PART 1: APPLICANT fills out and submits application for review.

APPLICATION - SPECIAL EVENT

Application Date:

Applicant

Name of Organization:

Type of Organization:	☐ Public agency	☐ Non-profit	☐ Business	☐ Private / Individual

Contact Name:	E-Mail:
Mailing Address:	City, State & Zip:
Phone:	Alt. Phone:

Event

Proposed Event Name:	Attendee Estimate:

Dates:	From:	To:	Exclusions:
Times: Including Set-up / Take-Down	From:	To:	Exclusions:

TYPE OF EVENT (check all boxes that apply):

☐ Athletic Walk / Race	☐ Festival / Carnival	☐ Reunion
☐ Concert	☐ Film / Photo Shoot	☐ Vigil / Protest
☐ Educational	☐ Parade	☐ Wedding
☐ Fair	☐ Market	☐ Reception
☐ Block Party	☐ Garage / Yard Sale	☐ Other - identify:

Description of Event (use additional sheet of paper if necessary):	Location(s) of Event (use additional sheet of paper if necessary):

FOR NON-STATIONARY EVENTS:

Proposed Destination:	Route (describe route in detail and provide map):

Ownership of Event Location(s) (check all boxes that apply):	☐ Private property	☐ Public property (parks, schools, etc.)	☐ Right-of-way (sidewalks, streets)

ADDITIONAL ACTIVITIES (add any additional activities not listed):

CHECK ONE		ACTIVITY		
☐ Y	☐ N	Retail or wholesale sales - describe:		
☐ Y	☐ N	Food on site:	☐ Pre-packaged	☐ Prepared on Site
☐ Y	☐ N	Beverages (Non-alcoholic) - describe serving container(s):		
☐ Y	☐ N	Beverages (Alcoholic[1]) - describe serving container(s):		
☐ Y	☐ N	Carnival-type rides - describe:		

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[1] Must provide copy of liquor license.

☐ Y	☐ N	Dancing			
☐ Y	☐ N	Music[2]:	☐ Live		☐ Recorded
☐ Y	☐ N	Amplified sound (i.e., PA system) or other noise generator			
☐ Y	☐ N	Tents and / or Canopies			
☐ Y	☐ N	Temporary electrical power - list source:			
☐ Y	☐ N	Street / road closures[3]			
☐ Y	☐ N	Traffic control			
☐ Y	☐ N	Activities on streets and / or sidewalks[4]			
☐ Y	☐ N	Open flames including barbecues and propane fueled equipment			
☐ Y	☐ N	Portable restroom facilities - proposed location:			
☐ Y	☐ N	Fireworks[5]			
☐ Y	☐ N	Other			

Permission is hereby requested to hold an event described hereto. It is understood that this application is limited to the event described herein and that event organizers shall comply with the provisions of this application and all other applicable rules, regulations and standards of the City, County and State. The permittee assumes full responsibility for said compliance and for repair or replacement of any existing improvement damaged as a result of this event. In addition, event organizers shall comply with all items checked in Part 2 below, and with the terms of any other City permits issued.

I CERTIFY THE ABOVE INFORMATION IS CORRECT ☞	Applicant's Signature:

PART 2: CITY STAFF reviews application for completeness and lets applicant know if any additional documents are required.

In addition to this application, the following is a list of items the City may request of applicant. Once the application is reviewed by City staff, they will check off those items below that are applicable and must be submitted by applicant to make the application complete:

☐ Certificate of liability insurance in the amount of $2,000,000 liability coverage for each occurrence / $4,000,000 aggregate naming the City of Oregon City, its officers, agents and employees as additional insureds
☐ Clackamas County Public Health – Temporary Event Food Service License(s)
☐ Traffic control plan
☐ Right-of-way permit application
☐ Clackamas County permit
☐ ODOT permit
☐ Release and Indemnity Agreement
☐ OLCC license, plan, or permit as applicable
☐ Clackamas County Fire District No. 1 and/or Oregon City Police Department approval
☐ Proof that neighborhood has been notified of the event
☐ Oregon City Business License
☐ Other _____   ☐ Other _____

OFFICE USE ONLY					
Packet Complete:	☐ Yes ☐ No	Expiration Date: ☐ 30 days ☐ 60 days ☐ Other		Permit No.:	
Issued by:				Date:	

PART 3: Once application is determined to be complete, applicant signs indicating that they will abide by all conditions of the application and City staff issues a permit.

APPLICANT: I AGREE TO COMPLY WITH THE PERMIT AND ALL ABOVE-REFERENCED CONDITIONS	
Applicant's Signature:	Date:

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[2] Live or amplified music requires residential notification. Contact City for instructions.
[3] Requires completion of Street Closure Application.
[4] Requires completion of Right-of-Way Permit Application.
[5] Oregon City fire marshal must approve fireworks in writing prior to event; may require proof that fireworks operator is State certified.