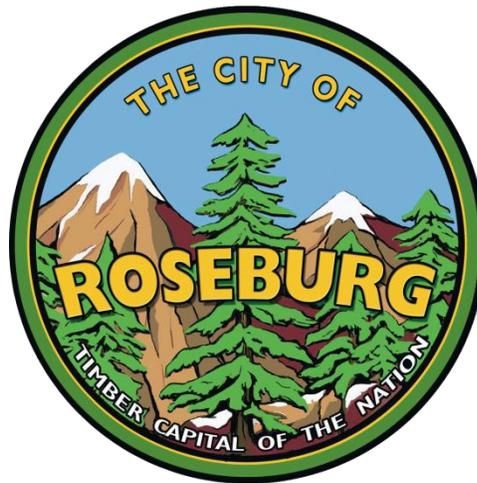


CITY OF ROSEBURG
SPECIAL EVENT HANDBOOK



Committed to Continuous Improvement
And Quality Customer Service

SPECIAL EVENT HANDBOOK

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SPECIAL EVENT HANDBOOK

PREFACE

Generally, a “special event” is defined as any organized assembly or activity conducted by an individual or organization for a common purpose. Most of these events are not planned or organized by the City of Roseburg. However, the City will have concerns and responsibilities if the activity involves the use of City property, facilities or services. Potential major loss exposures for special events include damage to public property, equipment and machinery and injuries to participants.

To properly prepare for a special event, the City must consider the following aspects of the event:

- Purpose of the event
- Time and duration of the event
- Number of participants expected
- Which public facilities are involved
- How and will traffic flow be impacted
- Will alcohol be sold or consumed
- Security provisions
- Restroom facilities
- Post-event cleanup
- History of this event or similar-type events

This handbook is intended to assist event organizers and City Staff to ensure all the above concerns and adopted City Policies and Ordinances are appropriately addressed.

I. POLICIES FOR CITY PROPERTY USAGE

- A. The event sponsor is responsible for:
- Acquisition, placement and removal of barricades, if necessary
 - Acquisition, placement and removal of street closure signs, if necessary
 - Providing emergency access to all facilities
 - Cleanup – all City property shall be returned to its original condition, including the replacement of equipment and the disposal of trash
 - Notifying affected area
- B. Unless specifically stated otherwise, City Staff does not provide services for special events.
- C. Unless otherwise noted, permit applications must be received two weeks in advance of the event. Depending upon facility availability, some park permits may be issued in 1-2 days.
- D. Fees for all permits are provided as an insert to this handbook.

II. SPECIFIC LOCATIONAL POLICIES

A. Parks Rules and Regulations. The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on November 8, 2010, pursuant to Resolution No. 2010-15 shall be observed and enforced within the public parks of the City of Roseburg, Oregon. As used herein, the words “public park” shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for use by the public.

1. No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
2. No overnight camping will be permitted in any park or part thereof without prior approval of the City.
3. No person may erect signs, markers or inscriptions of any type within a public park, except in a specially designated area, without permission from the Public Works Director. The following activities are prohibited in all parks unless specifically authorized by the Public Works Director.
 - 3.1 The distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.
 - 3.2 The solicitation of, or engagement in, the sale of any merchandise or service, or the operation of any concessions, within any public park without a permit from the Public Works Director.
4. Smoking or other use of tobacco products is prohibited on all public park property. “Tobacco products” include any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco or any other form of tobacco that may be used for

- smoking, chewing, inhalation or other means of ingestion. City-owned Stewart Park Golf Course is excluded.
5. No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by the City.
 6. No person shall be permitted within a public park between dusk and dawn with the following exceptions.
 - 6.1 As permitted for special occasion upon application and approval by the Public Works Director.
 - 6.2 Stewart Park Tennis Courts as posted at each entrance by the Public Works Director.
 - 6.3 Organized events that the City has approved such as Music on the Half Shell, Legion Baseball, Little League activities at Gaddis Park, scheduled softball league and tournaments.
 - 6.4 Events sponsored by Umpqua Valley Art Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.
 7. No person shall swim, wade, bathe or operate a boat in any area of a public park except in those areas so designated.
 8. No person shall operate any public address or loudspeaker system or operate a radio or other electronic audio device in any public park in a manner that constitutes a noise disturbance. For purposes of this section, a “noise disturbance” means any sound which annoys or disturbs a reasonable person of normal sensitivities but does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.
 9. Car washes and garage/yard sales are prohibited on public park property.
 10. No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.
 11. Except for park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction and maintenance of City parks and utilities therein, no motorized vehicle, of any type, shall be operated, stopped, parked or left standing in a public park, other than on roads, designated trails and parking areas, specified for that type of vehicle use. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are required within a park.

12. No person shall operate a motorized vehicle, bicycle, skateboard, roller-skates, roller blades or any other type of vehicle, in any public park in a manner that endangers or would be likely to endanger any person or damage any property.
13. Persons desiring to use park property to picket or protest an activity authorized by City permit shall be allowed to occupy the sidewalks and bicycle/pedestrian path abutting Stewart Parkway only. If the number of people using the designated area is ten or more, the activity must also comply with City parade regulations.
14. The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.
15. Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.

B. Use of Stewart Park Band Shell for Events Not Under Contract With the City.

Persons issued a permit for use of the Stewart Park Band Shell for events other than those sponsored by the City of Roseburg shall be responsible for seeing that the following rules and/or requirements are followed, met and adhered to:

1. At least one week prior to the event, Permittee shall provide the City with proof of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and a rider naming the City as an additional insured.
2. The sale, dispensing and/or consumption of alcoholic beverages during events held at the band shell is prohibited without a special occasion liquor license obtained from the Oregon Liquor Control Commission **and** approved by the City Manager and Police Chief. The license must be presented to the City a minimum of 30 days prior to the event.
3. Permittee must pay a permit deposit at least two weeks prior to the date of the event to cover the cost of City services such as police, parks and public works crews if these services are required. The amount of the deposit will be determined on an event-by-event basis. A final accounting for these services will be done by the City within 10 days following the event, at which time the Permittee will be reimbursed for any over-payment or billed for cost in excess of the amount deposited.
4. Permittee must provide, at its own expense, all traffic control and security needed throughout the duration of the event. The minimum traffic control and security will be determined by the City on an event-by-event basis. Vehicles parked in the Legion Field area when games are in progress must be kept out of the fire lanes and not be double-parked.
5. Permittee must provide an adequate number of portable toilets to meet crowd demands.
6. For crowds over 1,500, Permittee must provide additional trash containers at a general rate of one trash container per every 50 people.
7. The decibel level of any sound produced as part of or as a result of the event shall be limited to 95-100 decibels.

8. Permittee shall be held liable and responsible for any damage beyond normal wear and tear upon the facilities used during the event. Climbing on the band shell structure for any reason is strictly prohibited.
9. Due to limited availability of parking space, if Permittee anticipates an extra large crowd, Permittee is encouraged to provide shuttle bus service to the park.
10. Each concessionaire who wishes to sell food or products in conjunction with the use of the band shell must enter into a separate agreement with the City. Performer's promotional materials are exempt.
11. All events held at the band shell must conclude no later than **9:30** p.m.

C. Rules Specific to City Skateboard Park Facility. In addition to the Park Rules and Regulations, the following rules apply to the City Skateboard Park:

1. No motorized vehicles shall be operated in the skateboard park.
2. No pets shall be allowed in the skateboard park.
3. Bicycles are allowed from dawn until noon on Sunday, Tuesday and Thursday only. This time is for bicycles exclusively. Skateboards shall not be used in the park during the bicycle time.

Penalty for Violation. A violation of these rules and regulations constitutes a violation under Roseburg Municipal Code Chapter 1.06 and may also constitute an offense under Roseburg Municipal Code Chapter 7.02. Penalties for such violations are set forth in Roseburg Municipal Code Chapter 1.06. The City reserves the right to exclude and/or ban, from any and all park facilities, any person who has been found guilty of violating any of these rules and regulations or who has vandalized, damaged or taken park property or facilities, or attempted to do so.

III. SUMMARY OF PERMITS AND INSPECTIONS

Property Use Permit (Non-park Property):

A Facilities Use Permit is required for use of City property (other than parks or streets/sidewalks - refer to section regarding Parks Property Use or Right-of-Way Use Permit). For example, this is required for use of the overpark structure, walkway mall, City parking lots, etc. This permit is issued through the City Manager's Office. *See page 10*

Fireworks Display

Generally, fireworks are prohibited in Stewart Park. Formal fireworks displays are only allowed within Stewart Park and only upon obtaining a permit from the City of Roseburg and the State Fire Marshal. City Council approval is required via the City Manager's Office. *See page 18*

Indoor Event Permit

An indoor event permit is required for any event held inside a City facility which involves the sale, dispensing or consumption of alcohol. This permit must be obtained through the City Manager's Office at least 3 days prior to the event. *See page 20*

Loudspeaker Permit

A loudspeaker permit is required for sound amplification anywhere within the City limits. This permit can be obtained through the Parks Division, Police Department or City Manager's Office. *See page 23*

OLCC Permits

The consumption of alcohol on any public property is prohibited unless an OLCC special event license and a City event permit are approved by the City as outlined. This permit must be approved through the City Manager's Office. *See page 25*

Outdoor Event Permit

An outdoor event permit is required for any event held on City property which involves the sale, dispensing or consumption of alcohol. This permit must be obtained through the City Manager's Office at least 30 days prior to the event. *See page 26*

Parade Permit

A parade permit is required when streets or public ways will be closed and traffic diverted for processional events. This permit is approved through the City Manager's Office. *See page 32*

Park Property Use Permit

A Park Property Use Permit is required for designated use of any City park property. This includes the Stewart Park Pavilion, Gaddis Park Pavilion, Sunshine Park Pavilions, Willis Park Gazebo, Stewart Park Gazebo and sports fields. These permits are issued through the Parks Division. See *page 36*

Right-of-Way Use/Street Closure Permit

This permit is required for special events such as sidewalk sales, musical performances, block parties, etc. The permit is issued by the City Manager's Office. See *page 41*

Sidewalk Café Permit

A sidewalk café permit requires a site review by the Community Development Department. Except for permitted Special Event vendor booths which have been inspected by the Fire Department (see Vendor Fire Inspections), cooking is not allowed on the public way. Alcohol service requires approval from the City Manager and the Oregon Liquor Control Commission; therefore, allow at least 30 days for application approval. Approval is issued through the City Manager's Office. See *page 43*

Vendor Cart

Special permissions are required to place a vendor cart on private or public property. See *page 45*

Food Vendor Inspections

The Fire Department conducts fire and life safety inspections on each vendor booth prior to or during special events, i.e. Graffiti Week, Art Festival, Music on the Half Shell, etc. The associated fee is valid for the calendar year. See *page 46*

Special Events Assembly

The Fire Department conducts fire and life safety inspections for events which are open to the public and set up inside a structure not designed for that particular use. See *page 49*

Haunted House or Similar Temporary Installations

The Fire Department conducts fire and life safety inspections for haunted houses, fun houses or similar installations which are open to the public and set up for 90 days or less inside a structure not designed for that use. See *page 51*

FACILITIES/PROPERTY USE PERMIT (NON-PARK PROPERTY)

The following Facilities Use Permit is required for use of City property (other than parks and streets/sidewalks - refer to sections regarding Parks Property Facilities Use for Parks or Right-of-Way Use Permit for sidewalks/streets). For example, this agreement is required for use of the downtown Overpark structure, walkway mall, City parking lots, etc. The permit is issued through the City Manager's Office.

**CITY OF ROSEBURG
CITY PROPERTY/FACILITIES USE
PERMIT AGREEMENT**

This agreement is made and entered into this _____ day of _____, 2____, by and between the City of Roseburg, an Oregon municipal corporation, hereinafter called "City" and _____, hereinafter called "Permittee".

1. Use of Property/Facilities. The City of Roseburg hereby grants to Permittee the right to enter upon and use the below described property and/or facility for the following identified business, activity or purpose: _____

Permittee agrees to use the above identified property and/or facility solely for the business, activity or purpose identified herein.

2. Term. The term of this agreement shall be for _____, beginning _____, 2____ and ending _____, 2____.

3. Fees. The Permittee shall pay to the City a fee of \$_____ per _____, payable on the _____ day of _____, 2____. A clean-up/damage deposit of \$100.00 will be required upon execution of this agreement. Said deposit shall be refunded to Permittee within 10 days of the expiration of this agreement provided that the property/facility being used is cleaned and returned to its original condition. Any person or group causing damage will be required to pay for the same based on the current cost of repair or replacement. Payments shall be made to the City of Roseburg Finance Department, 900 SE Douglas, Roseburg, Oregon 97470. Failure to submit payment when due will be considered cause for termination of this agreement and revocation of any and all permits issued subsequent hereto. No refund of fees or payments required by this agreement shall be made if an event, activity or permit is terminated or canceled due to violation of this agreement.

4. City's Right to Termination/Revocation. Notwithstanding any provision contained herein, the City or its authorized representative may terminate or revoke this agreement, and/or permit issued subsequent hereto, at any time or for any reason or for Permittee's default. Upon notice of termination, the Permittee shall immediately leave the property/facility or discontinue the activity allowed by this agreement. Permittee's obligations and liability to the City shall survive termination. Unless waived by the City, the Permittee shall restore the premises to its condition at the commencement hereof, ordinary wear and tear excepted.

5. Indemnity. Permittee is an independent contractor and agrees to fully indemnify, save harmless and defend the City, its officials, officers and employees from and against all claims and actions and all expenses incidental to the investigation and defense thereof, based upon or arising out of damages or injuries to persons or property, caused by the fault or negligence in whole or in part of the Permittee, its agents, contractors, or employees in the use or occupancy of the facility or premises.

6. No Benefit to Third Parties. The City and Permittee are the only parties to this agreement and any permit issued subsequent hereto and as such are the only parties entitled to enforce its terms. Nothing in this agreement or subsequent permit gives or shall be construed to give or provide any benefit, direct, indirect, or otherwise to third parties unless third persons are expressly described as intended to be beneficiaries of its terms.

7. Insurance Requirements. Throughout the term of this agreement, Permittee shall maintain a commercial general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, for bodily injury, personal injury or property damage. Such policy shall contain a contractual liability endorsement to cover Permittee's indemnification obligations under this agreement. The policy shall also contain an endorsement naming City as an additional insured, on a form satisfactory to City, and expressly provide that the interest of City shall not be affected by Permittee's breach of policy provisions. Such policy must be maintained in full force and effect for the duration of this agreement, failure to do so shall be cause for immediate termination of this agreement by City. Claims Made policies will not be accepted.

8. Assignment. Permittee shall not in any manner, directly or indirectly, by operation of law or otherwise, sublease, assign, transfer or encumber any rights granted to Permittee under this agreement or any permit issued as a result of this agreement. Any attempted assignment or transfer shall be void.

9. Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this agreement, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees, or in the event of appeal as allowed by the appellate court.

10. Warranties/Guarantees. The Permittee acknowledges that it has inspected the facility and/or premises and has found them to be completely acceptable and safe for Permittee's intended use. City makes no warranty, promise or guarantee of any nature whatsoever concerning the physical condition of the facility or premises, and it is agreed that City will not be responsible for any loss, damage or costs which may be incurred by Permittee by reason of any such physical condition.

11. Compliance with Law. Permittee shall comply with all applicable state, federal and local laws, including but not limited to, FAA regulations, City of Roseburg zoning ordinances and laws, rules, regulations, and policies concerning equal opportunity, nondiscrimination, Workers Compensation, and minimum and prevailing wage requirements.

12. Standard Contract Provisions. Permittee shall comply with Standard City Contract Provisions as outlined in the attached Exhibit "A".

13. Notices. All notices required under this agreement shall be sent to the addresses set forth below:

City	Permittee
City of Roseburg ATTN: City Manager 900 SE Douglas Avenue Roseburg, OR 97470	

14. Merger. There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this agreement. Any amendments to this agreement shall be in writing and executed by both parties.

CITY OF ROSEBURG

PERMITTEE

C. Lance Colley
City Manager

Date: _____

Date: _____

Attest:

Sheila R. Cox, City Recorder

EXHIBIT "A"
STANDARD CITY CONTRACT PROVISIONS

The following provisions, if applicable, are hereby included in and made a part of the attached Contract for professional/personal services between the City of Roseburg and the Contractor named therein as provided for in the Roseburg Municipal Code, the Oregon Revised Statutes and Federal laws, rules, regulations and guidelines:

1. DISCRIMINATION IN SUBCONTRACTING PROHIBITED; REMEDIES - ORS 279A.110:

1.1 The Contractor may not discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055.

1.2 By entering into the Contract, the Contractor certifies it has not discriminated and will not discriminate, in violation of Subsection 1.1 against any minority, women or emerging small business enterprise in obtaining any required subcontract.

1.3 If the Contractor violates the nondiscrimination certification made under Subsection 1.2, the City may regard the violation as a breach of contract that permits the City to terminate the Contract or exercise any remedies for breach permitted under the Contract.

2. NONRESIDENT CONTRACTOR REPORT TO DEPARTMENT OF REVENUE - ORS 279A.120:

2.1 As used in this Section, "nonresident contractor" means a contractor that:

- (a)** Has not paid unemployment taxes or income taxes in the State of Oregon during the 12 calendar months immediately preceding submission of the bid or proposal for the Contract;
- (b)** Does not have a business address in this state; and
- (c)** Stated in the bid or proposal for the Contract that it was not a "resident bidder" under ORS 279A.120.

2.2 If the Contractor is a nonresident contractor and the public contract price exceeds \$10,000, the Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract price, terms of payment, length of contract and such other information as the Department may require before the Contractor may receive final payment on the Contract. The City shall satisfy itself that the requirement of this Section has been complied with before it issues a final payment on the public contract.

3. PREFERENCE FOR RECYCLED MATERIALS - ORS 279A.125:

3.1 Notwithstanding provisions of law requiring the City to award a contract to the lowest responsible bidder or best proposer or provider of a quotation and subject to

Section 3.2, when procuring goods for any public use, the City shall give preference to the procurement of goods manufactured from recycled materials.

3.2 The City shall give preference to goods that are considered to be made from recycled materials if:

- (a) The recycled product is available;
- (b) The recycled product meets applicable standards;
- (c) The recycled product can be substituted for a comparable nonrecycled product; and
- (d) The recycled product's cost does not exceed the cost of a comparable nonrecycled product by more than five percent, or a higher percentage if a written determination is made by the City.

4. PAYMENT OF LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES - ORS 279B.220(1): The Contractor shall:

4.1 Make payment promptly, as due, to all persons supplying to such Contractor, labor or material for the performance of the work provided for in the Contract.

4.2 Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the Contract.

4.3 Not permit any lien or claim to be filed or prosecuted against the City or any subdivision, agency or employee thereof on account of any labor or material furnished.

4.4 Pay to the Department of Revenue, all sums withheld from employees pursuant to ORS 316.167.

5. SALVAGING, RECYCLING, COMPOSTING OR MULCHING YARD WASTE MATERIAL - ORS 279B.225: If the Contract will include lawn and landscape maintenance the Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

6. PAYMENT FOR MEDICAL CARE AND ATTENTION TO EMPLOYEES - ORS 279B.230:

6.1 Contractor shall promptly as due, make payment to any person, co-partnership association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such Contractor of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

6.2 The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under the Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage that complies with ORS 656.126 for their workers. Employers' Liability Insurance with coverage limits of not less than \$500,000 each accident shall be included.

7. HOURS OF LABOR - ORS 279B.235: This Section does not apply to public contracts for goods or personal property.

7.1 No person shall be employed for more than ten hours in any one day or forty hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except for contracts for personal services, the employee shall be paid at least time and a half pay for:

(a) All overtime in excess of eight hours a day or forty hours in any one week, when the work week consists of five consecutive days, Monday through Friday; or

(b) All overtime in excess of ten hours a day or forty hours in any one week, when the work week is four consecutive days, Monday through Friday; and

(c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020, or all holidays specified in a collective bargaining agreement.

7.2 For personal services contracts, employees shall be paid at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

7.3 The Contractor must give notice to employees who perform work on this Contract, in writing, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, the number of hours per day and days per week that the employees may be required to work.

8. EXCLUSION OF RECYCLED OILS PROHIBITED - ORS 279B.240. Lubricating oil and industrial oil may include recycled oils or oils that are not manufactured from virgin materials.

9. COMPLIANCE WITH LAWS: Contractor shall comply with all federal, state and local laws, rules, ordinances and regulations at all times and in performance of this Contract.

CERTIFICATION OF REFUND OF DAMAGE DEPOSIT

I, _____ , hereby certify that I have received a
refund in the amount of \$_____ for the damage deposit submitted by
_____ for use of

Signed: _____

Dated: _____

FIREWORKS DISPLAY

In general, fireworks are prohibited in Stewart Park. Formal fireworks displays are only allowed within Stewart Park and only upon obtaining a permit from the City of Roseburg and the State Fire Marshal.

Definitions

1. "Fireworks" includes any combustible or explosive composition or substance defined in ORS 480.110 without the exclusions described in ORS 480.110(1)(a),(b),(c) and (d); and includes combination item, cone fountain, cylindrical fountain, flitter sparkler, ground spinner, illuminating torch and wheel as defined in ORS 480.127(4). "Fireworks" does not include paper caps containing .25 grains or less of explosive compound.
2. "Fireworks activity" includes the display, use or explosion of any fireworks.
3. "Stewart Park" includes but is not limited to the Fir Grove Section of Stewart Park, the golf course, the duck pond and the nature area of Stewart Park.

Permit Requirements

1. Any person proposing to engage in fireworks activity in Stewart Park shall make application to the City Council at least thirty days prior to the event at which the fireworks activity is to occur. The application shall be on the following form provided by the City Manager which includes.
 - Name, address and telephone number of the applicant.
 - Location of the proposed fireworks activity and steps to be taken to assure the safe use and explosion of the fireworks.
 - Evidence that the applicant has all necessary state permits or licenses.
 - Evidence of commercial general insurance with coverage equal to or in excess of the governmental tort liability limits in state law.
 - A declaration if the applicant will charge admission or seek donations from attendees.
 - Such other information as the City Manager may require.
2. In reviewing and taking action upon an application, the Council shall consider:
 - Whether the proposed location is suited for such activity;
 - The adequacy of steps being taken to assure public safety and the avoidance of damage to the park and its facilities;
 - If the applicant has a history of violation of firework-related regulations;
 - The ability of the applicant to obtain the necessary liability insurance and any state permits or licenses; and
 - Any other factors the Council considers in the interest of the public health, safety and welfare, which factors it shall articulate.
 - The Council may grant, grant with conditions or deny the application. The decision of the Council shall be final.

**CITY OF ROSEBURG
FIREWORKS DISPLAY PERMIT APPLICATION**

Applicant Name: _____

Address: _____

Daytime Telephone No. _____ E-Mail Address: _____

Date and Time Span of Event: _____

Location: _____

Will admission be charged or donations requested? _____

If so, how much is admission or how will donations be collected? _____

Explain steps to be taken to assure the same use and explosion of the fireworks:

* Attach evidence of state permits/licenses.

* Attach evidence of public liability insurance with coverage of not less than \$2,000,000 combined limit per occurrence, for bodily injury, personal injury or property damage. The policy shall contain an endorsement naming the City of Roseburg as an additional insured, on a form satisfactory to City, and expressly provide that the interest of City shall not be affected by applicant's breach of policy provisions.

Applicant Signature

Date

Application must be submitted at least thirty days prior to the event at which the fireworks activity is to occur.

Return to:
City of Roseburg
City Manager
900 SE Douglas Avenue
Roseburg, Oregon 97470

Approved _____ Not Approved _____ Date _____

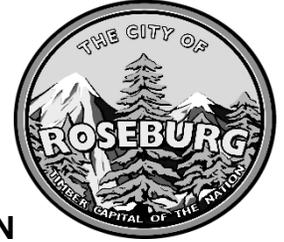
City Manager

INDOOR EVENT PERMIT

If an event includes the sale, service or consumption of alcohol within a City owned building on non-licensed public property (e.g. Arts Center, UACT Theater, Tennis Club), an indoor event permit is required. Specifically, this requires:

- Submission of an OLCC special event or temporary sales license to the City Manager's Office at least 3 days prior to the event. Any late applications shall be denied without exception.
- Payment of appropriate fee – currently \$10.00 per day.
- Completion and submission of City's "Indoor Event Permit Application" at least 3 days prior to the event.
- Submission of proof of a liquor liability insurance policy, with the City listed as an additional insured in an amount at least equal to statutory tort limits.
- Hold harmless and indemnification agreement (included in the event permit).
- Certification that each individual who will dispense the alcohol possesses a current OLCC service permit, or in the event of a charitable/non-profit organization, proof of volunteer server training as outlined in the event permit.
- Limitation to beer and wine only.
- Compliance with all applicable laws, rules and regulations relating to alcohol.

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



CITY OF ROSEBURG INDOOR EVENT PERMIT APPLICATION

- If the event involves the sale, dispensing or consumption of alcohol inside a City building, this application must be submitted to the City Manager's Office at **least 3 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

Location of Event: _____

Name of Event/Purpose: _____

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

Estimated Attendance Per Day: _____

III. Alcohol Provision

1. 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 per day per alcohol provider fee. Alcohol may only be served by OLCC 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. You may obtain the 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.

IV. Applicant Obligations.

Applicant is responsible for obtaining all additional permits, licenses and insurance certificates required prior to the issuance of this 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 will 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.
- () **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 has provided 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 the City of Roseburg and its officers, agents and employees as additional insured. The applicant agrees to maintain continuous coverage for the duration of the permit. **If alcohol is being served, the insurance coverage shall include liquor liability.**

I HAVE READ ALL INFORMATION CONTAINED WITHIN THE CITY OF ROSEBURG'S INDOOR 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

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

Police Department Approved Denied Date: _____

Conditions of Approval: _____

Police Chief Signature: _____

City Manager Approved Denied Date: _____

Conditions of Approval: _____

City Manager Signature: _____

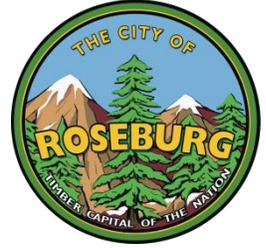
LOUDSPEAKER PERMIT

A loudspeaker permit is required for sound amplification. Noise restrictions apply from 10:00 p.m. until 7:00 a.m. The permit is available from the Parks Division for City park events. A park permit, however, is restricted to 9:00 a.m. to 9:30 p.m. The loudspeaker permit is available from the City Manager's Office for all other events. The following is a list of examples requiring a permit:

- Concert/Live Music
- Dance/DJ
- Megaphone use at an event
- Microphone use with speakers
- Auction with use of microphone

Receipt # _____

**LOUDSPEAKER PERMIT
\$20 Per Day Fee**



PART I EVENT INFORMATION

Activity: _____

Event Date: _____ Day: _____ Time: _____

Facility/Location of Event: _____

Loudspeaker is: Mobile _____ Stationary _____

PART II PERMITTEE INFORMATION

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

E-Mail Address: _____

PART III POLICE, PROCEDURES AND INFORMATION

1. Permit can be valid between 7:00 a.m. and 10:00 p.m. Permit valid within park system from 9:00 a.m. to 9:30 p.m. Maximum sound level for amplified sound is 95-100 decibels.
2. Any misuse or abuse of this permit will result in its immediate revocation.
3. This permit is only a supplement. Permittee shall comply with all federal, state and local laws, including Roseburg Municipal Code Regulations, policies, procedures and zoning ordinances.

Permittee Signature: _____ Date: _____

For Office Personnel Only:

Approved: _____
 Police Chief

Approved: _____
 City Manager

Dated: _____

Dated: _____

c: *Police Department
 Applicant*

OLCC PERMITS – Alcohol Sales/Consumption

Special Occasion Event on City Property

1. The consumption of alcohol on any public property is prohibited unless an OLCC special event license is approved by the City Council. Depending of the location of the event, please see “Indoor Special Event Permit” or “Outdoor Special Event Permit.” The OLCC forms may be obtained from the local OLCC office at 251 NW Garden Valley Suite A-3, Roseburg. There is one exception. The Music on the Half Shell Committee has a written agreement with the City for use of Stewart Park for their concerts. This agreement allows alcohol consumption at those events.

Special Occasion Event on Private Property

1. Special event license applications for events occurring on private property and open to the general public need only be approved by the Police Chief.

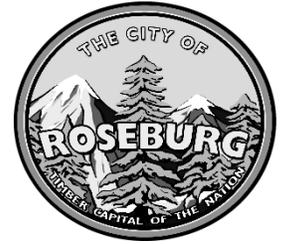
The event sponsor is responsible for ensuring they have obtained the proper form from the OLCC office at 251 NE Garden Valley Boulevard Suite A-3, Roseburg.

OUTDOOR EVENT PERMIT

If an event includes the sale, service or consumption of alcohol in a City park or in an outside area which will require use or closure of any public right-of-way, an outdoor event permit is required. Specifically, this requires:

- Submission of an OLCC special event or temporary sales license to the City Manager's Office at least 30 days prior to the event. Any late applications shall be denied without exception.
- Payment of appropriate fee – currently \$10.00 per day.
- Completion and submission of City's "Outdoor Event Permit Application" at least 30 days prior to the event.
- Submission of proof of a liquor liability insurance policy, with the City listed as an additional insured in an amount at least equal to statutory tort limits.
- Hold harmless and indemnification agreement (included in the event permit).
- Certification that each individual who will dispense the alcohol possesses a current OLCC service permit, or in the event of a charitable/non-profit organization, proof of volunteer server training as outlined in the event permit.
- Limitation to beer and wine only.
- Compliance with all applicable laws, rules and regulations relating to alcohol.

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 541-492-6898 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
_____	_____	_____
_____	_____	_____

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 an 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 (as of July 2013)

Fire Booth Inspection	\$56.00 per vendor per year
Liquor License	\$10.00 per day per alcohol provider
Loudspeaker Permit	\$20.00 per day
Parade Permit	\$25.00
Park Reservations	Dependent Upon Facility
Refundable Deposits	Dependent Upon Facility
Right-of-Way Closure	\$25.00

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: _____

PARADE PERMIT

A parade permit is required when streets or public ways will be closed and traffic diverted for processional events. The permit can be obtained through the City Manager's Office.

Special Note: *Event organizers are asked to complete an application for processional events which do not require street closure or divert traffic, i.e. walking/running events through bike trail and pedestrian facilities. There is no fee for such events. Completion of the form is requested merely for emergency services information purposes.*



PARADE PERMIT

**\$25.00 Fee Due Upon Submission of Application - Receipt # _____
(Fee Waived for Military or Funeral Services)**

Organization Name: _____

Event Name: _____

Date of Parade: _____ Formation Time for Parade: _____

Parade Departure Time: _____ Estimated End Time: _____

The parade route will be: **If downtown:** _____ Short Route _____ Long Route (See Maps)

If elsewhere in town, complete questions in this block:

Route:

Approximate length of parade (in city blocks) _____

Parade termination point will be (location) _____

Will horses or other animals be used in the parade? YES _____ No _____

Person Responsible For The Parade: _____

Mailing Address: _____

Business Phone: _____ Home or Cell Phone: _____

E-Mail Address: _____

Signature: _____ Date: _____

For Office Personnel Only

Approved _____ Dated: _____
Police Chief

Approved _____ Dated: _____
City Manager

Staff Comments: _____

c: Police Department, Fire Department
Street Division and Parks Division
Applicant

**Applicant is responsible for: clean-up
after the event, pick-up, installation and
returning barricades to Public Works.
Call (541) 492-6898 to make arrangements**

PARK PROPERTY USE

The City of Roseburg allows reservations of park facilities for private and organized events. To make a park facility reservation you must contact the Parks and Recreation Division via phone at (541) 492-6730. Parks and Recreation Division personnel coordinate the dates and times facilities are available and will instruct you on which permits are required. Once you have reserved a facility you have up to 10 business days to come into City Hall to sign and pay for your permit. Reservations give renters exclusive use of specific facilities and/or park areas reserved. The remainder of the park is open to the public. If, within the 10-day reservation hold period, the required permits have not been obtained with appropriate payment to the City Parks and Recreation Division, the **reservation hold will be canceled** and you will lose your parks facility reservation. For each calendar year, reservations will not be accepted prior to the first working day of the calendar year.

Facilities available include, but may not be limited to:

Stewart Park Band Shell:

- Entire Shell
- Platform Only

Pavilion/Gazebo/Patio:

- ½ Stewart Park Pavilion
- Entire Stewart Park Pavilion
- Gaddis Park Pavilion
- Stewart Park Small Pavilion
- Sunshine Park – North Pavilion
- Sunshine Park – South Pavilion

**CITY OF ROSEBURG
PARKS & RECREATION DEPARTMENT
PERMIT**



NOTE: AS A COURTESY TO OTHER PERMITTEES, PLEASE BE PREPARED TO LEAVE THE PAVILION AT YOUR SCHEDULED TIME. PLEASE HAVE PERMIT AVAILABLE ON-SITE AS PROOF OF RESERVED USE.

PART I – EVENT INFORMATION

ACTIVITY: _____

EVENT DATE _____ DAY _____ TIME _____

EXPECTED ATTENDANCE: _____

FACILITY/LOCATION DESIRED: _____

IS EVENT OPEN TO PUBLIC? YES NO *(Yes, proof of liability insurance is required)*

WILL YOU AMPLIFY SOUND? YES NO

WILL YOU AVOID AN INFLAMMABLE STRUCTURE? YES NO *(Yes, proof of liability insurance required)*

WILL ADMISSION FEES OR DONATIONS BE COLLECTED? YES NO

(If yes, patronage must be received from Public Works Director)

UTILITIES REQUIRED? YES NO *If YES, WATER ELECTRICITY*

WILL YOU AVOID CONSTRUCTION? (A concessionaire is anyone distributing items for a fee or donation) YES NO

NOTES TO MAINTENANCE CREW:

PART II – PERMITTEE INFORMATION

Organization: _____

Contact Name: _____

Day Phone: _____ Evening Phone: _____

Mailing Address/City/State/Zip: _____

PART III – PERMIT FEE ISSUED

PARKS CONCESSIONS (Please circle)	Stewart Park Pavilion (all – \$100/\$180) (all – \$175/\$30)	Stewart Park Small Pavilion (\$20/\$60)	Garfield Park Pavilion (\$75/\$60)
	Stanchion Park Pavilions (North – \$75/\$30) (South – \$75/\$60)	Other: _____	(\$25/\$20)
		\$ _____ per day x _____ # of days = \$ _____	

RANDSHFI	Table: _____ # of days _____ @ \$250/\$500 per day = \$ _____
	Platform: _____ # of days _____ @ \$125/\$150 per day = \$ _____
	<i>(Tables available during the fall season when the cover is down)</i>
	Deposit: Refundable cleaning deposit \$ _____ \$50.00

SPECIAL EVENT	Number of days _____ @ \$125/\$150 per day = \$ _____
	Deposit: Refundable cleaning deposit \$ _____ \$25.00

LOUDSPEAKER: (Only to Audio Department) \$ 25.00 per day x _____ # of days = \$ _____

CONCESSIONAIRE: Food Concessionaires must have all required County Health Department permits.

Daily: \$20.00 per day x _____ # of days = \$ _____

Other: \$20.00 per day x _____ # of days = \$ _____

TOTAL AMOUNT DUE (with Refundable Deposit included) \$ _____

**NO ALCOHOL ALLOWED IN ANY PARK UNLESS PRIOR APPROVAL FROM CITY MANAGER.
ALL CITY OF ROSEBURG PARKS ARE SMOKE AND TOBACCO FREE**

By signing this permit, I certify on behalf of myself and my group to comply with all the Roseburg Parks & Recreation Rules and Regulations and the Policy & Procedures governing this permit.

Permitter Signature: _____ Date: _____

Initials of City Staff Issuing permit: _____

ADDITIONAL FEES: (See 0004-0004-0014-00100100100100) _____ CITY TOTAL FEE PAID: \$ _____

POLICY, PROCEDURES, AND INFORMATION

1. Permits must be made in person, on the official form made available through the Parks & Recreation Department, City Hall, 900 SE Douglas Ave., Roseburg, Oregon 97470. Permits must be completed within 10 working days of a *tentative phone booking and at least 2 working days prior to reserved date*.
2. PERMITTEE(s) must be an adult 18 years of age that will be present at the activity. If the activity is for youth, youth must be supervised.
3. PERMITTEE must not deviate from the usage area, purpose of usage or type of activity indicated on the permit. Any deviation may result in immediate shutdown of the activity and may forfeit approval of any future applications.
4. Notice to revise or cancel the activity is required a minimum of **72 hours (3 days)** in advance, to the Parks & Recreation Division, City Hall, 900 SE Douglas Ave., Roseburg, Oregon, 97470. Permit fees will not be refunded with less than 72 hours notice of cancellation.
5. PERMITTEE agrees to leave any facility, both identified in the Permit and those in the common park areas near, adjacent to, or provided for use in conjunction with the identified activity(ies), inclusive of their utilities, fixtures, and landscaping shall be returned in their original condition at the expiration of this Permit. If not, City will clean, repair, or replace at a current and reasonable cost, such costs will be charged to the PERMITTEE whether the unclean or damaged condition is an intentional result or otherwise, and as a result, PERMITTEE may forfeit approval of any future permits. No alterations of any kind will be allowed to the facility(ies) without the prior written consent of the City.
6. **PERMITTEE acknowledges that per Roseburg Municipal Code 10.04.040A, no person shall consume alcoholic beverages or possess an open alcoholic beverage container in or on a public way, public property or private property open to the general public, unless such premises or location is licensed by the Oregon Liquor Control Commission (OLCC) and approved by the City of Roseburg.**
7. General Liability Insurance (If event is open to the public). PERMITTEE shall maintain a broad form general liability insurance policy with coverage of not less than \$1 million combined single limit per occurrence, with aggregate of \$2 million, for bodily injury, personal injury, or property damage with an insurance carrier (preferably an admitted carrier) licensed to do business in the State of Oregon. Such policy shall contain a contractual liability endorsement to cover indemnification obligations under this agreement and shall entitle the City to not less than 30 days written notice of any material change, non-renewal, or cancellation.

The policy shall also contain an endorsement naming CITY as an additional insured, in a form satisfactory to CITY, and expressly provide that the interest of CITY shall not be affected by PERMITTEE's breach of policy provisions. Such

policy must be maintained in full force and effect for the duration of this permit. Failure to do so shall be cause for immediate termination of this permit by the CITY. Claims Made policies will not be accepted. Evidence of this coverage may be requested by the City, however, not requesting the proof does not eliminate the requirement that the coverage be in force.

8. Assignment. Under the terms of this Permit, PERMITTEE shall not assign, transfer, delegate, or otherwise refer PERMITTEE's responsibilities to a third person without the prior written consent of CITY.
9. Attorney Fees. If any arbitration, administrative proceeding, action, or appeal thereon, is instituted in connection with any controversy arising out of this Permit, the prevailing party shall be entitled to recover, in addition to costs and disbursements, such sum as the court may adjudge reasonable as attorney fees.
10. Warranties/Guarantees. PERMITTEE acknowledges that it has inspected the facility(ies) and has found them to be completely acceptable and safe for the intended use. City makes no warranty, promise, or guarantee of any nature whatsoever concerning the physical condition of the facility or premises, and it is agreed that the CITY will not be responsible for any loss, damage, or costs which may be incurred by the PERMITTEE by reason of any such physical condition.
11. Compliance with Law and Standard Contract Provisions. PERMITTEE shall comply with all federal, state, and local laws, including Roseburg Municipal Code Regulations, zoning ordinances, and with all Standard City Contract Provisions.
12. City's Right to Termination/Revocation. Notwithstanding any other provision of this Permit to the contrary, CITY may terminate this Permit, and/or permits issued subsequent hereto, at any time or for any reason of for PERMITTEE's default. Upon notice of termination, the PERMITTEE shall immediately leave the property/facility or discontinue the activity allowed by this permit. PERMITTEE's obligations and liability to the CITY shall survive termination. Unless waived by the CITY, PERMITTEE shall restore the premises to its condition at the commencement hereof, ordinary wear and tear excepted.
13. Disclaimer. PERMITTEE agrees that this Permit does not constitute any type of City sponsorship, support, or approval of PERMITTEE's business, activity, or other purpose relating to such use, and that no video or photographic record of this event will be used for Commercial or revenue producing purposes, except for the services that may have been purchased by PERMITTEE.
14. Indemnification. PERMITTEE is an independent entity and shall indemnify, hold harmless and defend the CITY, its officials, agents, and employees from and against any and all claims, damages, losses and expenses, including attorney fees, based upon or arising out of damages or injuries to persons, property or otherwise, caused by the fault or negligence in whole or in part by PERMITTEE, its agents, contractors, or employees in the use or occupancy of the facility or premises.

SPECIAL POLICIES, PROCEDURES, AND INFORMATION

Concessionaire's Permit

1. The permit applies to one (1) concessionaire only. If multiple concessionaires are involved with the same event, each concessionaire must obtain his/her own permit.

Loudspeaker Permit

1. Permit will be valid only between 9:00 am – 9:30 pm daily. The maximum sound level for amplified sound is 95 decibels.
2. Any misuse or abuse of this permit will result in its immediate revocation.
3. This permit is only a supplement. Permittee shall comply with all federal, state, and local laws, including Roseburg Municipal Code Regulations, policies, procedures, Parks Rules and Regulations, and zoning ordinances.

Bandshell Permit

1. Permittee must provide own sound and lighting systems.
2. Hanging banners on the bandshell is prohibited.

Inflatable Structure

1. June 1st – August 31st - inflatable structure is allowed on lawn for a maximum of 2 hours.
2. September 1st – May 31st – inflatable structure is allowed on lawn for a maximum of 4 hours.

RIGHT-OF-WAY USE PERMIT

This permit is required for special events such as sidewalk sales, musical performances, block parties, etc. The permit is issued by the City Manager's Office.

Note: This permit does not apply to use of the public way for construction purposes. Right-of-way "construction" permits are issued through the Public Works Department.



RIGHT OF WAY USE PERMIT (SPECIAL EVENT - NONCONSTRUCTION)
\$25.00 Fee Due Upon Submission of Application - Receipt # _____
(Fee Waived for Military or Funeral Services)

Event Date: _____ Start Time: _____ End Time: _____

Event Name: _____

Type of Event: _____

Exact Location of Event: _____

Organization Name: _____

Contact Person: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Mailing Address: _____

Additional Information for Event: _____

City Equipment Requested: ***Applicant is responsible for picking up, installing and returning barricades (or other City property) to the City's Public Works Division. To make arrangements contact the Maintenance Division at (541) 492-6898.***

For Office Personnel Only:

City Approvals:

Police Chief

Signature: _____

Dated: _____

Comments: _____

Fire Chief

Signature: _____

Dated: _____

Comments: _____

Public Works Director

Signature: _____

Dated: _____

Comments: _____

City Manager

Signature: _____

Dated: _____

Comments: _____

This Request is: _____ Approved _____ Denied Date: _____

Comments: _____

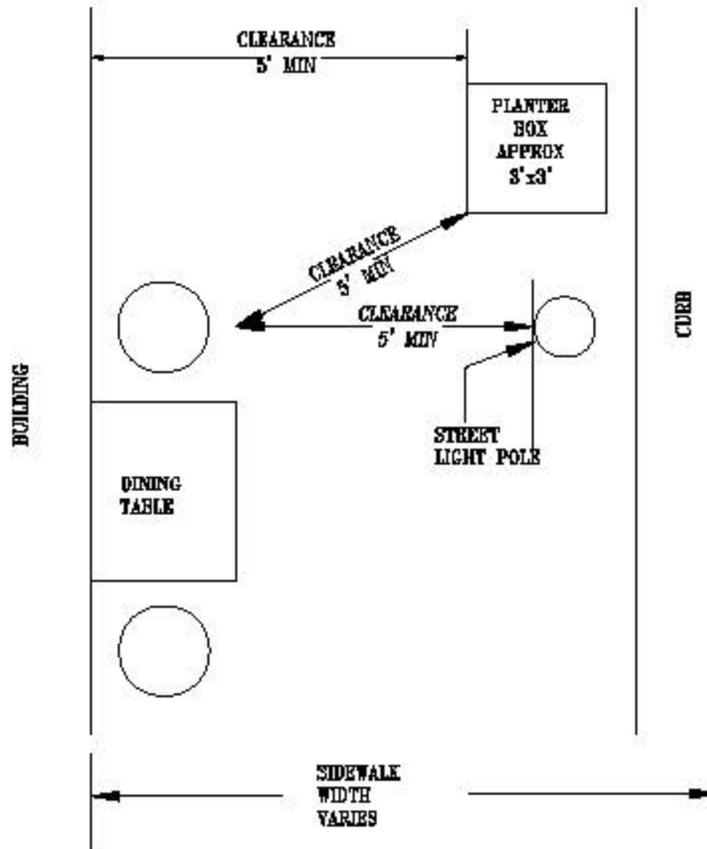
cc: Police Department
Street Division

Fire Department
Applicant

SIDEWALK CAFÉ PERMIT

1. A site review must be conducted with the City's Community Development Department. This ensures the arrangement of the café complies with the following diagram in terms of mandatory clearance. Contact Community Development at 541-492-6750 to obtain an application, fee requirements and time frames.
2. Alcohol service for a sidewalk café requires City Manager approval. As there is no specific application, the applicant would need to write a letter to the City Manager outlining their café plan and requesting approval. The letter must also include confirmation that the applicant's commercial liability and liquor liability (if applicable) coverage will apply to the public way and not just to their establishment.

SIDEWALK CLEARANCE REQUIREMENTS



OUTDOOR SERVING
OF ALCOHOL BY
COUNCIL
AUTHORIZATION
ONLY

A MINIMUM
PASSAGE OF FIVE
FEET SHALL BE
MAINTAINED
BETWEEN ALL
OBSTRUCTIONS

CITY OF ROSEBURG PUBLIC WORKS DEPARTMENT CHRIS S. HEBQUIST, DIRECTOR		DATE: 8/8/01	SCALE: NTS
		BY:	CHK:
STANDARD DRAWING	No. PW-026	DRWN: SLC	REV: 6/08/01
SIDEWALK CLEARANCE REQUIREMENTS		APPRVD: CSB	RCV:
		PROJECT No: N/A	RCV:



Vendor Cart

The following applies if you plan to have a vendor cart as part of a special event.

- If the cart will be located in a parking lot of a business you need permission from management of the business where you want to park the cart.
- If you plan to have a vending cart in a park you need a Concessionaire permit from the City Parks and Recreation Division, 1st floor at City Hall. If utilities are needed, there is an additional daily fee. Phone: (541) 492-6730.
- Contact Douglas County Health Department at (541) 440-3500 for food handler's card information and classes.

For further questions, please contact the City Manager's office at (541) 492-6866 or email Koree Tate at ktate@cityofroseburg.org. Thank you.

FIRE AND LIFE SAFETY INSPECTIONS

FOOD VENDOR BOOTHS

The Fire Department conducts fire and life safety inspections on each vendor booth prior to or during special events, i.e. Graffiti, Art Festival, Music on the Half Shell, etc. The associated fee is valid for the calendar year.



ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION

fireprevention@cityofroseburg.org,

700 SE Douglas Avenue, Roseburg, OR 97470

Phone (541) 492-6770

Fire and Life Safety Regulations for Vendors

Inspected by: _____ **Engine Company:** _____

Booth: _____ **Approved - YES / NO**

Comments: _____

Extension Cords:

- Only heavy duty extension cords will be allowed (3 wires with a ground).
- Power strips or surge protectors with built in circuit breakers shall be used in lieu of multi-plug adapters.
- Cords shall be placed so that they are protected and do not present a tripping hazard.
- Cords that run overhead shall be not less than 10 feet above the ground.

Exits:

- Booths (including tables) in doorways of businesses shall not obstruct the exit of businesses that are open for business.
- Booths (including tables) shall not be located on city sidewalks unless otherwise approved.
- Open flame cooking devices shall not be located in front of any exit.

Food Booths – Cooking on Site:

- A minimum of one fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided. The extinguisher(s) shall be mounted near the exit in an unobstructed location.
- Any vendor creating grease-laden vapors shall install and maintain a “K” class fire extinguisher.
- No public seating shall be provided in the booth or concession stand without the approval of the Fire Marshal.
- All fabrics or paper materials used in decorations must be fire resistive or treated with fire retardant solution prior to use.
- All trash receptacles shall be constructed of a non-combustible material.
- The use and storage of Liquefied Petroleum Gas portable containers inside portable concessions or tents is prohibited.

- All Liquefied Petroleum Gas tanks shall be located on the exterior of portable concessions or tents, and shall be secured in an approved manner, rigidly supported by brackets, or secured to an upright member with chains.
- All electrical equipment and installation shall comply with the Electrical Code and may be subject to an inspection by the State Electrical Division.
- No flammable or combustible liquids except cooking oils shall be used without written approval of the Fire Marshal.
- Distances between portable concessions shall not be less than 5 feet. Concession stands utilized for cooking shall have a minimum of 10 feet of clearance.
- A minimum of two exits shall be provided at the most remote ends of each concession. The second exit may be a window that shall have a minimum net clear open able area of 5.7 square feet. The minimum net clear open able height dimension shall be 24 inches. When a window provides a means of escape or rescue, it shall have a finished sill height of not more than 44 inches above the floor.
- A ventilating hood and duct system shall be provided for commercial-type food heat-processing equipment that produces grease-laden vapors.
- Approved automatic fire-extinguishing systems shall be provided for the protection of commercial type cooking equipment.
- Hoods and ducts shall be cleaned at frequent intervals. The entire hood, duct and appliance shall be inspected daily to determine if grease or other residues have been deposited. Any noticeable deposits shall require cleaning of the hood, duct and appliance.

Flammable Liquids – Generators and Small Engines:

- Flammable liquids kept on site shall be in approved safety containers.
- A maximum of 10 gallons of flammable liquids will be allowed on site.
- Flammable liquids shall be stored in a safe manner away from the public.

General Regulations:

- No booth or stands (including tables) shall be placed so that they block any fire hydrant, standpipe, sprinkler connection (FDC) or other fire appliance.
- Secure all compressed gas cylinders in an upright position with name and product visible.
- Any cooking creating grease-laden vapors outside of a booth shall be protected from pedestrian traffic. Any covering over cooking areas shall be separated top of cooking surface by at least (5) five feet. Covers shall be of any non-combustible surface.

Signature _____ Date _____

I have read and understand the above listed conditions and will comply with these requirements.

FIRE AND LIFE SAFETY INSPECTIONS

SPECIAL EVENTS ASSEMBLY

The Fire Department conducts fire and life safety inspections for events which are open to the public and set up inside a structure not designed for that particular use.

The Special Events Assembly Checklist is applicable if ANY of the following are true:

1. The building or assembly area is NOT equipped throughout with an automatic sprinkler system.
2. There will be vendor booths (including alcohol-vending bars) inside the area.
3. There is a potential for a high occupant load inside the area.

An inspection fee will be charged. The amount of this fee can be located on the fee insert and on page 16 or 27 at the following website:

<http://www.cityofroseburg.org/departments/fire-department/forms/>

Any questions regarding the applicability of this checklist to your event should be directed to the Roseburg Fire Department, Fire Prevention Division.



ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION

tfireprevention@cityofroseburg.org,
700 SE Douglas Avenue, Roseburg, OR 97470

Phone (541) 492-6770

Special Events Assembly Checklist

Location: _____ Date(s) of Operation: _____

Organizer / Responsible Person: _____

The following requirements will be used for guidance in the issuance of a fire department permit for dances, carnivals, flea markets or similar events which are open to the public and set up inside a structure not designed for these specific uses, per 2010 Oregon Fire Code (OFC) section 105.6.34.

Initials (Applicant)

_____ The total number of occupants in the facility at any time shall be limited to a number determined by the Fire Prevention Bureau.

_____ No open-flame devices or temporary heaters are allowed in the occupancy.

_____ Use of untreated combustible material is prohibited. All combustible material shall be treated or protected so that it is essentially rendered and maintained flameproof in a manner acceptable to the Fire Prevention Bureau. This includes all harvest decorations such as cornstalks, dry branches, and hay.

_____ Exits shall be a minimum of 3 feet wide and 6 feet, 8 inches high. Each exit shall have exit signage as per Fire Prevention Bureau requirements.

_____ Blocking, locking or in any way impeding ready access to any marked or required exit is prohibited. All exit ways shall be kept clear of any obstructions or storage.

_____ A sufficient number of fire extinguishers shall be provided to ensure that the maximum travel distance to any extinguisher does not exceed 75 feet. The minimum acceptable rating (size) is 2A:10B:C. All fire extinguishers shall be mounted in a conspicuous location. Staff members shall be instructed in the proper use of the extinguishers.

I have read and understand the above listed conditions and will comply with these requirements.

Signature _____ Date _____

FIRE AND LIFE SAFETY INSPECTIONS

HAUNTED HOUSE OR SIMILAR TEMPORARY INSTALLATIONS

The Fire Department conducts fire and life safety inspections for haunted houses, fun houses or similar installations which are open to the public and set up for 90 days or less inside a structure not designed for that use.



ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION

tfireprevention@cityofroseburg.org,
700 SE Douglas Avenue, Roseburg, OR 97470

Phone (541) 492-6770

Haunted House or Similar Temporary Installations Permit / Checklist

Note: Oregon Fire Code Section 105.6.34 Places of Assembly.
An operational permit is required to operate a place of assembly.

Location: _____ Date(s) of Operation: _____

Organizer / Responsible Person: _____

The following requirements will be used for guidance in the issuance of a fire department permit for haunted houses, fun houses, or similar installations which are open to the public and set up for 90 days or less inside a structure not designed for this specific use. All conditions are taken from the 2007 Oregon Fire Code (OFC) Appendix H.

Initials (Applicant)

_____ There shall be no dead-end corridors, and there must be an obvious exit out of any maze every 50 feet of linear travel. All aisles shall be a minimum of 4 feet wide and 6 feet, 8 inches high. All stairways must be illuminated at a level of at least 1 foot-candle.

_____ Groups shall consist of not more than 20 persons. Each group of children ages 12 and under must be accompanied and supervised by a staff person who is 18 years of age or older. The staff person must have in her/his possession an operable flashlight and be completely familiar with the facility and the approved emergency plan.

_____ There will be no smoking allowed at any time inside the occupancy as noted in 2010 OFC Section 310.2.

_____ All electrical installations shall meet the requirements of the Oregon Electrical Specialty Code.

_____ The Fire Prevention Bureau shall be contacted for an inspection and the planning of an evacuation procedure prior to opening the facility to the public. The evacuation plan and occupancy shall be approved by the Fire Prevention Bureau prior to public access.

_____ A floor layout shall be provided to the Fire Prevention Bureau at the time of inspection.

_____ The total number of occupants in the facility at any time shall be limited to a number determined by the Fire Prevention Bureau.

_____ No open-flame devices or temporary heaters are allowed in the occupancy.

_____ Use of untreated combustible material is prohibited. All combustible material shall be treated or protected so that it is essentially rendered and maintained flameproof in a manner acceptable to the Fire Prevention Bureau. This includes all harvest decorations such as cornstalks, dry branches, and hay.

_____ Exits shall be a minimum of 3 feet wide and 6 feet, 8 inches high. Each exit shall have exit signage as per Fire Prevention Bureau requirements. Blocking, locking or in any way impeding ready access to any marked or required exit is prohibited. All exit ways shall be kept clear of any obstructions or storage.

_____ A sufficient number of fire extinguishers shall be provided to ensure that the maximum travel distance to any extinguisher does not exceed 50 feet. The minimum acceptable rating (size) is 2A:10B:C. All fire extinguishers shall be mounted in a conspicuous location. Staff members shall be instructed in the proper use of the extinguishers.

_____ Staff guides shall be provided with two-way communications that have a demonstrated capability of being heard throughout the entire facility. A central public address system or a portable system can be used in place of the two-way communications provided that it has the ability to be controlled in a central location. Communications shall be used for the purpose of giving directions during emergency situations.

Additional comments / requirements:

Signature _____

Date _____

I have read and understand the above listed conditions and will comply with these requirements.

IV. COURTESY INFORMATION AND FORMS

FOOD SERVICES

Aside from the Fire Department inspection of food booths, food services are regulated by the Douglas County Health and Social Services Division. The following is courtesy information only. Details should be obtained from Douglas County.

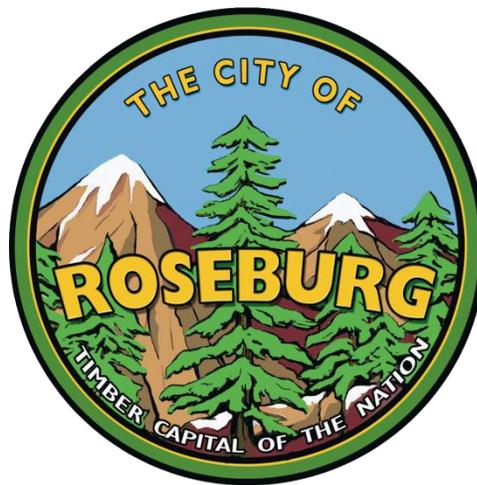
Douglas County issues licenses for mobile food units, temporary food booths and vending. Applications must be filed at least 3 working days prior to the special events. Contact Douglas County Environmental Health at

621 West Madrone Street
Roseburg
Phone 541-440-3571 or 800-234-0985
e-mail ecgross@co.douglas.or.us

GRAFFITI NIGHT VENDOR PERMITS

Downtown Roseburg Association serves as the organizer for most events conducted in the downtown area including Graffiti Night. The following information is the most updated information we have and is provided as a courtesy only. Those interested in participating in those events should contact the Downtown Roseburg Association for specific details.

CITY OF ROSEBURG
SPECIAL EVENT HANDBOOK



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V. FEES AND CONTACT INFORMATION (Fees are subject to change and should be verified with City Staff prior to payment)

DESCRIPTION	FEE AMOUNT
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City Facilities/Property Use Agreement (nonpark):

Application/Agreement Processing (<i>each</i>)	25.00
Damage Deposit (<i>refundable</i>)	100.00

Contact Debi Davidson, City Manager Office, ddavidson@cityofroseburg.org or 541-492-6866

Fire Permit Inspections: Fireworks including retail sales inspection

Booth.....	118.00
Tent.....	146.00
Display	293.00
Special Events –(per vendor, per year).....	56.00

- Includes as examples: Graffiti, Art Festival, Music on the Half Shell,
 Contact Amy Anderson-Rice, Fire Department, aanderson@cityofroseburg.org or 541-492-6770

Loudspeaker Permit (per day)..... 20.00

May be obtained through whichever City department is administering your special event or
 Contact Koree Tate, City Manager’s Office, ktate@cityofroseburg.org or 541-492-6866

OLCC:

Temporary License (<i>each</i>)	35.00
Special Occasion Events on City Property (<i>per day</i>).....	10.00
Special Occasion Events on Private Property	0.00

Contact Debi Davidson, City Manager’s Office. ddavidson@cityofroseburg.org or 541-492-6866

Parade Permit 25.00

(*military and funerals exempted*)

Contact Koree Tate, City Manager’s Office, ktate@cityofroseburg.org or 541-492-6866

Right-of-Way Permit

Sidewalk Sales, Street closure, Block party Sign/Obstruction	25.00
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(*Downtown District Members exempted*)

Contact Koree Tate, City Manager’s Office, ktate@cityofroseburg.org or 541-492-6866

Parks Permits

Field Lighting

Stewart Park Softball Fields	\$8.00/hour
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Contact Chanelle Rogers, Parks and Recreation Division crogers@cityofroseburg.org or 541-492-6730

Park Concessionaire:

Daily	20.00
Monthly	150.00
Utility Hook-up (<i>per day - upon request</i>)	30.00

Contact Chanelle Rogers, Parks and Recreation Division crogers@cityofroseburg.org or 541-492-6730

Pavilion/Gazebo/Patio Use (City Residents):

½ Stewart Park Pavilion	75.00
Entire Stewart Park Pavilion.....	150.00
Gaddis Park Pavilion	75.00
Stewart Park Small Pavilion	50.00
Sunshine Park – North Pavilion.....	75.00
Sunshine Park – South Pavilion	75.00

Contact Chanelle Rogers, Parks and Recreation Division crogers@cityofroseburg.org or 541-492-6730

Pavilion/Gazebo/Patio Use (Non-Residents):

½ Stewart Park Pavilion	90.00
Entire Stewart Park Pavilion.....	180.00
Gaddis Park Pavilion	90.00
Stewart Park Small Pavilion	60.00
Sunshine Park – North Pavilion.....	90.00
Sunshine Park – South Pavilion	90.00
Willis and North Stewart Park Gazebo	30.00

Contact Chanelle Rogers, Parks and Recreation Division crogers@cityofroseburg.org or 541-492-6730

Special Event Within Park System

(Assessed per event per day for any Park or Park area within the Park System

Resident	125.00
Non-Resident	150.00
Refundable cleaning deposit)	25.00

Contact Chanelle Rogers, Parks and Recreation Division crogers@cityofroseburg.org or 541-492-6730

Stewart Park Band Shell:

Entire Shell.....	250.00
Platform Only	125.00
Cleaning Deposit (<i>Refundable</i>)	50.00

Contact Chanelle Rogers, Parks and Recreation Division crogers@cityofroseburg.org or 541-492-6730