

City of Roseburg City Hall, City Manager's Office
900 SE Douglas
Roseburg OR 97470
541-492-6866
www.cityofroseburg.org



OUTDOOR EVENT PERMIT APPLICATION

Permit, if issued, authorizes the applicant to conduct the event that is described herein, paying close attention to any conditions of approval that are attached. Approved permit must be available at the event.

If the event involves the sale, dispensing or consumption of alcohol on public property, this application **must be submitted at least 30 days prior to the event. Any application submitted after this deadline will be denied.**

I. Applicant Information

Applicant Name: _____

Application Organization (if any): _____

Address: _____ City/State/Zip: _____

Phone: _____ Alternate Phone: _____ Email: _____

II. Event Information

This Event is a (check all that apply): (\$25.00 fee for parade; \$25.00 for right-of-way closure)

Parade Festival Concert Sales Event Other _____

Name of Event/Purpose: _____

Date/s of Event: _____ Start Time: _____ End Time: _____

Estimated Attendance Per Day: _____

List all streets that you propose to close and provide a Site/Transportation Map clearly showing which streets will be affected and where barricades, signs and traffic control personnel will be stationed. The applicant is responsible for pickup, installation and return of barricades to City Public Works Fulton Shop. Call 541-492-6730 to make arrangements. (Attach additional sheets if needed):

List Streets Blocked/Closed:

Street (Indicate cross streets also)	Closing Date and Time	Opening Date and Time
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_____	_____	_____
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_____	_____	_____
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Do you intend to use a city-owned parking lot? _____ Yes _____ No

If yes, specific location _____

Is a county or state owned street affected by your event? _____ Yes _____ No *If so, contact Douglas County Public Works (541-440-4208) and ODOT (541-957-3500).*

III. Further Considerations

1. Will food be served and/or prepared at your event? _____ Yes _____ No
If so, you must obtain a Food Handler's License from Douglas County. Call 541-440-3571. Contact Roseburg Fire Department for an inspection at 541-492-6700 if food is cooked or fire is used. There is a annual Fire inspection booth fee.

2. Will alcoholic beverages be available at your event? _____ Yes _____ No
Note: *Alcohol sold, dispensed and consumed at the event must be limited to beer and wine and authorized by an OLCC Temporary Sales Permit. There is a \$10.00 per day per alcohol provider fee. Alcohol may only be served by licensed servers or charitable and non-profit sponsors may use volunteer servers who have received training from the applicant and signed the OLCC brochure provided for such volunteer services. Verification of such training must be provided to City. You may obtain an OLCC Temporary Sales license and permit by calling 541-440-3362. Liquor liability insurance naming the City of Roseburg as an additional insured is required as outlined in Section IV of this application.*

3. Will there be any live entertainment or music at your event? _____ Yes _____ No
 If so, what times will the performances take place each day?

Date	Start Time	Finish Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is amplification: Mobile _____ Stationary _____
 Amplification is only allowed between 7:00 a.m. and 10:00 p.m. Maximum sound level is 95 decibels. Any misuse or abuse of the amplification authorization will result in immediate revocation of approval. Fee for a Loudspeaker Permit is \$20.00 per day.

4. If you anticipate attendance of 100 or more, please complete the following:
 a. Will additional electrical wiring be installed for your event? _____ Yes _____ No
 Please explain how and where this will be done _____

b. Will your event require restroom facilities? Yes No

Please explain how and where the restroom facilities will be provided _____

c. Have you arranged for security at your event? Yes No

If so, who will be providing security: _____

d. Describe your plans for trash minimization and removal. Include information as to the number, types and locations of all trash receptacles, a schedule for monitoring and emptying trash receptacles and plans for cleaning up debris not placed in trash receptacles. Include information on any persons or entities that will be providing trash related services. *Utilization of permanent City of Roseburg receptacles is not acceptable removal of trash.*

5. Does your event involve the use of a park? Yes No

If so, which park? _____

You must contact the City of Roseburg Parks Division at 541-492-6730 to reserve park facilities.

Fee Summary

(Fees are subject to change, please contact City Administration at 541-492-686)

Fire Booth Inspection

Liquor License

Loudspeaker Permit

Parade Permit

Park Reservations Dependent Upon Facility

Refundable Deposits Dependent Upon Facility

Right-of-Way Closure

IV. Applicant Obligations.

Applicant is responsible for obtaining all additional permits, licenses and insurance certificates required prior to the issuance of this Temporary Event Permit. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete, you must place your initials in all of the designated areas marked with a () and then sign and date at the bottom, certifying that you understand and will comply with all requirements described in this application.

() **ALCOHOL SERVERS:** Applicant agrees alcoholic beverages shall be served only by individuals who possess a current valid OLCC Server's Permit or charitable or nonprofit organizations with proof of having a Registry Number issued by the Secretary of State and an OLCC Temporary Sales permit, may use volunteer servers who have received training from the applicant and have read, signed and dated the OLCC brochure provided for such volunteer services.

- () **CITY CODES/PERMITS:** Applicant agrees to obtain and pay the associated fee for all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager determines necessary. Please refer to the City's "Special Event Handbook" which is available from the City Manager's Office, Public Works Office and on line at www.cityofroseburg.org

- () **CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly and sufficiently undertaken, the City may do the cleaning itself and charge the applicant for the actual time and expense incurred.

- () **CONDUCT/NUISANCES:** Applicant understands that if an event is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the event created a nuisance and may ask for a review of such determination.

- () **INDEMNITY:** Applicant agrees to defend, indemnify and hold harmless the City of Roseburg, its officials, employees, agents, volunteers and assigns from and against all claims, suits, losses and liability (including but not limited to damages, attorney fees and costs) arising out of personal injuries, including death and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.

- () **INSURANCE:** Applicant agrees to provide a certificate of liability insurance coverage. This insurance shall provide coverage for an amount which at least matches the tort claims limit as set by Oregon State Statute for personal injury to each person, for each occurrence involving property damage; or a single limit covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities in the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Roseburg and its officers, agents and employees. The applicant agrees to maintain continuous coverage for the duration of the permit. **If alcohol is being served, the insurance coverage must include liquor liability.**

- () **SITE MAP AND TRANSPORTATION PLAN:** **If the event involves closure of a City street, this application will not be processed unless a site map is included.** Indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Indicate where streets will be blocked and how they will be blocked including fencing, barricades, stages, tents, etc.

Permit approval will not be granted until all items are addressed and necessary paperwork provided in full.

I HAVE READ ALL INFORMATION CONTAINED WITHIN THE CITY OF ROSEBURG'S OUTDOOR EVENT PERMIT APPLICATION AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED HEREIN.

Applicant Name (print or type): _____

Applicant's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY – Department Recommendations

Fee Due: _____ Receipt No. _____

Name of Event/Purpose: _____

_____ This is a city-sponsored or supported activity. _____ This is an independent event.

Return to City Manager's Office upon completion of application review.

Fire Department

Reviewed by: _____ Date: _____

_____ Approved _____ Denied

Conditions of Approval: _____

Community Development Department

Reviewed by: _____ Date: _____

_____ Approved _____ Denied

Conditions of Approval: _____

Police Department

Reviewed by: _____ Date: _____

_____ Approved _____ Denied

Conditions of Approval: _____

Public Works Department

Reviewed by: _____ Date: _____

_____ Approved _____ Denied

Conditions of Approval: _____

City Recorder

Reviewed by: _____ Date: _____

_____ Approved _____ Denied

Conditions of Approval: _____