



CITY OF TALENT • COMMUNITY DEVELOPMENT

PO Box 445, Talent, Oregon 97540
Phone: (541) 535-7401 Fax: (541) 535-7423 www.cityoftalent.org

SPECIAL USE PERMIT

OFFICE USE ONLY:

New event: Return event: Route change: Date Received: _____ On time: Late: Previous Fees Paid:

(Submit at least 90 days prior to first advertising date)
Fill out completely and type or print legibly. Failure to do so could result in permit denial.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON / GROUP RESPONSIBLE)

Sponsoring Organization Name: _____

Organization type: For-profit Nonprofit Tax Exempt Number: _____

Organization Street Address: _____

City, State, ZIP Code: _____

Organization Phone: _____

Organization Email: _____

Primary Contact from Sponsoring Organization: _____

Contact Phone: (office) _____

(cell) _____

Email: _____

Name of contact person "on site" day of the event: _____

(cell – required) _____

Event coordinated through an event promotion company? Yes No Name of Company: _____

Contact Name: _____

Phone: _____

Email: _____

EVENT INFORMATION

Event Type (check all that apply): Run - Distance Walk Bike Race Parade Fair Party Filming

Demonstration ("First Amendment" Event) Other (Please specify briefly here) _____

Location Sidewalk Only Street Only Street and Sidewalk Street, Sidewalk and Park Private Property

City Location(s) (Be Specific) _____

Event Name _____

Requested Event Date(s) _____

Alternative Event Date(s) _____

Event Hours _____

Start: _____

End: _____

Set-up _____

Location: _____

Date: _____

Time: _____

Break-down _____

Location: _____

Date: _____

Time: _____

Are participants (including floats, vehicles and bands) charged an entry fee?

Yes No

Admission Cost and/or Entry Fee(s): _____

Is this an annual event? Yes No

Yes No

If annual, has the route changed from the previous year?

Yes No

Medical Aid: 911 Response On Standby - Name and phone number of medical aid: _____

Estimated Participants: _____

Estimated Spectators: _____

Estimated Total: _____

Basis on which attendance estimate is made: _____

Previous year's total attendance – if applicable: _____

OVERALL EVENT DESCRIPTION

Briefly explain event and event details (attach additional sheets if needed):

STREET CLOSURE INFORMATION (ADDITIONAL FEE REQUIRED)

(REQUIRED: A legible and detailed map that includes the start point, end point, direction of travel, and street names)

Names of streets to be closed (attach further closures on a separate sheet if needed)

	Between	And
	Between	And
	Between	And
	Between	And
	Between	And

Route description (i.e., held on sidewalk and/or street, changes to route, where and how you wish to travel)

The City prefers to reopen streets as soon as the tail end of the event has passed the beginning of the event area (if applicable). Are you requesting a complete street closure? Why?

Time of Street Closure	Start:	End:
------------------------	--------	------

Participant type and number of entries of each type (check all that apply): Participants/Spectators _____ Animals _____
 Vehicles _____ Floats _____ Bands _____ Bikes _____

If you have vehicles, animals, floats, fire-related entries and/or bands, please provide details about these entries:

Parking restrictions requested:

Will your proposed route use Highway 99 (between Colver Road and Creel Road)? Yes No (If yes, this is ODOT's jurisdiction. For ODOT permits contact Roger Allemand at 541-774-6360 or roger.b.allemand@odot.state.or.us. (To avoid revocation of permit, copy of permit MUST be received by staff two weeks before event.)

Will your proposed route affect the bus route? Yes No (If Yes, contact RVTD at 541-779-2877)

Will you agree to alter your route if ODOT and the Public Works Department determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas? Yes No

EVENT DETAILS

Does your event involve the sale of alcoholic beverages? Yes No (Oregon Liquor Control: 541-776-6191) http://www.oregon.gov/OLCC/license_information.shtml#How_to_Get_a_Liquor_License. If yes, will this activity occur on (or spill into) city streets? Yes No If yes, please describe:

Will items or services be sold at your event? Yes No (If food is being served contact Jackson County Health Dept: 541-774-8206 or <http://www.co.jackson.or.us/page.asp?navid=712>) If yes, will this activity occur on (or spill into) city streets? Yes No Please describe:

Will cooking facilities be used? Yes No (If yes, contact Jackson County Fire District #5 – 541-535-4222)

Will you have booths? Yes No How many:

Will the event have amplified sound? Yes No (If yes, fill out separate "Noise Permit Application")

Is this a fundraising event? If yes, please describe:

Do you have a recycling plan for your event? Yes No Please describe your recycling and clean-up plans for this event:

SAFETY/SECURITY/VOLUNTEERS

Please describe your procedures for crowd control and internal security:

If fences/barriers will be used, include site plan.

Are you expecting City Police services at intersections and/or for crowd control? <input type="checkbox"/> Yes <input type="checkbox"/> No	Conformation of Police services and associated fees are determined by the Talent Police Department's Police Chief. Requests for assistance from the Talent Police Department is at the Chief's discretion.
--	--

Do you plan on utilizing volunteers/monitors? Yes No (Note: in most cases they are required)
If yes in what capacity?

Name and phone number of volunteer coordinator:

PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION

PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT. Please describe the marketing and promotional effort planned for the event (advertising, flyers, etc.). Please also include strategies for notifying affected neighborhoods and businesses (14 days prior).

I have read and agree to the notification requirements at the end of this application and understand that failure to notify the public will result in the revocation of my event permit.

INSURANCE INFORMATION

HOLD HARMLESS AGREEMENT: IN CONSIDERATION FOR USE OF CITY OF TALENT PROPERTY, INCLUDING BUT NOT LIMITED TO CLOSURE OF ONE OR MORE PUBLIC STREETS FOR THE ACTIVITY FOR WHICH THIS PERMIT WAS ISSUED, THE SPONSOR(S) OF THIS EVENT HEREBY AGREES TO DEFEND, INDEMNIFY, SAVE AND HOLD THE CITY, ITS AGENTS, OFFICIALS, VOLUNTEERS, AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS FOR DAMAGES OF ANY KIND, INCLUDING ALL ATTORNEY FEES AND COSTS, ARISING OUT OF OR CONNECTED IN ANY WAY WITH THE ACTIVITY FOR WHICH THIS PERMIT WAS ISSUED.

Signature of Sponsor or Authorized Representative	Date
---	------

The sponsor shall maintain public liability and property damage insurance in the amount of not less than \$1,000,000 for personal injury to each person, \$1,500,000 for personal injury for each occurrence, and \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$1,500,000 covering all claims per occurrence. **The City of Talent shall be named as an additional insured on the policy.**

I have read the hold harmless agreement and liability agreement. I agree to maintain public liability and property damage insurance as required by the City Manager.

Signature of Sponsor or Authorized Representative		Date	
--	--	-------------	--

PERMIT CONDITIONS

If your permit is approved and issued the following conditions may apply:

1. **Fees** – Fees for events are to be paid at least 30 days prior to the event. Failure to pay fees may result in the revocation of the permit. See attached sheet for permit fees.
2. **Notifications** – Organizer will notify affected neighborhoods and businesses and copies of notifications will be sent to the Community Development Department at P.O. Box 445, Talent, OR, or by fax at 541-535-7423 at least 14 days prior to the event and will include a list of those notified.
3. **Signage** – Parking signage is coordinated through the Police Department and traffic control signage by the Public Works Department. No signs may be posted on utility posts or regulatory sign posts. Event signs such as sandwich boards, pedestal signs, ground signs, etc are not allowed. Some signs are allowed for charitable events - call Community Development at 541-535-7401 for more information regarding signs.
4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of badge, arm band, bib, shirt or cap. Volunteers will remain on post until advised by Talent Police Department that they are no longer required. Proof of adequate number of monitors shall be provided upon request of the Permit Coordinator at least 5 days prior to the event.
5. **Insurance** – Sponsors of events shall provide coverage for not less than \$1,000,000 for personal injury to each person. \$1,000,000 for each occurrence and \$1,000,000 for each occurrence involving property damages; or a single limit policy of not less that \$1,000,000 covering all claims per occurrence. A copy of the insurance certificate must be received by Community Development prior to the event.
6. **Pace** – Organizer will ensure that all participants are aware they must maintain an overall pace of 12 minutes per mile. The Police supervisor may adjust the pace as necessary for the safety of runners. Participants who fall behind will be required to move to the sidewalks upon request by the Talent Police Department.
7. **Route** – *Routes for events will not be changed unless specific written approval is given by the Community Development Director.* The Police Supervisor may approve changes on the day of the event.
8. **State Highways** – Large events utilizing areas around ramps to state highways will be required to apply for and coordinate closures with the State of Oregon Department of Transportation at 541-774-6360.
9. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the Community Development Director or Police Supervisor on the day of the event. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.
10. **Other permits** – Organizers are responsible for ensuring all applicable permits are in place prior to the event. These include, but are not limited to: park use, other venues and noise permits. Approval jurisdiction is the city limits of Talent. Permits outside city limits are the sole responsibility of the applicant.
11. **Special conditions**

I have read these conditions and agree to fulfill any requirements therein.

By signing this application, sponsor, or sponsor's authorized representative on behalf of sponsor agrees to all terms and conditions and any special conditions listed in the permit.

As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event as determined by the City Council based upon the information provided in this application.

Name of Sponsor or Authorized Representative (Printed)			
Signature of Sponsor or Authorized Representative		Date	

<i>FOR OFFICE USE ONLY</i>	<i>Associated File Number:</i>	<i>Public Works Review:</i>	<i>Community Development Review:</i>
Date Approved:	<i>City Manager Approval:</i>	<i>Talent Police Review:</i>	

ADDITIONAL PERMITS

IF ANY OF THESE CONDITIONS EXIST YOU MAY NEED AN ADDITIONAL PERMIT FROM THE CITY OR ANOTHER AGENCY.

PERTINENT QUESTIONS	WHO TO CONTACT	PHONE
Will a park be used for the formation or ending area or anywhere along the route? If yes:	<u>City Park:</u> City Hall	541-535-1566
Will a public address system or amplified music be used? If yes:	Community Development	541-535-7401
Will food be served at the event? If yes:	Jackson County Health Division	541-774-8206
Will alcoholic beverages be sold? If yes:	Oregon Liquor Control Commission	541-776-6191
Will your procession interfere with a bus route or schedule? If yes	RVTD, Field Operations Coordinator	541-779-2877
Will your event include a street closure that does not include a procession or athletic activity? If yes:	Community Development	541-535-7401
Will your event include a neighborhood street fair or community event with broad participation? If yes:	Community Development	541-535-7401
Will your event include tents, canopies, booths, food? Are you an outdoor fair? If yes:	Jackson County Fire District #5	541-535-4222
Will your event include open fires or cooking equipment of any kind? If yes:	Jackson County Fire District #5	541-535-4222

PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS

Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from the Public Works Department to avoid publication of misinformation. Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.

A precondition for receipt of a special event permit is public notification and signage.

Sponsors of large athletic, large parades, extra large uses, uses with a closed course and possibly exceptions shall notify residential complexes, neighborhood groups, businesses and churches which will be affected by the street and sidewalk use (signature form enclosed). **The notification shall be made not less than fourteen (14) days before the street and sidewalk use date.** The notification shall be in writing and shall include the name and telephone number of the appropriate City official to contact in case of questions or concerns. A notification form is at the end of this document. A copy of the actual form of notification shall be sent to the Community Development not less than fourteen (14) days before the street and sidewalk use date with a list of those notified.



CITY OF TALENT • COMMUNITY DEVELOPMENT

PO Box 445, Talent, Oregon 97540
Phone: (541) 535-7401 Fax: (541) 535-7423 [web address: www.cityoftalent.org](http://www.cityoftalent.org)

NOTIFICATION CERTIFICATION

To be submitted to Community Development by Event Organizer at least 14 days prior to the event.

List name of the business or organization hosting the event:

Name and phone number of the contact person for the event:

Name of the event:

I certify that the entities listed below have been notified about my upcoming special event.

Signature of Sponsor or Authorized Representative		Date	
--	--	-------------	--

Name/Business	Address	Phone	Email

Please submit this form to: City of Talent Community Development Department

