

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 the 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, Room 205, Grants Pass, OR 97526, 541-450-6000)

PARK EVENTS

Complete this form only if your event in a City Park involves: multi-day use, sales and consumption of alcohol, or request for overnight camping. Otherwise, please contact the Recreation Program Coordinator at 541-471-6435 in order to coordinate the scheduling and permitting of your event and to complete an Application for Use of Park Facilities.

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 are required 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)
- Loudspeaker permit (events held in parks)
- 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 Application for Use of Park Facilities and **not this Temporary Business License/Special Event Application**. Completed Application for Use of Park Facilities should be submitted to the Recreation Program Coordinator, 101 NW A Street, Grants Pass, OR 97526. For more information, call 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	_____	_____	_____
Finance	_____	_____	_____
Fire	_____	_____	_____
Parks	_____	_____	_____
Public Works	_____	_____	_____
Police	_____	_____	_____

Conditions for Approval: _____

Reasons for Denial: _____

**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: parking lot, street name(s), 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 participants per day _____

DATE/TIME

Event Starts: Date _____ Time _____ Day of Week _____

Event Ends: Date _____ Time _____ Day of Week _____

Close road(s) from: Date/time: _____ to Date/time: _____

Close lot from: Date/time: _____ to Date/time: _____

Request one-time permission to place "No Parking" signs on City-owned light poles before a street closure:

Yes No (Signs must be zip-tied to poles and removed right after the event. No signs on trees or power poles)

CONTACTS

Host Organization: _____

Contact Name (Required): _____

Telephone: _____ Cell Phone: _____

Second Contact: _____ Telephone: _____

Web Address: _____

E-mail address(es): _____

Mailing 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 (be sure to submit Form 100-d)?

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 (Form 100-d). This information shall be provided to the Administration office (Room 205).

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.

Coverage should be in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

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. A fee of \$5 per day per vendor will be assessed. Nonprofit vendors are exempt.

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?

Public parking lot? **Yes** **No** Lot(s) _____

Public street(s)? **Yes** **No** Street(s) _____

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. Include "Free Speech" area.

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 one week prior to your event. Contact the Streets Department Superintendent at 541-450-6110.

Yes No **Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and handwash 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 cleanup 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. 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?

In what location of the event will the amplified sound be allowed?

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?

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 Marshal. 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 adequate restroom facilities, handwashing stations, and trash collection and removal. _____

Number of toilets available to the public: Fixed:_____ Portable:_____

Number of hand-washing stations: _____

Number of trash cans and recycle bins: _____

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 have sales and consumption of 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 and must be approved by the City Council. For more information regarding alcohol permits and licenses, contact the Police Department at 541-450-6260.

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 with Liquor Liability 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. You will also need to fill out a Fire Prevention Permit Application if applicable.

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 owners, 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 in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. 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. Drop off or mail to: City of Grants Pass Administration, 101 N.W. A Street, Grants Pass, OR 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.

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 with 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:

Event Organizer Signature: _____ Date: _____

When is a Fire Prevention Permit required?

A permit is required when any of the following are proposed to operate (Oregon Fire Code 105.6 Required Operational Permits).

- Assembly
- Carnival
- Fair
- Exhibition
- Tent or canopy

How do I apply for a permit?

Call the Fire Prevention Bureau at 541-450-6200 to find out if your event requires a permit. Permit applications can be obtained at the Parkway Public Safety Center located at 800 E. Park St., Grants Pass.