



SPECIAL EVENT PERMIT APPLICATION

DO YOU NEED A SPECIAL EVENT PERMIT?

Will this special event...

- Have an admission fee?
- Have more than 50 participants or spectators?
- Need water or electricity over 110 volts?
- Have booths, stages, and/or tents that encompass more than 50 people?
- Be advertised as a public event?
- Sell alcohol or food?
- Have fire, commercial propane and/or fireworks?
- Have carnival rides or bouncy houses?
- Have a run, walk or biking portion associated with it?
- Require blocked streets and/or flaggers?
- Need to rent equipment from the City of Madras?

IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE PLEASE PROCEED TO THE SPECIAL EVENTS PERMIT APPLICATION ATTACHED.

**Please note that all Event Applications must be received at least 14 days in advance before event.*

FEE SCHEDULE:

Events involving public right a ways (i.e. streets, trails, bike paths):

- **Non Profit and Private Events:** No charge for non-profit community events that are sponsored by legally established non-profit organizations or by a group of individuals that is sponsoring the event for community benefit and without profit making intent.
- **For Profit Events:** Private “for profit” organizations will be assessed a \$50 charge for a one day event, unless otherwise clarified by the City for larger or specialty events. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.

Events involving city parks:

- **Non Profit and Private Party Events:** There is no fee for reserving city parks for non- profit community or private events. It is the responsibility of the permittee to secure the permitted location the day of your event. The City does not rope off or sign reserved areas. Community events that benefit the residents of Madras will take precedence over private party applications.
- **For Profit Events:** The City of Madras reserves the right to charge “For Profit” entities a fee for utilizing city parks for money making events. Private “for profit” organizations will be assessed a \$50 charge for a one day event, unless otherwise clarified by the City for larger or specialty events. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.
- **Use of city water and/or electricity over 110V needed for events:** There is a \$25 fee per event for the use of city utilities for events. Does not apply to Non-Profit Organizations.

**Note, 110V electricity is available at no fee.*



THE CITY OF
MADRAS

Official Use Only

Event: _____
Date: _____
Location: _____
Date Approved: _____
Deposits Refunded: _____

SPECIAL EVENT PERMIT APPLICATION

Please return completed application to:
125 SW "E" Street, Madras, Oregon 97741
Phone: 541-475-2344 • Fax: 541-475-7061
Email: chemenway@ci.madras.or.us

****All activities that answered yes to any or all questions on the title page are required to have an approved special events permit. In addition, all private activities which will impede public right a ways require an approved permit. Applicants must attach all required documents to the application and pay all required fees before an application will be considered.**

Application For: Parade / Race Park Event Private Residence Other _____

Type of Event/Activity: _____ Name of Event/Activity: _____
(e.g. Concert, Bicycle/Race, Birthday Party, Wedding) (Name that will be used to advertise the event, if applicable)

Location of Event/Activity: _____ Date(s) of Event: _____
(e.g. Specific City Park, Private Residence, Airport)

Person in Charge: _____ Phone #: _____ Email Address: _____
(Last, First) (Email is recommended for primary contact)

Event Hours: From _____ to _____ Expected Participants: _____ Spectators: _____ Non Profit (circle one): Yes or No

Event Set up Date & Start Time: _____ Event Clean Up Date & End Time: _____

Applicant Address: _____ Sponsoring Organization: _____
(Number, Street, City, State, Zip Code)

Please provide a brief description of your event:



INSURANCE REQUIREMENTS:

If applicant needs assistance acquiring event insurance, The Event Helper is available through www.theeventhelper.com. Please request a form if you are interested in acquiring event insurance through this program.

- A. The Permittee agrees to indemnify, save harmless, and defend the City of Madras and their officers, agents, and employees from any and all claims, causes of actions and suits accruing or resulting from any damage, injury, or loss to any person or persons including, but not limited to, persons to whom the Permittee may be liable under any Workers' Compensation law and the Permittee himself and from any loss, damage, cause of action, claims or suits for damages, including, but not limited to, loss of property, goods, wares, or merchandise caused by, arising out of, or in any way connected with the exercise by the Permittee of the privileges granted herein.
- B. Events on City Property, including public Right of Ways (i.e. streets, highways, bike paths, trail systems): Permittee shall provide proof of liability insurance with the City of Madras and its officers, agents and employees named as additionally insured in the amount of at least **2,000,000** per occurrence for any event authorized by this permit on city property.
- C. Events involving liquor: Permittee shall provide proof of Liquor Liability insurance in the amount of at least **\$1,000,000** per occurrence with the City of Madras and its officers, agents, and employees named as additional insured in addition to required **\$2,000,000** liability insurance.
- D. Events on Private Property: Permittee shall provide proof of liability insurance with the City of Madras as the additionally insured in the amount of at least **\$2,000,000** per occurrence for any event authorized by this permit. Permittee hereby acknowledges that they have read and understand these insurance requirements. Permittee acknowledges that Permittee shall be responsible for all damages occasioned by its use of the premises.

ACKNOWLEDGEMENT: Permittee acknowledges that this permit application is not approved until the City Administrator and all other parties have authorized their approval. The City assumes no responsibility for any advertising for events before an "approved" permit has been issued. It is recommended that applicants submit requests at least 30 days in advance for first time events and 14 days for repeat events. Applicant agrees to abide by the terms and conditions specified by this application and permit once approved. I/We understand that failure to comply with the terms and conditions shall result in the revocation of this permit.

It is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is further responsibility of the permittee to clean up the entire areas immediately following the event. Permittee is responsible and liable for any damages that occur to City of Madras structures or grounds from the permitted activity. Any damages noticed prior to use should be reported to the City of Madras, Parks and Open Spaces Supervisor at 541-475-2622 ext. 2.

Signature of Applicant

Date

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injuries, death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the Event Location and for the Event Activity specified above. Other uses of the Event Location, or any use of the property outside the Event Location are not subject to a charge and, therefore, the City of Madras is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

PERMIT REQUIREMENTS CHECKLIST FOR APPLICANT:

Parade/Race Route Map [] Yes/Attached [] No
Flagger Certifications [] Yes/Attached [] No
Scaled Site Plan-Parks [] Yes/Attached [] No
Liquor License or TSL [] Yes/Attached [] No
Parking Plan Map [] Yes/Attached [] No

Traffic Control Plan [] Yes/Attached [] No
Event Insurance [] Yes/Attached [] No
Temp. Food Permit [] Yes/Attached [] No
Security Plan [] Yes/Attached [] No
Fire Safety Plan [] Yes/Attached [] No

RIGHT OF WAYS:

Does the event affect public right of ways (i.e. streets, trails, bike paths) Yes or No (If yes, attach a traffic control map)
List all streets, trails, and bike paths to be used:

(If traffic control devices are required for your event (such as cones), and applicant desires to rent equipment from the City, then applicant must complete Equipment Rental Request form. A \$200.00 refundable deposit is required for equipment rentals and will be collected at time of application)

PUBLIC EVENTS INVOLVING FOOD DISTRIBUTION

Will food be served at the event? Yes or No
Name (s) of food vendors who will be participating in the event: _____

Attach food handler's permit(s) or temporary food handler's permit(s) for each vendor. For temporary food handlers a separate form will need to be filled out and submitted with this application. Questions regarding food handler permits and requirements can be directed to the Jefferson County Health Department at 541-475-4456.

Will you be providing additional restroom/hand washing facilities on site: Yes or No How many: _____
Date/time facilities will be delivered _____ Date/time removed: _____

PUBLIC EVENTS INVOLVING SERVICE OF ALCOHOL

Will alcohol be served at the event? Yes or No Hours Served: From _____ to _____
Name(s) of Licensed Servers: _____

**Attach a copy of the applicable liquor licenses. Applicant is responsible for obtaining all required OLCC permits. Contact OLCC at 1-800-452-6522.

Please describe your security plan for the event: _____
**OLCC requires food to be served when alcohol is present. See OLCC for requirements.

REQUEST TO USE CITY WATER AND ELECTRICITY UTILITIES FOR EVENTS

Are you requesting the use of City water for your event? Yes or No
Are you requesting the use of City electricity for your event? Yes or No
If yes, what type of electricity is required for your event? 110V and/or 240V
Please list the time and date when the services need to be turned on _____

Please list the time and date when the services need to be turned off _____
**There is a \$25 utility fee for the request of services. This fee will be collected at the time of application. DOES NOT APPLY TO NON-PROFIT

PORTABLE TOILETS

To comply with health standards one restroom for each gender is required for every 200 people attending the event. Where public restrooms are not adequate, the applicant shall provide additional portable toilets. Toilets must be placed in a location approved by the Parks Supervisor and be removed within 48 hours of the event. Depending on location, immediate removal after event may be required. One male and one female restroom are available in Sahalee Park and Bean Park.

VEHICLE ACCESS

Upon approval vehicle access is permitted on a case-by case basis for the purpose of loading and unloading only. Vehicles must be removed from the park before the event begins. The City may allow vehicles to park on the grass during some events such as a pre-approved car show.

CITY OF MADRAS TRAFFIC CONTROL EQUIPMENT RENTAL REQUEST FORM

Forms must be filed

At least 48 hours in advance of the date requested. NO EXCEPTIONS.

Return to City Hall at 125 SW E Street – Madras, OR 97741

Application Information

Organization/Department _____
 Applicant _____
 Contact _____ Phone # _____
 Email _____ Cell # _____
 Address _____
 City/State/Zip _____

Pick-Up and Return to City of Madras Public Works Department, 216 NW B Street

Date of Pick-Up _____ Time of Pick-Up _____
 Date of Return _____ Misc. Info _____

| Equipment Requested | QTY | QTY RECIEVED | QTY RETURNED |
|---------------------------|-------|--------------|--------------|
| 28" Cones | _____ | _____ | _____ |
| Type II Barricades | _____ | _____ | _____ |
| Type III Barricades | _____ | _____ | _____ |
| 48 x 48 Soft Sign & Stand | _____ | _____ | _____ |
| Barrels | _____ | _____ | _____ |
| Misc. | _____ | _____ | _____ |
| Misc. | _____ | _____ | _____ |

For Office Use Only
 Receipt# _____ Total Deposit Paid _____ Date _____
 Cash: _____ Check: _____ Credit Card: _____

For Public Works Use Only
 Returned Employee: _____ Date Returned: _____
 Approved/Good Condition: _____ Denied/Damaged: _____
 Public Works Manager Approval: _____ Date: _____

A security deposit in the amount of \$200.00 is required for each order of traffic control devices, refundable if returned in good condition. If items are lost or damaged, and exceed the collected security deposit, application is responsible to reimburse the City for actual cost of damages or loss.

*I have read and understand the above statement and will abide by the rules outlined herein.

Signature _____ Date _____

OFFICIAL USE ONLY

| | DEPARTMENT | RECCOMENDATION/NOTES | SIGNATURE/DATE |
|-------------------------|---------------------------|----------------------|----------------|
| APPROVALS NEEDED | POLICE DEPARTMENT | | |
| | COMMUNITY DEVELOPMENT | | |
| | FIRE DEPARTMENT | | |
| | HEALTH DEPARTMENT | | |
| | PUBLIC WORKS | | |
| | ODOT | | |
| | FINANCE- INSURANCE & FEES | | |
| | | | |

PERMIT FEES: _____ **UTILITIES FEES: (\$25)** _____ **RECEIPT #** _____

| | | |
|----------------------------------|--|---------------------------------|
| | | FINAL APPROVAL |
| DATE PERMIT RECEIVED: | | |
| Received By: _____ | | _____ CITY ADMINISTRATOR |
| DATE PERMIT TO APPLICANT: | | _____ DATE |

THIS COMPLETED AND APPROVED APPLICATION SERVES AS THE OFFICIAL SPECIAL EVENTS PERMIT.

Additional Notes: