

SPECIAL EVENT/STREET CLOSURE PROCEDURE CHECKLIST

The Hood River Municipal Code can be viewed on the City website: cityofhoodriver.com
**License issued at least 30 days prior to event if application procedure is complete.

City of Hood River provides to Applicant: (At least 45 Days Prior to Event)

- Special Event Licensing Procedure Check List
 - Special Event Application
 - Property Use Agreement Application
 - Special Event Permit Process for Street Closure Information
 - Copy of Hood River Municipal Code 5.07 and 13.52
 - When applicable: Fire/EMS Dept. agreement for special event services (according to Chief)
- Make sure the event site(s) are available for the dates and times requested***

All requirements below are to be completed 30 days prior to the event

Also Required for Street Closure/Parking Lot or City Park Use or Parade:

- ___ Completed Property Use Agreement Form
- ___ Map of (outside) proposed event area
- ___ Property Use Fee(s) Paid – see application for fees
- ___ Street Closure Notification Signature Form – collect signatures from **all** business owners and residents affected by the street closure.
- ___ Trash Management Plan – Hood River Garbage 541-386-2272
- ___ Traffic Control Plan (provide map(s) and description of plan)
- ___ Restroom Facilities Plan (1 restroom per 75 attendees at event) GPSI 541-352-6069

Applicant to provide to the City of Hood River:

- ___ Completed Application for Special Event; signed (date stamp when received)
- ___ Fee(s) Paid – (\$69 special event fee) - Late fee \$34
- ___ Copy of picture ID for police investigation
- ___ 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**)
- ___ 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**)
- ___ Liquor Liability Insurance - If the Special Event Permit includes permission to sell or serve beer or other alcoholic beverages (**21 days prior to event**)

When applicable these also need to be provided by applicant:

- ___ Proof of security service monitoring event, 1 per 75 attendees when alcohol is served at an event.
(21 day prior to event)
- ___ Traffic Control Plan Required with all street closures, include maps
- ___ Street closure permit with ODOT (30 day prior to event)
Marlene.T.NICHOLS@odot.or.us (503) 665-4006
- ___ OLCC Permit (800) 452-6522 (21 day prior to event)
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 County Health Inspections of food card (food vendors) 541-386-1115
- ___ Permit/Dept of Agriculture (fresh fruit vendors) (541) 296-8696
- ___ Fire Inspection (\$84) – Fire Dept. (541) 386-3939