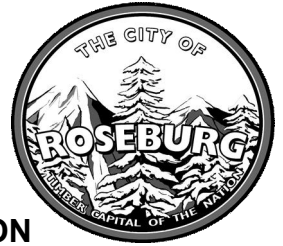


City of Roseburg City Hall, City Manager's Office  
900 SE Douglas  
Roseburg OR 97470  
541-492-6866  
www.cityofroseburg.org



## 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: \_\_\_\_\_