



City of Grants Pass

Administration Department

101 N.W. A Street, Grants Pass, Oregon 97526

Telephone: (541) 450-6000 Fax: (541) 479-0812

Dear Applicant:

We put together this information sheet to help get your event underway.

Getting Started

Be sure to plan early – we will need your completed application at least 30 days prior to your proposed event (60 days preferred). In this packet is the Special Event Application form, please fill it out. Attach a map and describe the area to be closed. Make sure you clearly identify major cross streets and indicate the exact location of your event. Once you return your application to Administration, a meeting with City representatives will be scheduled to review your application.

Notification of Street Closure

Because you will be closing off street(s) to traffic, you are required to notify all businesses or residents who will be affected. To help you do this, we have included a Street Closure Petitioner Form (100-g) to gather signatures from business owners or residents who will be directly impacted by the proposed street closure. The City of Grants Pass requires at least 75% favorable approval to take forward to the City Council for consideration.

Blocking Off Your Street

Your group will need to install all necessary approved signs and cones to close a section of the street. When available, the Streets Department will loan out barricades. Pick up and drop off time should be arranged at least 1 week prior to event with the Streets Department Supervisor Steve Scrivner at 541-450-6125. Barricades are to be returned in the same condition as borrowed or you may be charged the full replacement cost. Approved barricades may also be rented from local rental stores at your own cost.

To ensure a safe event for all:

- Movable barricades and traffic signs must be installed at either ends of the street (or open end of a cul-de-sac).
- A 20-foot emergency access lane, free of obstructions, must be maintained the entire length of the street during the event. This means a 20-foot wide strip cannot be blocked by tables, chairs, ice chests, vehicles, etc. The cones are designed to be driven over if need be and thus do not apply to this restriction.
- All barricades and signs must be removed at the end of the event.
- Streets may not be closed for more than six hours.

Special Activities

If your event will include equipment or services from a private vendor (caterers, mechanical bulls, pony rides, bounce house, etc) to be used on City property, including sidewalks, streets or other public areas, you will need to submit a copy of your vendor's General Liability Insurance Certificate naming the City of Grants Pass as an additional insured in the amount of \$1,000,000 with a \$2,000,000 aggregate (see sample Certificate of Liability Insurance 100-f)

Keep Your Event Beautiful

Please furnish a trash receptacle and provide adequate clean up after your event. The Public Works Department can assess a street cleaning fee if City equipment is needed for clean-up.

Applicant Instructions & Check List

- _____ Applicant completes Small Special Events Application form (100-b) 30 days prior to proposed date of event (60 days preferred).

- _____ Applicant submits Certificate of Liability naming the City of Grants Pass as an additional insured (see sample form (100-f)).

- _____ Applicant submits Street Closure Petitioner form. At least 75% of all businesses or residents along the portion of the street to be closed must consent to the street closure (Street Closure Petitioner form (100-g)).

- _____ Applicant submits Special Event Business & Occupation Tax & Vendor Fee form (100-d).

- _____ Closures on federal, state highways or county roads will require additional permits through ODOT or Josephine County and will need an additional Certificate of Liability Insurance naming ODOT or Josephine County as an additional insured.

- _____ Map of area requesting street closure and placement of barricades is required.

- _____ Will applicant request to use city-supplied barricades to close the street? If yes, contact Streets Department Supervisor Steve Scrivner at 541-450-6125 at least one week prior to your event for availability of barricades.

- _____ City Council authorizes street closure by resolution. Please allow at least 30 days to put this resolution on the Council meeting schedule for approval.

Mail or deliver to:

City Administration
City of Grants Pass
101 N.W. A Street
Grants Pass, Oregon 97526
Phone: 541-450-6000
Fax: 541-479-0812

Forms needed:

Event Application (Form 100-b)
Certificate of Liability (Form 100-f)
Street Closure Petitioner (Form 100-g)
Business Tax/Vendor fee (Form 100-d)

Temporary Business License Special Event Application and Instructions

PERMIT PROCESS

This Temporary Business License/Special Events Application serves a dual purpose. First, it is intended to provide the City of Grants Pass with information it needs to evaluate your application especially as it relates to public health and safety. The second and equally important purpose is to help you in planning and organizing your event. As you complete the application, you may feel that not all of the questions apply to your event. If so, simply indicate so by writing “**not applicable**”.

The permit application process begins when you submit this completed application to the City of Grants Pass. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. The application will be reviewed in accordance with Chapters 4.04 and 4.07 of the Grants Pass Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations. Applications shall be submitted no later than 30 days prior to the scheduled event. Applicants are encouraged to submit their applications as soon as possible to allow time for review and to allow you the time to gather any necessary supporting documentation. Applicants who submit applications less than 30 days prior to the scheduled event waive all time periods and appeal rights described in City’s Special Events Ordinance.

A special event is any activity that occurs upon public property that will affect the ordinary use of public property, public streets, rights of way or sidewalks, or will require the City to incur extraordinary costs for personnel, materials, and services. If your event will generate impacts greater than the impacts generated from the normal and customary use of City property, parks, streets, rights of way or sidewalks you need a temporary business license/special events license. Impacts include such things as an increased volume of vehicular or pedestrian traffic, trash, noise and refuse and as a result may generate the need for traffic control, security, trash disposal, sanitation, sewage disposal, fire protection or other services. A special event includes, but is not limited to, fairs, art shows, hobby shows, flea markets, and educational or cultural events, festivals, and block parties. Demonstrations and other lawful assemblies, including but not limited to private social gatherings that will make no use of City streets, parks or rights of way other than for lawful parking, are not included.

Copies of the application and required supporting documents are forwarded and reviewed by all affected City departments and/or public agencies. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. The City must receive these items before issuing a Temporary Business License/Special Event License. (Contact: City Administration, 101 NW A Street, Ste. 205, Grants Pass, OR 97526, 541-450-6000)

PARK EVENTS

Complete this form only if your event in a City Park is a multi-day use, serving alcohol, or request for overnight camping. Otherwise, please contact the Parks & Recreation at 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435 in order to coordinate the scheduling and permitting of your event and to complete a City Park Event Permit Application.

Large Special Events Temporary Business License Checklist

- Completed Application, supplemental documentation (if applicable)
 - Host organization authorization (p.4)
 - Site Plan/Route Map (p.5)
 - Description/Timeline (p.3)
 - List of Concessionaires (p.7)
 - Certificate of Insurance (p.8)

(Certificates of Insurance from any concessionaires/vendors who will be providing food or beverage items or engaged in activities involving such things as bounce houses, climbing walls or similar activities).

Other Documents or Permits which may be required:

- Food handler permit
- Alcohol license (OLCC temporary sales license)
- Sign permits
- Fireworks permit
- Written permission to use specific public property which may need to include proof of rental payment if necessary.

For single day events that will take place entirely within a City park, please complete the Park Event Permit Application and **not this Temporary Business License/Special Event Application**. Completed **Park Event Applications** should be submitted to the Parks and Recreation Department, 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435.

FOR CITY PERSONNEL USE ONLY: DO NOT WRITE BELOW THIS LINE

<u>Department</u>	<u>Approved</u>	<u>Approved with Conditions</u> <small>(including extraordinary personnel, material and services charges)</small>	<u>Not Approved</u>
Administration	_____	_____	_____
Parks & Community	_____	_____	_____
Development	_____	_____	_____
Finance	_____	_____	_____
Public Works	_____	_____	_____
Public Safety	_____	_____	_____
Conditions for Approval: _____			

Reasons for Non-Approval: _____

SUMMARY OF EVENT DESCRIPTION

Event Title _____

Detailed description of your event, including a timeline:

Will there be an admission charge? Yes No

If yes, what will the admission charge be? _____

Location (be specific, park name and location, street name, etc.):

Event Category (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Art Show | <input type="checkbox"/> Cultural | <input type="checkbox"/> Festival/Celebration |
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance | <input type="checkbox"/> Flea Market |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Educational | <input type="checkbox"/> Live Animals |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Museum Special Attraction |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Fair | <input type="checkbox"/> Parade/Procession/March |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Farmer/Outdoor
Market | <input type="checkbox"/> Sidewalk event |
| | | <input type="checkbox"/> Other (be specific)
_____ |

Participants Estimated Total _____ Per Day _____

DATE/TIME

Event Starts Date _____ Time _____ Day of Week _____

Event Ends Date _____ Time _____ Day of Week _____

CONTACTS

Host Organization: _____

Contact Name (Required): _____

Second Contact _____

Telephone: _____ Cell Phone _____

Web Address: _____

E-mail address: _____

Yes No Is this an annual event?

Yes No Do you anticipate this to be an annual event?

How many years have you been holding this event? _____

Previous Location(s) _____

Contact Number: _____

ORGANIZATION STATUS/PROCEEDS/REPORTING

- Yes No Is the Host Organization a commercial entity?
- Yes No Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.
- Yes No Will there be vendors at the event?
If yes, what fees will you charge the vendors? _____

You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization _____

Chief Officer of Host Organization _____

Applicant Name: _____

Address _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____ Fax _____ Cell _____

SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan, which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes No

If yes, is this a parking lot? Yes No

Is this a public street? Yes No

SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

- Yes No** An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Yes No** The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pick up and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.
- Yes No** **Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.**
- Yes No** Other related event components not listed above.

ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law www.grantspassoregon.gov. Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes No Are there any musical entertainment features related to your event?
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Yes No Will sound amplification be used?
If yes, start time _____ Finish time _____

What is the approximate distance between the amplified sound source and nearby residences?

Yes No Do you plan to have a dance component to either live or recorded music at your event?
If yes, please describe: _____

Please describe the sound equipment that will be used for your event

Yes No Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes No Will your event be held during the evening hours.

ENTERTAINMENT AND RELATED ACTIVITIES (cont).

Yes No Is lighting necessary? Yes No Is lighting provided?

Yes No Will you require electricity or water? If yes, describe your needs and sources for electrical power and water. _____

Yes No Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe _____

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes No Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe _____

Please be aware that the use of any of these items may require additional permits.

SANITATION, TRASH REMOVAL AND HYGIENE PLAN.

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event. _____

Yes No Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe _____

MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

Yes No Is this event marketed, promoted, or advertised in any manner?

If yes, please describe _____

Yes No Will there be live media coverage during the event?

If yes, please describe _____

Yes No Will media vehicles be parked within the event venue?

If yes, please describe safety plan _____

Yes No Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe _____

ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation at 1750 NW Hawthorne Avenue, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes No Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Certificates of insurance will be required from all alcohol vendors.

Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes No Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared.

Yes No Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
 - Electric
 - Charcoal
 - Other (specify)
-
-

Certificates of insurance will be required from all food vendors.

MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event.

Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes **No** Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit. If no, please explain _____

Yes **No** Do you have a sample of any notice that you propose to distribute at least one week prior to your event?

If yes, please attach. If no, please explain _____

NEIGHBORHOOD BLOCK PARTY

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency: _____

Address: _____

City _____ State _____ Zip _____

AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager’s designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: _____

Print Name of Applicant/Host: _____

Applicant Title: _____

Applicant Signature: _____ Date: _____

Print Name of Professional Event

Organizer: _____ Title: _____

Event Organizer Signature: _____ Date: _____