

# Community Event Permit Form

## (Street or Alley Closure/Parade Permit)

### RETURN COMPLETED FORM TO:

City of Salem  
555 Liberty Street SE Room 100  
Salem OR 97301-3513

503-588-6261 Fax: 503-584-4860  
parksandrecreation@cityofsalem.net

OFFICE USE ONLY

Customer # \_\_\_\_\_

Paid

Person in Charge/Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Email \_\_\_\_\_

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Event Hours: Start \_\_\_\_\_ End \_\_\_\_\_

Assembly Place \_\_\_\_\_ Set Up Start Time \_\_\_\_\_

Disassembly Place \_\_\_\_\_ Tear Down End Time \_\_\_\_\_

General Description of Event (attach additional pages if necessary)

Anticipated Attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_

Will a street or streets be used for the Event?  Yes  No

Will all lanes be used?  Yes  No Are you requesting street/alley closure?  Yes  No

Street(s)/alley(s) to be used \_\_\_\_\_

between which street \_\_\_\_\_ and which street \_\_\_\_\_

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

Will your event use amplified sound?  Yes  No If yes, you may need to complete a sound permit form.

If so, where will sound be generated from? \_\_\_\_\_

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

If so, which one(s)? \_\_\_\_\_

Will you need to close parking spaces?  Yes  No If so, how many? \_\_\_\_\_

Will chemical toilets be brought in?  Yes  No

If so, how many? \_\_\_\_\_ Where located? \_\_\_\_\_

**PLEASE ATTACH A DETAILED SITE PLAN OF THE EVENT. SITE PLAN SHOULD INCLUDE ALL CANOPIES, BLEACHERS, CHEMICAL TOILETS, FENCING, SIGNS, ETC...**

**Solid waste management: Please describe your plans for clean-up and for collecting, recycling, or otherwise disposing of all refuse.**

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**LIABILITY**

All persons and groups to whom a Community Event Permit has been granted agree to hold harmless and indemnify the City of Salem from and against any and all liability for injury to persons or property occurring as a result of any activity pursuant to this permit, 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, agents, and volunteers 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 \$2,000,000, whichever is greater. Such insurance shall be without prejudice to coverage otherwise existing therein and shall name the City of Salem, its officers, agents, employees, and volunteers 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 \_\_\_\_\_

**Conditions of Permit - Required to:**

Allow for at least 20 ft. emergency access route for fire truck through event area during event.

Notify and get approval from all businesses and residents impacted by event/closure.

**INDEMNITY AGREEMENT**

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\_\_\_\_\_ (*applicant or sponsoring organization*) hereby agrees to indemnify, defend, save and hold harmless the City of Salem, its officers, agents, employees, and volunteers from and against any and all expenses, costs, damages, claims, liability, demands, suites and legal actions, including any appeals, arising out of or inconnection with the activities of the sponsoring organization, its officers, agents, and employees as outlined 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 this Agreement on behalf of the sponsoring organization hereby certifies that such signature has been authorized by his or her organization and that the individual has the authority to act on behalf of and to bind the sponsoring organization.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

**Permit Received by:**

**Date:**

DEPARTMENT	ESTIMATE OF COSTS	APROVE/DENY	SIGNATURE
Police			
Fire			
Trans/Plan/Streets			
Public Works			
Cherriots/Transit			
Parking Services			

Barricades and/or signs needed?  Yes  No

Insurance waiver requested?  Yes  No

Insurance waiver approved?  Yes  No

Indigent status requested?  Yes  No

Indigent status approved?  Yes  No

**Permit reviewed by:**

**Date:**

Permit request:  Approved  Denied

**Permit issued by:**

**Date:**

Reasons for denial:

\*104.090. Appeals. Any person who has been denied 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 filing of the notice of appeal. (Ord. No. 44-09)

THIS COMPLETED AND APPROVED APPLICATION ALSO SERVES AS THE OFFICIAL COMMUNITY EVENT PERMIT.

Total \$ \_\_\_\_\_

Cash

Check

Visa/Mastercard