



City of Prineville
Attn: Nikki Hepworth
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Prineville, OR 97754
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SPECIAL EVENT APPLICATION FOR PERMIT

Permit, if issued, authorizes the applicant to conduct the special event that is described herein paying close attention to any conditions of approval that are attached.

- ❖ At least two (2) months prior to your special event, mail to the above address your completed application.
- ❖ Deadline: An application submitted for review less than one (1) month prior to the event will be denied.
- ❖ No application of paint is allowed on public property, including sidewalks and roadways. Any marking of venue is to be done with removable chalk. Failure to follow these guidelines may result in civil or criminal penalties.

APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization (if any): _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Email: _____

EVENT INFORMATION

Name of Event/Purpose: _____

Description of Event: _____

Dates of Event: _____ Starting Time: _____ Ending Time: _____

Requested time of street closure: _____ Re-open time: _____

Estimated attendance per day: _____

List all streets that you propose to close (Attach additional sheets if needed):

Note: You must provide a Site/Transportation Map clearly showing which streets will be affected and where barricades, signs, and traffic control personnel will be stationed. (See the attachment for an example of a traffic plan map.)

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, please give the location _____

Is a county or state owned street or road affected by your event? yes no
 If so, you must contact the Crook County Road Department at 541-447-4644 or Oregon Dept of Transportation at 541-388-6322.

FURTHER CONSIDERATIONS

1. Will food be served and/or prepared at your event?
 If so, you must obtain a Food Handler’s License. See <http://www.orfoodhandlers.com/eMain.aspx?State=OREGON>

2. Will alcoholic beverages be available at your event? yes no
 If so, you must obtain an OLCC (Oregon Liquor Control Commission) permit by going to their website at http://www.oregon.gov/olcc/Pages/service_permits.aspx.

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: _____

Note: Regardless of your plans for music or entertainment, you are required to complete a Noise Control Variance form, which is attached to this application, describing what you intend to do at this event. The Police Department will determine if a variance is necessary or not.

4. Will additional electrical wiring be installed for your event? yes no

5. Will your event require restroom facilities? yes no

6. Have you arranged for security at your event? yes no
 If so, who will be providing security: _____

7. Describe your plans for Emergency Medical Services: _____

At least one trained emergency services provider (Minimum Certification – Emergency Medical Technician 1) shall be present on-site throughout the special event.

8. 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. (Attach additional sheets if needed). _____

9. Does your event involve the use of a park? ____yes ____no
If so, what is the name of the park and where is it located? _____

Note: Please call Crook County Parks and Recreation District to inquire about the use of a park. They can be reached at #541-447-1209.

Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the issuance of this Special 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.

10. () **Assisting partners:** Does your event require operational assistance such as private security, volunteer groups, clubs who will be working with organization or execution of the event. The actions and remedies for issues arising from participation by assisting partners will be the responsibility of the applicant.

Name _____ **Organization** _____

Phone _____

Assignment _____

Name _____ **Organization** _____

Phone _____

Assignment _____

Name _____ **Organization** _____

Phone _____

Assignment _____

() **Indemnity:** Applicant agrees to defend, indemnify and hold the City of Prineville harmless from and against all claims, losses, and liability 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 conducts pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

() **City Codes/Permits:** Applicant agrees to obtain 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. The Noise Control Variance form that is attached must be completed to fulfill this obligation. The Police Department will determine if such a variance is necessary after reviewing the variance application.

() **Conduct/Nuisances:** Applicant understands that if the outdoor activity 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 activity engaged in created a nuisance and may ask for a review of such determination.

() **Site Map: 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.

() **Transportation Plan Map: This application will not be processed unless a transportation plan map is included.** Indicate where streets will be blocked and how they will be blocked including fencing, barricades, stages, tents, etc. *See the attachment for an example of a traffic control plan map.*

I have read all information contained within the City of Prineville's Special Event Permit Application Packet and agree to abide by the terms and conditions contained herein.

(Applicant's Signature)

(Date)

Indemnification Agreement for Special Event Permit

Note: All applicants must sign this Indemnification Agreement.

Grantee acknowledges and agrees as follows:

In consideration of the City's approval of this application for a special event permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Prineville, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities

and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Prineville arising out of or in any way related to the special event for which permission is sought.

Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely and without reservation.

Date: _____

Applicant Name (Print): _____

Applicant Signature: _____

NOISE CONTROL VARIANCE

You must complete this variance application regardless of how much noise your event is expected to emit. The City of Prineville Police Department will review the entire Special Event Application and determine if a Noise Variance is required. If a variance is not necessary it will be noted on this application and reported to the event applicant. If a variance is necessary it will be noted on this application and reported to the event applicant along with an explanation of why it was or was not approved.

Variance Information

Person applying for variance: _____

Organization: _____

Contact number(s): _____

Reason for variance: _____

The time and duration of the emitted sound: _____

1. A flyer which must be distributed to persons in the immediate area who may be affected by the noise. The flyer must include the following information:
 - Type of event
 - Location/address where event will take place
 - Date and time of event
 - Contact name/phone number of organization/person responsible for the event.
 - Contact phone number for the flyer must state this phone number is for questions regarding the noise permit. (City of Prineville reserves the right to reject the flyer or request modification if it is offensive or objectionable in nature.)
2. A detailed map of the tent, stage or noise producing area (i.e. band, speakers, etc) in relation to the surrounding residents.

For Police Use Only

The physical characteristics of the emitted sound: _____

The geography zone and population density of the affected area:

___ residential ___ commercial ___ industrial ___ noise-sensitive

Population density: ___light ___medium ___heavy

Is the public health and safety endangered by the noise? ___yes ___no

Does the sound source predate the receiver? ___yes ___no

Does the compliance with the standard(s) from which the variance is sought produce hardship without equal or greater benefit to the public? ___yes ___no

Is a Noise Variance required for this event? ___yes ___no

(Note: If a variance is required please complete the rest of the application, if not please sign on the next page where it reads "Authorized by" and return with other department recommendations.)

Is a Noise Variance is required, is it granted? ___yes ___no

Yes, but with the conditions to follow:

Please provide a brief description of why this application was approved or denied and if it is approved with conditions please list the conditions here:

Authorized by: _____

For Office Use Only – Department Recommendations

Names of Event/Purpose: _____

Note: Please return a copy of this form to the **Day Sgt.** (Police Dept) as soon as you are done with your review of the application.

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

Police Department:

Reviewed by: _____ Date: _____

Approved Denied

Conditions of approval: _____

Public Works Department:

Reviewed by: _____ Date: _____

Approved Denied

Conditions of approval: _____

Crook County Fire and Rescue:

Reviewed by: _____ Date: _____

Approved Denied

Conditions of approval: _____

Crook County Fairgrounds (if applicable):

Reviewed by: _____ Date: _____

Approved Denied

Conditions of approval: _____

Risk Management:

Reviewed by: _____ Date: _____

Approved Denied

Conditions of approval: _____

Planning Department

Reviewed by: _____ Date: _____

Approved Denied

Conditions of Approval: _____