

Name/Title of Event \_\_\_\_\_

## **Medium and Large Event Permit Application** **on Public Property**

*An event is any activity upon public property that will affect the ordinary or permitted use of that property, public streets, rights of way or sidewalks; or will incur extraordinary costs for personnel, materials, and services by the City. A permit is needed if it generates impacts greater than the normal and customary use of City property, parks, streets, rights of way or sidewalks.*

*If an event occurs on private property with anticipated attendance greater than 300 participants, an event packet will need to be filed with the City. If an event occurs with fewer than 300 participants the property owner/sponsor must notify the City in writing, 14 days in advance. This will be to work with the City to be sure that public safety issues such as traffic, parking and noise are mitigated and that public safety personnel can be notified in case of an emergency. This can be done by a letter or email to the Recorder at [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us) or PO Box 7, Jacksonville OR 97530. Please include date, start and end time, anticipated number of participants and contact information for the event coordinator. No permit is required as long as the entire event occurs on private property.*

### **PERMIT PROCESS**

This Event Permit Application serves a dual purpose. First, it is intended to provide the City of Jacksonville with information needed to evaluate your application as it relates to public health and safety. It is also to help you plan and organize your event. If questions do not apply to your event simply indicate so by writing “**not applicable**”.

The permit application process begins when you submit a completed application along with the base fee to the City of Jacksonville. Acceptance of your application does not constitute final approval of your request. The application will be reviewed in accordance with all applicable chapters of the Jacksonville Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations.

**There are two levels of fees for this packet; \$100 for a packet which requires no City Council approval and \$200 for a packet which requires any City Council approval.**

**Applications shall be submitted no later than 30 days prior to the scheduled event.** In many cases an event request might be reviewed by the Planning Department, Public Safety Departments and the City Council. It is the applicant's responsibility to provide the requested documentation in a timely manner.

**No application will be accepted without the base \$100 fee. The applicant will be notified if Council approval is needed. The additional \$100 fee will due at time of notification. Items needing Council approval have been indicated on this permit application in order to help you plan.**

An increased volume of vehicular or pedestrian traffic, parking issues, trash, noise or refuse is an example of an increased impact as identified in the first paragraph. Events may include, but are not limited to, fairs, art and hobby shows, farmer's markets, educational or cultural events, festivals, and block parties. Demonstrations and other lawful assemblies, including but not limited to private social gatherings that will make no use of City streets, parks or rights-of-way other than for lawful parking do not need an Event Permit.

Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates in order to complete the review process. (Contact: City Recorder, at PO Box 7 or 110 E Main St, Jacksonville OR 97530. Email [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us), Phone 541.899.1231 and Fax 541.899.7882)

### **INTERNET/SPECIAL EVENTS CALENDAR**

The City provides a calendar of upcoming special events on the internet at [www.jacksonvilleor.us](http://www.jacksonvilleor.us). You may wish to consult this calendar to minimize conflicts with other scheduled events at [www.jacksonvilleor.us](http://www.jacksonvilleor.us).

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## APPLICANT AND HOST ORGANIZATION INFORMATION

*A written communication from the Chief Officer of the Sponsor Organization authorizing the applicant and/or professional event organizer to apply for this Event Permit on their behalf must be submitted with your permit application and their signature is required on this form if the Chief Officer is not signing this permit application.*

NOTE: until a permit is issued by the City, the Event has not been officially approved and is subject to all applicable fees, fines and violations as listed within the Municipal Code of the City of Jacksonville.

### AFFIDAVIT OF APPLICANT

On behalf of the sponsor(s) I certify that the information contained in the permit application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event under the Jacksonville Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the Administrator's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I/we agree to abide by these rules, and further certify that I, on behalf of the Sponsor Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event and associated vendors or business participants to the City of Jacksonville.

On behalf of Sponsor Organization: \_\_\_\_\_

Print Name of Sponsor Representative: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Sponsor contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor Representative Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*my signature as sponsor representative indicates that I am lawfully able to enter into a contract on behalf of this sponsor

On behalf of Co-Sponsor Organization: \_\_\_\_\_

Print Name of Co-Sponsor Representative: \_\_\_\_\_

Co-Sponsor Address: \_\_\_\_\_

Co-Sponsor contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor Representative Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Event Organizer if different than sponsor(s): \_\_\_\_\_

Title: \_\_\_\_\_

Event Organizer Address: \_\_\_\_\_

Event Organizer contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title of Event \_\_\_\_\_

## INSURANCE REQUIREMENTS AND SPONSORSHIP INFORMATION

**No Event Permit will be issued without the required evidence of insurance submitted and approved in a timely manner.**

### Insurance Requirements.

- The **Sponsor(s)** must provide the City with a Certificate of Insurance, with copies of any endorsements, evidencing commercial general liability insurance, in the minimum amount of one million dollars (\$1,000,000) per occurrence
- Name the "City of Jacksonville and it's officers, volunteers, City Council, employees and agents" as additional named insured.
- There must be an "x" or "y" for yes in the additional insured column  
If alcohol is served, Liquor Legal Liability Rider in the same amount is also required. The City reserves the right to increase insurance requirements depending on its assessment of level of risk. It must be indicated with the "x" or "y" also.

Name of Insurance Agency of Sponsor: \_\_\_\_\_

*\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.*

Address of Insurance Company: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Name of Insurance Agency of Co-Sponsor: \_\_\_\_\_

*\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.*

Address of Insurance Company: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

**Special Insurance Requirements for Vendors.** The **Sponsor(s)** are responsible for obtaining from each vendor serving food and/or alcohol and/or offering activities (bounce houses, or similar) a Certificate of Insurance, with copies of any endorsements, from each such vendor, for the sponsors benefit. The City of Jacksonville does not require them from vendors.

**All vendors must have a valid business license with the City of Jacksonville.**

Sponsor signature \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

**Hold Harmless.** Only to the extent of the amount of the required insurance, the Sponsor(s) agrees to defend, pay, save and hold harmless the City, its officers, volunteers, City Council, employees, and agents from any and all claims as lawsuits for personal injury or property damage arising from the Event, except any claims arising solely out of the negligent acts of the City, its officers, volunteers, City Council, employees, and agents.

Sponsor signature \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

Name/Title of Event \_\_\_\_\_

**General.** Until the requested Event Permit is issued, the Event is deemed not approved and Sponsor(s) is subject to applicable fines, fees and charges for unpermitted activities under the Jacksonville Municipal Code.

- Sponsor(s) will be charged for any cleanup of property not left in same or better condition after the Event.
- By execution by its Coordinator, Sponsor(s);
  - warrants the above to be true and correct;
  - this application is subject to rules and regulations of the City, its Administrator or designee thereof;
  - will comply with all other city, county, state and federal laws applicable to the Event conduct and its venue;
  - understands that the issuance of the Event Permit is contingent on Sponsor supplying all documentation and the payment of applicable fees required by the City; and certifies that the Coordinator has been duly authorized to execute this Application and bind the Sponsor(s) accordingly.

Sponsor signature \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Name/Title of Event \_\_\_\_\_

## SUMMARY OF EVENT DESCRIPTION

Description of your event, including a timeline:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be an admission charge?  Yes  No

What, if anything, does the admission charge entitle the participant to? i.e.; wine tasting glass, participation in wine walk, admission to musical activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location (be specific, park name and location, street name, etc.) If this is a parade, procession, march etc. you will need to attach a map with the route identified clearly with start and finish locations. **Remember street closures require additional documentation and City Council approval.** Fifth St north of California and California west of Fifth St is a state highway and subject to additional regulations defined by ODOT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Event Category (Check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Art/Antique Show    | <input type="checkbox"/> Cultural              | <input type="checkbox"/> Festival/Celebration      |
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance                 | <input type="checkbox"/> Live Animals              |
| <input type="checkbox"/> Block Party         | <input type="checkbox"/> Educational           | <input type="checkbox"/> Museum Special Attraction |
| <input type="checkbox"/> Carnival            | <input type="checkbox"/> Exhibits/Misc.        | <input type="checkbox"/> Parade/Procession/March   |
| <input type="checkbox"/> Circus              | <input type="checkbox"/> Fair                  | <input type="checkbox"/> Sidewalk event            |
| <input type="checkbox"/> Concert/Perform     | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Other (be specific)       |

Participants Estimated Total \_\_\_\_\_ Per Day \_\_\_\_\_

### DATE/TIME

Event Starts Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

Name/Title of Event \_\_\_\_\_

Event Ends Date \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_

Yes  No  Is this an annual event?

Yes  No  Do you anticipate this to be an annual event?

How many years have you been holding this event? \_\_\_\_\_

Previous Location(s) \_\_\_\_\_

Contact Name and Number for previous location:  
\_\_\_\_\_

### ORGANIZATION STATUS, BUSINESS LICENSES/PROCEEDS/REPORTING

Yes  No  Is the Sponsor Organization a commercial entity?

Yes  No  Does this event qualify for the umbrella business license in the City of Jacksonville?

Yes  No  Does the Sponsor Organization have a business license in the City of Jacksonville?

Yes  No  Is the Sponsor Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(3)C tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application and obtain a business license at no cost

Yes  No  Will there be vendors at the event?

Yes  No  Do the vendors have a business license in the City of Jacksonville?

You will be required to provide a final list with the name of each vendor and contact information for the vendor no later than seven business days prior to the start of the event. This information shall be provided to the City Recorder.

### THE SPONSOR OF THE EVENT IS ULTIMATELY RESPONSIBLE FOR EACH VENDOR OR BUSINESS PARTICIPANT BEING IN COMPLIANCE WITH THIS EVENT PACKET.

\_\_\_\_\_ initial your acknowledgement of the statement above.

Vendors who will be serving food or vendors providing activity items such as bounce houses, climbing walls and similar activities are recommended to provide the Sponsor(s) with a Certificate of Insurance. The liability coverage must be \$1,000,000 per occurrence and naming the Sponsor(s) and its employees and volunteers as the additional named insured. A copy of any and all endorsements should accompany the Certificate of Liability Insurance.

The event sponsors signature on this packet indicates a legal and binding contract has been entered into on behalf of ALL PARTIES in the event. The City of Jacksonville reserves the right to require more insurance for events deemed by the City to have additional risk to the City.

You are required to provide the vendor list and required business licenses at least 7 days prior to the event. You can update the list up to 4 business days prior to the start of your event as long as all documentation is provided at time of update.

Name/Title of Event \_\_\_\_\_

## SAFETY, STREETS AND SITE PLAN PART 2

### SAFETY AND SECURITY PLAN

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

### STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot?      Yes  No

If yes, is this a parking lot?      Yes  No

Is this a public street?      Yes  No

Is this a state Highway?      Yes  No  (Fifth St and California St are part of Hwy 238)

### SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so. All site plans/route maps must be approved by the Fire Department, Police Department and the Public Works Department.

Yes  No       An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures along with the starting and ending points.

Yes  No       Will flaggers be needed? If yes, professional flaggers must be hired by the Host Organizer at their expense. Documentation of this hire along with appropriate liability insurance and business license fees must be provided with this application.

Yes  No       Will fencing, barriers and/or barricades be required? Indicate any removable fencing for emergency access. Barriers and barricades will not be provided by the City.  
**Adequate numbers of garbage cans, recycle containers, parking, restroom/porta-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean-up and removal of the above items.**

Yes  No       Other related event components not listed above. Please attach documentation.

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## ENTERTAINMENT AND CLEAN UP PART 3

### ENTERTAINMENT AND RELATED ACTIVITIES

**As an event organizer, you must be certain that all event-related activities comply with the local laws applicable to noise abatement.** Please be aware that loud and unreasonable noise (including music) is a violation of law. Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance. Alcohol is not allowed on any City property. Amplified music is not allowed in City Parks without prior written approval from the City Council.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

**Yes  No**  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

**Yes  No**  Will sound amplification be used?

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

**Yes  No**  Has City Council approval been given? If so, what meeting? \_\_\_\_\_

What is the approximate distance between the amplified sound source and nearby residences?

\_\_\_\_\_

**Yes  No**  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe

\_\_\_\_\_

Please describe the sound equipment that will be used for your event

\_\_\_\_\_

**Yes  No**  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe

\_\_\_\_\_

Certificates of insurance and business licenses will be required for bounce houses, climbing walls, hot air balloons and similar activities.

**Yes  No**  Will your event be held during the evening hours?

**Yes  No**  Is lighting necessary? **Yes  No**  Is lighting provided?

**Yes  No**  Will you require a tent or temporary structure? If yes, please describe size, location, duration from setup to tear down it will be up, number of tents/structures. A site plan is required to show the location on



**Name/Title of Event** \_\_\_\_\_

the property. This is subject to planning, building department and fire dept. approval.

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**Yes  No**  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water.

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**Yes  No**  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe \_\_\_\_\_

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-899-7246.

**Yes  No**  Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe \_\_\_\_\_

***Please be aware that the use of any of these items may require additional permits and City Council approval.***

**Yes  No**  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe

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**SANITATION, TRASH REMOVAL AND HYGIENE PLAN**

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event.

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Name/Title of Event \_\_\_\_\_

## MARKETING AND PUBLIC RELATIONS PART 4

### MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue. Approval will be required from the Planning Department for placement of such items. Please contact them at 541-899-6873. Remember that due to Jacksonville's historic significance items may require a public hearing.

**Yes**  **No**  Is this event marketed, promoted, or advertised in any manner?

If yes, please describe \_\_\_\_\_

**Yes**  **No**  Will there be live media coverage during the event?

If yes, please describe \_\_\_\_\_

**Yes**  **No**  Will media vehicles be parked within the event venue? If yes, please describe safety plan \_\_\_\_\_

**Yes**  **No**  Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe. \_\_\_\_\_

Name/Title of Event \_\_\_\_\_

## ALCOHOL AND FOOD PART 5

### ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. **Alcohol is not permitted in City Parks.**

**Yes**  **No**  Does your event involve the use of alcoholic beverages? ***Certificates of Insurance and business licenses will be required from all alcohol vendors.*** Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

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### FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-774-8200

**Yes**  **No**  Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared.

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**Yes**  **No**  Do you intend to cook food in the event area? If yes, please specify method:

Gas  Electric  Charcoal  Other(specify) \_\_\_\_\_

***Certificates of insurance and business licenses will be required from all food vendors.***

***A Fire Marshal inspection must be completed prior to the beginning of the event. It may be scheduled by calling 541.899.7246. There may be an additional charge for this service.***

Name/Title of Event \_\_\_\_\_

## MITIGATION AND IMPACT WITH NEIGHBORS PART 6

### MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least two weeks prior to your event. Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

**Yes**  **No**  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit.

If no, please explain \_\_\_\_\_

**Yes**  **No**  Do you have a sample of any notice that you propose to distribute at least two weeks prior to your event? If yes, please attach. If no, please explain.

\_\_\_\_\_

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### OFFICE USE ONLY

Fee paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials \_\_\_\_\_

Recorder:

Permit Application date approved: \_\_\_\_\_

Signature of Recorder \_\_\_\_\_