



PUBLIC WORKS DEPARTMENT

555 Liberty Street SE, Room 325, Salem, Oregon 97301-3513

Phone: 503-588-6261 • Fax: 503-588-6025 • Email: parksandrecreation@cityofsalem.net

COMMUNITY EVENT PERMIT FORM

Name of Event/Activity: _____

Type of Event/Activity: _____

Date(s) of Event: _____ Hours: From _____ to _____

General Description of Event/Activity: (attach additional pages if necessary)

Estimated Attendance Per Day: Participants _____ Spectators _____

Person in Charge/Applicant: _____ Phone: _____

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

Sponsoring Organization: _____

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

Assembly Place: _____ Set Up Start Time: _____

Disassembly Place: _____ Tear Down End Time: _____

Will a street or streets be used for the Event/Activity? Yes No Will all lanes be used? Yes No

Please list all streets to be used: _____

Please attach a map of the proposed route of the Event/Activity if applicable.

Will a City of Salem Park be used for the Event/Activity? Yes No

If yes, please list the City of Salem Park to be used: _____

Will chemical toilets be brought in? Yes No

Please attach a detailed site plan of the Event/Activity if applicable. Site plan should include all canopies, bleachers, chemical toilets, fencing, etc.

Solid Waste Management: Please describe your plans for clean-up and for collecting and disposing of all refuse.

LIABILITY - All persons and groups to whom a Community Event Permit has been granted must agree to hold harmless and indemnify the City of Salem from any and all liability for injury to persons or property occurring as a result of this permit's activity, and agree to be liable to said City for any and all damage to any park, facility, building, street, alley or equipment owned or controlled by the City which results from the activity of the permit holder, its officers, employees and agents or is caused by any participant in said Event/Activity. A separate Indemnity Agreement must be signed by the Community Event Permit holder prior to the start of the Event/Activity. (SRC 104.100)

COST RECOVERY - In addition to payment of any required application or other fees, a permit holder shall reimburse the City for the following actual costs, when such costs are directly attributable to the Event/Activity requiring the City to exceed its usual staffing levels: (1) Costs of City personnel, including any overtime pay, required to close public rights-of-way before the Event/Activity commences and costs of City personnel, including any overtime pay, required to reopen public rights-of-way after the Event/Activity ends, including, but not limited to, the erection of barricades or other obstacles necessary to direct or manage pedestrian or vehicular traffic; (2) Costs of City personnel, including any overtime pay, required to direct or manage vehicular or pedestrian traffic; and (3) Costs of City personnel, including any overtime pay, required to clean up litter and other debris left on the public rights-of-way or other public property following the Event/Activity. If any public right-of-way or other public property is damaged or destroyed by reason of the Event/Activity, the permit holder shall reimburse the City for the actual repair or replacement costs. The permit holder agrees to reimburse the City for all actual costs as described above and in SRC 104.120. Failure of the permit holder to reimburse the City as described above may be cause for cancellation of future permit privileges and legal recourse.

INDIGENT STATUS REQUESTED: YES NO

INSURANCE - Except as otherwise prohibited by law or unless a waiver is obtained as provided by SRC Chapter 104, the permit holder shall procure and maintain in full force and effect during the term of the Community Event Permit, a policy of insurance from a reliable insurance company authorized to do business in the State of Oregon. Such insurance shall provide coverage of which the combined single limit per occurrence shall be not less than that required under the Oregon Tort Claims Act, ORS 30.270, et seq., or \$1,000,000, whichever is greater. Such insurance shall be without prejudice to coverage otherwise existing therein and shall name the City of Salem, its officers, agents and employees as additional insureds. Such insurance shall further provide that the policy shall not terminate or be canceled prior to the completion of the Event/Activity without thirty days' written notice to the Director. Proof of insurance shall be submitted to the City prior to issuance of the Community Event Permit, and maintenance of this insurance shall be a continuing condition of the Permit.

INSURANCE WAIVER REQUESTED: YES NO

I have read this application and understand it. I agree to comply with all of its terms and Salem Revised Code Chapter 104, including City cost recovery.

Applicant's Signature _____ Date _____

OFFICE USE ONLY	DEPARTMENT	ESTIMATE OF COSTS	APPROVE/DENY	SIGNATURE
	POLICE			
	FIRE			
	TRANS/PLAN/STREETS			
	PUBLIC WORKS			
	RISK MANAGER			
BARRICADES AND/OR SIGNS NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO				
INSURANCE WAIVER REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		INSURANCE WAIVER APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
INDIGENT STATUS REQUESTED: <input type="checkbox"/> YES <input type="checkbox"/> NO		INDIGENT STATUS APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
APPLICATION RECEIVED BY:			DATE:	
PERMIT REQUEST: <input type="checkbox"/> APPROVED		PERMIT ISSUED BY:		DATE:
PERMIT REQUEST: <input type="checkbox"/> DENIED* REASON(S) FOR DENIAL:				
*104.090. Appeals. Any person who has been denied a community events permit, or who has had a community events permit revoked under SRC 104.080 may appeal such decision to the Municipal Court by filing a written notice of such appeal stating the reasons the Director erred in denying or revoking the permit, within five business days of the date of the decision. The Municipal Court shall hear and decide the appeal within five business days of the date of filing of the notice of appeal. (Ord. No. 44-09)				
THIS COMPLETED AND APPROVED APPLICATION ALSO SERVES AS THE OFFICIAL COMMUNITY EVENT PERMIT.				

INDEMNITY AGREEMENT

_____ (*applicant/sponsoring organization*) hereby agrees to indemnify, defend, save and hold harmless the City of Salem, its officers, agents, and employees from and against any and all expenses, costs, damages, claims, liability, demands, suits and legal actions, including any appeals, arising out of or in connection with the activities of the applicant/sponsoring organization, its officers, agents, and employees as outline in the Community Event Permit, which is attached hereto and incorporated herein by this reference.

By my signature below, I acknowledge having read this Agreement, understand it, and agree to be bound by its terms and conditions. The individual signing the Agreement on behalf of the applicant/sponsoring organization hereby certifies that such signature has been authorized by his or her applicant/organization and that the individual has the authority to act on behalf of and to bind the applicant/sponsoring organization.

Signature

Printed Name

Title

Date