for a street closure with ODOT **(30 days out)**
 - Street closure permit with ODOT **(30 day prior to event)**
- Marlene.T.NICHOLS@odot.or.us (503) 665-4006
- Map of (outside) proposed event area **(30 days out)**
 - Street Closure Notification Form – signatures of all business owners and residents being affected by street closure. **(30 days out)**

21 Days Out:

- OLCC permit (800) 452-6522
- 13.44.110 Alcoholic 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.
- Proof of security service monitoring event

14 Days Out:

- ___ Food Handlers License (541) 386-1115
- ___ Proof of County Health Inspections of food card (food vendors)
- ___ Permit/Dept of Agriculture (fresh fruit vendors) (541) 296-8696
- ___ Fire and /or EMT services standby status (541) 386-3939
- ___ Fire Inspection (FEE) – Fire Dept. (541) 386-3939

**** ISSUE PERMIT WHEN ALL DOCUMENTS HAVE BEEN SUBMITTED**

Scan and email license maps and other helpful documents to the Police Chief, Fire Chief and Public Works to be posted at their departments.

Scan and email license to Port for Port events only

City recorder Use Only

1. City forwards copy of picture ID to police for background check..
2. Forward application to Police Department for recommendation or any security needs.
3. Forward application to Chief for recommendation or any Fire/EMS needs.
4. Forward application to Planning Department to check on zoning for approval.
5. Scan and Email license maps and other helpful documents to the Fire Chief, Police Chief and Public Works to be posted at their departments.
6. Email copy of license to Port for Port events only.

Routing to various departments can be done at weekly Staff Meetings, Tuesdays @ 1:30 p.m.