

COMMUNITY EVENT/RIVERFRONT PARK PERMIT APPLICATION

Complete and return Permit Application to the City of Salem, Public Works Department.

EVENT INFORMATION

Type of Event:

- Company Picnic
 Product Fair
 Community Celebration/Festival
 Run/Walk
 Concert
 Rally/March
 Other (Specify)_____

Event Name: _____

Event Date(s): _____ Anticipated Attendance: _____

Event Hours: _____ a.m./p.m. to _____ a.m./p.m.

- Area(s) of Park Requested:
 A. North Meadow
 B. South Meadow
 C. Amphitheater
 D. Boat Dock
 (See Attached Map.)
 E. Boat Dock Overlook
 F. Pavilion
 G. Parking Lot

Set up Times: _____ a.m./p.m. to _____ a.m./p.m. Describe Your Set up Work: _____

Ancillary Permits Required:

- Alcohol
 Amusement Rides
 Short-term Concessions
 Fireworks
 Noise Variance
 Vehicle Access
 Temporary Street Closure
 Tents/canopies
 Photography

HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I certify that the information contained in this 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 special event policy. I agree to abide by these rules, and further certify that I, on behalf of the sponsor, am also authorized to commit the sponsor, and therefor agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Salem.

I agree, on behalf of the sponsor, to defend, indemnify and hold harmless the City of Salem, its employees, agents, officers and volunteers from any and all claims, damages, losses, and expenses, including legal fees arising from or in connection with activities during the special event.

I further agree to promptly reimburse the City of Salem for any clean-up, loss or damage to city property resulting from this use.

Name of Primary Event Sponsor: _____
 (Please Print)

Name (President or Chief Executive Officer): _____
 (Please Print)

Signature: _____ Date: _____

EVENT AMENITIES

Yes	No	Check All That Apply	Yes	No	Check All That Apply
		Food will be served			Admission fees/donations will be collected
		Food will be sold (Short-term Concessionaire Permit Required)			Event will be advertised to the general public
		Non food items will be sold (Short-term Concessionaire Permit Required)			Access to potable water needed
		Tents and/or canopies will be erected (Irrigation locate may be required)			Vehicle access to turf areas will be necessary
		Access to park electricity will be needed			Alcohol will be served/sold
		Amplified sound will be used (Noise Variance Permit required)			Special services (security, traffic control, etc.) will be needed

NOTE: Some ancillary permits and fees may apply.

EVENT LAYOUT

On the attached map please show the layout, including the locations for the following:

- Alcoholic Concession and/or Beer Garden Areas
- Food Concession and/or Food Preparation Areas—If you intend to cook food in the event area, please specify methods: Gas _____ Electric _____ Charcoal _____ Other (Specify) _____
- Portable Toilet Facilities
- First Aid Facilities and Ambulance Locations
- Tables and Chairs
- Fencing, Barriers and/or Barricades
- Canopy/tent Locations and/or Booth, Exhibits, and Display Enclosures
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures
- Vehicles, Trailers, and/or Motorhomes
- Trash Containers and Dumpsters

Describe your plan for clean-up, disposal, and off-site removal of waste and garbage during and after the event: _____

NOTE: Event organizers shall make any and all arrangements for the clean-up, disposal, and off-site removal of waste and garbage. The use of city services for this purpose shall be charged back to the user group.

SAFETY / SECURITY

Please describe your procedures for both crowd control and internal security: _____

NOTE: The City of Salem has approved several security service agencies to provide security services on City of Salem property. Should your event require security, you will need to contact the City's public events supervisor to obtain a list of these providers.

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

Are there any entertainment features related to your event? If so, what are they (e.g., live music, amusement rides, live animals, inflatable play structures, etc.)? _____

Will sound amplification be used? If yes, please indicate:

Start Time: _____ a.m./p.m. Finish Time: _____ a.m./p.m.

SPECIAL SERVICE PROVIDERS

<u>Special Services</u>	<u>Name of Provider</u>	<u>Name of Contact</u>	<u>Phone Number</u>
Caterers			
Sound Production			
Tents/Canopies			
Private Security Services			
Insurance Carrier			
Chemical Toilet Provider			
Amusement Rides, Inflatable Play Structures, etc.			
Garbage Service Provider			
Lighting and Electrical Services Provider			

INSURANCE REQUIREMENTS

A certificate of insurance may be required with this application. If directed to do so, please provide a certificate of insurance which shows \$1 million in commercial general liability insurance and a policy endorsement which names the City of Salem, its officers, employees, and agents as additional insured. Some events may require a higher limit of insurance. Each event is evaluated on its risk exposure.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring Organization: _____

Profit/Nonprofit: _____ Tax Exempt #: _____

Primary Contact Person: _____

Mailing Address: _____

Email Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Fax Number: _____ Evening Phone: _____

Contact Person "On Site" Day(s) of Event: _____ Pager/cellular: _____



RIVERFRONT PARK

- | | | | |
|---|----------------------------------|---|-----------------------------|
|  | LIGHT |  | PLAYGROUND |
|  | PICNIC TABLE |  | ECO EARTH |
|  | HANDICAP PARKING |  | PUBLIC DOCK |
|  | RESTROOMS |  | SALEM'S RIVERFRONT CAROUSEL |
|  | A.C. GILBERT'S DISCOVERY VILLAGE |  | AMPHITHEATER STAGE |
| | |  | WALK / RUN ROUTE |

CITY OF Salem
AT YOUR SERVICE