



**TEMPORARY USE
SPECIAL EVENT
PERMIT
APPLICATION**

Application No.:	Permit No.:
Date Received:	Expire date:
Date Issued:	Issued By:
Fee: \$300.00	

APPLICANT INFORMATION

Applicant Name:

Applicant Organization:

Applicant Address:

City: State: Zip:

Phone No: Cell No: Fax No:

EMAIL:

EVENT INFORMATION

Name of Event:

Location of Event:

Date & Hours of Event:

Name & Address of Responsible Party:

Name & Contact Info Day of Event:

Event/Activities Description:

Number of people expected to attend:

SITE MAP

Site map must be included with application and should show/identify street, sidewalk, and proposed parking use restrictions/closures, and also show location of stages, fences, vendor/exhibit booths, beer/wine garden, portable toilets, lighting, and trash/recycle containers, etc.

CITY PARK AND BUILDING RESERVATIONS

To obtain a Park Day Use Application or a Room Use Application contact the City at (503) 674-6224 or the city website at www.fairvieworegon.gov (click on the Forms and Documents link on the home page).

PRIVATE PROPERTY

If the event use is placed on private property, or a portion of, applicant shall provide proof of the property owner's permission to place the use on his/her property.

TRANSPORTATION IMPACTS

Traffic Control and Parking Plan Must be Included With Your Application

Parking Plan – Indicate proposed parking areas to meet parking capacity needs.

Traffic Control Plan – Indicate detour signs, traffic flow, and where traffic control personnel will be stationed.

Will streets/roads be closed for your event? Yes ___ No ___

If yes, it is the applicant's responsibility to obtain the appropriate street closure permits.

City Street Closure Permit – Contact the City at (503) 674-6224 for information or questions.

County Road Closure Permit – Contact Multnomah County, Land Use and Transp. at (503) 988-3582.

OTHER PERMITS

Health Department Permits – It is the applicant's responsibility to ensure that all activities associated with the preparing and/or dispensing of food and drink products meet all applicable codes and permits, including but not limited to the requirements of the Multnomah County Health Department (503) 988-5257.

Will food be served at your event? Yes ___ No ___

Fire Marshal Permits – It is the applicant's responsibility to ensure that required permits are obtained from the Gresham Fire Marshal's office (503) 618-2344.

Liquor License – If alcohol is sold or consumed: (1) If you have a current liquor license check with the Oregon Liquor Control Commission (OLCC) to see if your license will cover this event; if not you must obtain an application from OLCC (503) 872-5000; (2) submit the application form to the City of Fairview for approval (fee required); (3) submit the application to OLCC for their approval and issuance of your liquor license; and (4) event insurance and liquor liability insurance requirements listed below in Section VIII – Insurance must be met. Alcohol monitors and on-site security is required. State of Oregon Liquor License no., and/or date of application: _____

WILL alcoholic beverages be available at your event? Yes ___ No ___

Right-of- Way Permit – if using portable restrooms a Right-of-Way permit application may be required if requesting to locate them in City right-of-way.

Will your event require restroom facilities? Yes ___ No ___

Sign Permit – If you plan to display signs or banners advertising the event, you will need to complete the appropriate sign permit applications. Contact the City at (503) 674-6206 for information.

Noise/Amplified Sound Permit - If event will have amplified sound, you may be required to complete a Noise/Amplified Sound Permit application. The City Administrator will determine if a variance is necessary or not.

Will there be live entertainment or music at your event? Yes ___ No ___

If yes, what times will the performances take place each day? _____

OTHER INFORMATION

Have you arranged for security at your event? Yes ____ No ____

If so, who will be providing security: _____

Describe your plans for Emergency Medical Services: _____

Clean-Up Plan - Describe your plans for trash minimization and removal, including timelines. Include information as to the number, types and locations of all trash receptacles, a schedule for monitoring, and emptying trash and recycling 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 separate page).

INSURANCE

A Permit Will Not Be Issued Without Receipt Of An Approved Certificate Of Insurance As Outlined Below:

Liability Insurance – Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person and \$1,000,000 for each occurrence involving property damage; or a Commercial General Liability (CGL) insurance policy with coverage limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. The sponsor agrees to maintain continuous coverage for the duration of the permit. Higher limits may be required dependent upon the event type or as determined by the City’s Risk Manager.

Liquor Liability Insurance – Liability insurance is required for events involving the serving of alcoholic beverages. Liquor liability insurance or host liquor liability insurance shall provide coverage for not less than \$2,000,000 per occurrence. Higher limits may be required dependent upon the event type or as determined by the City’s Risk Manager.

INDEMNIFICATION AGREEMENT FOR EVENT PERMIT

Applicant must sign this Indemnification Agreement, grantee acknowledges and agrees as follows:

In consideration of the City’s approval of this application for an event permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Fairview, 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 Fairview 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. Applicant agrees to abide by the terms and conditions contained herein.

A charge of \$300.00 is being made by the City of Fairview to partially cover staff and other costs associated with processing the Temporary Use Permit Application needed for this activity. No other charge is being made by the City for recreational use of city streets and other city rights-of-way or other public lands. Since the City does not charge for use of its land for recreational purposes, the City is immune from liability for any injury or property damage that a person may suffer because of the use of the City’s land under the terms of ORS 105.67s to ORS 105.696.

APPLICANT NAME - PRINT: _____

APPLICANT SIGNATURE - REQUIRED: _____ DATE: _____

CITY APPROVAL

PLANNING DEPT:

DATE:

APPROVED APPROVED W/CONDITIONS DENIED

COMMENTS:

CITY ADMINISTRATOR:

DATE:

APPROVED APPROVED W/CONDITIONS DENIED

COMMENTS: