

CITY OF SCAPPOOSE
CITY-PERMITTED EVENT APPLICATION

*Permit must be available for inspection at the premises of the event.
Please allow at least thirty (30) business days prior the event to process this permit.*

Please fill out this form completely. Please type or print.

I (we), hereby request City permit (s) as described below (check all that apply):

- ☐ **EVENT PERMIT** ~ A permit is required for gatherings, parades and/or procession events consisting of 50 or more persons which are to travel or use in unison or for a common purpose, any City street, City park or City property and which use does not disturb the normal or usual traffic regulation or control thereof. The granting of a permit does not guarantee the applicant the use of a City park as a City park cannot be reserved. City parks are strictly on a first come/first served basis.
- ☐ **TEMPORARY STREET CLOSURE** ~ A permit is required for local and residential City street closures. Access must be provided to businesses, residences, and emergency vehicles. Requests for major street closures will be directed to the City Manager for final review and approval. **If you are requesting a temporary street closure you must include site/route plan, traffic control plan, and a safety/emergency plan. The City may request additional supporting documents be submitted, including but not limited to the documents listed in Section 3.**

SECTION 1 - APPLICANT

1. **Event Name/Event Type:** _____
2. **Event Sponsor/Organizer:** _____
3. **Primary Contact Person(s) responsible for and authorized to represent this permit on all matters:**

Full Name: _____ Address: _____

Mobile Number: _____ City, State, Zip: _____

Home Phone: _____ E-Mail Address: _____

SECTION 2 - EVENT

4. **Event Location:** _____
Date(s) of Event: _____ Start Time: _____ End Time: _____
5. **Parade Start Point:** _____ **End Point:** _____
(Please attach a map of area to be used)
6. **# of Participants:** _____ **# of Vehicles:** _____ **# of Animals:** _____ **# of Barricades:** _____

SECTION 3 – ATTACHMENTS ~ Failure to submit this application with the required attachments may result in denial of this permit. Please check the box for the attachments included:

- ☐ **CERTIFICATE OF INSURANCE (\$2 MILLION PER OCCURRENCE AND \$2 MILLION AGGREGATE)**
(REQUIRED)
- ☐ **PROVIDE THE CITY WITH A CERTIFICATE OF INSURANCE NAMING THE CITY AS AN ADDITIONAL INSURED. (REQUIRED)**
- ☐ **NARRATIVE. Describe the purpose of the event, the event itself, what sorts of activities will take place during the event, and what sorts of vendors/entertainment will be at the event. (REQUIRED)**

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SECTION 3 – ATTACHMENTS (continued)

- ☐ OTHER LOCAL, STATE OR FEDERAL PERMITS (IF REQUIRED)
- ☐ CITY OF SCAPPOOSE ALCOHOL PERMIT (IF REQUIRED)
- ☐ OLCC ALCOHOL PERMIT (IF REQUIRED)
- ☐ SAFETY/EMERGENCY PLAN ☐ SITE/ROUTE PLAN ☐ TRAFFIC CONTROL PLAN

SECTION 4 - CONDITIONS OF THIS PERMIT

The permit holder shall be responsible for notifying all businesses and residents whose sole route for ingress and egress from their businesses or residences is affected by the street closures associated with the event.

The permit holder shall, at its expense, secure and keep in force for the duration of the event, general liability insurance and liquor liability insurance if liquor is sold, served, or allowed at the event, in the amount of \$2 million per occurrence/ \$2 million aggregated and provide the City with a Certificate of Insurance naming the City as an Additional Insured.

The laws of the City of Scappoose and State of Oregon must be observed, including, but not limited to, safety, litter, noise, alcohol, and conduct.

The issuance of a City Event Permit does not obligate the City to provide municipal services, equipment, or personnel thereof. Should the City provide municipal services, an estimate cost of the city- related services will be provided prior to the event. These costs may include expenses from Police Department and Public Works Department. By signing this permit, you agree to pay the City for any costs the City incurred due to your event.

The City of Scappoose will be held harmless from any claim for damage that might arise by reason(s) of the issuance of this permit. Applicant agrees to hold the city harmless and indemnify the city regardless of limits of their insurance.

This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.

The City of Scappoose Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of this permit or in an emergency or hazardous situation.

****The permit holder will defend, indemnify, and hold harmless the City of Scappoose from and against all third-party claims arising out of permit holder's acts or omissions in connection with the permit, including, but not limited to, any claim of a violation of intellectual property rights. Permit holder agrees to hold the city harmless and indemnify the city regardless of limits of their insurance.****

Applicant Signature/Authorized Person: _____ Date: _____

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SECTION 5 - PERMIT REVIEW (For Staff Use Only)

FORMS SUBMITTED ~ Attachment(s) included & form completed

<input type="checkbox"/> Site/Route Plan	<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Safety/Emergency Plan
<input type="checkbox"/> Certificate of Insurance (\$2 million per occurrence and \$2 million aggregate) (REQUIRED)	<input type="checkbox"/> City of Scappoose Alcohol Permit (if required)	<input type="checkbox"/> OLCC Alcohol Permit (if required)
<input type="checkbox"/> Provide the City with a Certificate of Insurance naming the City as an Additional Insured (REQUIRED)	<input type="checkbox"/> Other Local, State or Federal Permits (if required)	<input type="checkbox"/> Other (please list)

City Staff has reviewed this permit application and hereby recommends to the City Manager:

Department	Signature	Date Reviewed	Approval Status
Public Works Director			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Police Chief			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Fire District			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Legal and Insurance Review			<input type="checkbox"/> Grant <input type="checkbox"/> Deny

Notes from Staff:

Final Approval/Denial by City Manager or designee

☐ Grant ☐ Deny

City Manager/designee: _____ Date: _____