

CITY OF WALDPOR SPECIAL EVENT PERMIT INFORMATION

WHAT IS A SPECIAL EVENT?

A special event is any private activity conducted wholly or partly on public property that requires the use of City resources, such as closure of a street or park, or provision of traffic control, use of City property, or other services. Special events include, but are not limited to, a parade, festival, exposition, show, sale, party or other similar activity. Special events also include events on private or other public property for which the City provides additional services.

HOW ARE FEES DETERMINED?

Special event permit fees are based on the actual costs of the City providing the service requested, and may include personnel, benefit costs, equipment costs, and room rental rates. Applicants may request a full or partial fee waiver of special event permit fees. A request for a fee waiver must be submitted with the special event permit application. The City Manager may, in his/her discretion, approval all, part, or none of a requested fee waiver. Unless waived, all fees required for the special event must be paid prior to the issuance of a permit. In no event will the fee waiver be more than the City's cost of providing service to the event.

CRITERIA CONSIDERED

The City Manager will consider the following when reviewing a special event fee waiver request:

1. Whether the event is a benefit to the community.
2. Whether the event creates positive publicity for the City.
3. The City's cost of providing services for/to the event.
4. Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
5. Whether the event promotes education, public health, or public safety.
6. Whether the event is operated by a non-profit organization.
7. Whether the event has in the past, or is likely in the future, to take action that, if taken by a governmental entity, would be unconstitutional. The City will not provide a fee waiver for any special event or entity that takes action in regard to the special event that, if taken by the City, would be unconstitutional.

SPECIAL EVENT APPLICATIONS

Anyone who wishes to conduct a special event must submit an application form to the City Manager. Special event application forms are available on the City's website at www.waldport.org. The applications shall be reviewed and approved or denied administratively by the City Manager following the procedures and standards of Chapter

12.32 of the Waldport Municipal Code.

Applications will be deemed incomplete, and will be denied, if details about the special event are insufficient for staff to properly analyze and determine the impacts on City services, or if submitted with insufficient time to allow for City staff to evaluate the impacts and coordinate any City services required to allow the event to proceed. If the application is denied, and time permits, the applicant may correct the reasons for denial and resubmit the application.

Applications must include evidence of compliance with any required permits from other governmental agencies (e.g. health department, liquor license, etc.), as may be requested by the City. Note that any event which will use the public right-of-way (streets, sidewalks, etc.) will be required to apply for a separate right-of-way use permit from the City.

The organizer of the event shall be required to provide insurance coverage for the event in an amount deemed sufficient by the insurance agent of record for the City. The City shall be named as an additional insured, with the coverage provided being primary coverage. A copy of a certificate of insurance naming the City as an additional insured must be supplied prior to issuance of the permit.

Approved special event permits are valid only on the dates and times specified in the application.

The City may revoke a permit if it is determined that the event is being operated in violation of Chapter 12.32 of the Waldport Municipal Code.

SPECIAL EVENT PERMIT APPLICATION

Submit to: City Manager
City of Waldport
PO Box 1120
Waldport, OR 97394
kerry.kemp@waldport.org
541.264.7417 X 111

This application must be completed, signed, and submitted far enough in advance of the event to allow staff time to properly analyze and determine the impact on City services. It is recommended that applications be submitted at least 45 days prior to the scheduled event. Late applications may be accepted, but the City cannot assure that late applications will be processed in time to issue the permit.

(Use additional sheets if necessary)

Event Name: _____

Event Date(s): _____ Time(s): _____

Location: _____

Facilities to be used: Park: _____

(Be specific) City Building: _____

Sidewalk: _____

Street: _____

Other City Property: _____

Private Property: _____

Set-up Date(s) and Start Time(s): _____

Take-down Date(s) and End Time(s): _____

Estimated Crowd Size: Participants (Including vendors and volunteers)

Spectators _____

Is this a new event? _____ If not, previous Dates/Years held: _____

Applicant: _____

Mailing Address: _____

Telephone: _____

Email: _____

Contact Person (Must be authorized to sign for applicant): _____

Contact Person Address, Phone, Email: _____

Applicant Status: (Non-profit/For profit): _____

I certify all information submitted is complete and correct to the best of my knowledge. I understand a false answer may be reason to deny this application. I acknowledge that I will be the primary contact person for the event and will assume responsibility for all complaints, fees or damages.

Signature

Date

DETAILED DESCRIPTION OF EVENT

Provide a detailed description of all activities associated with the event, including a detailed description of City services requested. In the description, state whether food, drink, and/or alcoholic beverages will be served. To the extent that the event involves use of parks, streets, or other City facilities, provide a description of how and when the facilities will be used and a diagram of the areas that the event will use. Include a completed and approved right-of-way use permit if streets, sidewalks, or other public rights-of-way are being used. If applicable, provide a parking plan, security plan, medical assistance plan, litter control and disposal plan, and any other information that would be useful to the City. Use additional sheets as necessary to provide complete information.
