

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

# Special Event Application and Instructions

## Part 1

A special event is any activity upon public property that will affect the ordinary 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.

### **PERMIT PROCESS**

This Special Events 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 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 Chapters 9, 10 and 12 of the Jacksonville Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations. Applications shall be submitted no later than 30 days prior to the scheduled event. In many cases an event request must be submitted to 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. Some events are subject to an Admission Tax based on a fee of over \$15 per person.

An increased volume of vehicular or pedestrian traffic, trash, noise and refuse are examples of an increased impact. Special events 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 a Special 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), 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.

**SUMMARY OF EVENT  
DESCRIPTION**

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

Description of your event, including a timeline:

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

Will there be an admission charge?    Yes    No (over \$15 subject to admission tax)

If yes, what will the admission charge be? \$\_\_\_\_\_ What, if anything, does the admission charge entitle the participant to? ie; 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. Fifth St north of California and California west of Fifth St is a state highway and subject to additional regulations. :

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

**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 \_\_\_\_\_

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

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

## CONTACTS

Host Organization: \_\_\_\_\_

Contact Name (Required): \_\_\_\_\_

Second Contact \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Web Address: \_\_\_\_\_

E-mail address:

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 Host Organization a commercial entity?

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

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

Yes  No  Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(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 four business days prior to the start of the event. This information shall be provided to the City Recorder.

Vendors who will be serving food or vendors providing activity items such as bounce houses, climbing walls and similar activities are required to provide the City with a Certificate of Insurance. The liability coverage must be \$1,000,000 per occurrence and naming the City of Jacksonville and its employees and volunteers as the additional named insured. 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 encouraged to provide the vendor list and required Certificates of Insurance as early as possible. 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.

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

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

## HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

## INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Jacksonville", its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Jacksonville prior to the issuance of your Special Event Permit. Mail to: City of Jacksonville, PO Box 7, Jacksonville OR 97530. It may also be emailed to [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us) or faxed attn: Recorder at 541-899-7882. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

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

**APPLICANT AND HOST ORGANIZATION INFORMATION cont'd**

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

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

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

**AFFIDAVIT OF APPLICANT**

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it:

I certify that the information contained in the foregoing 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 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 Host 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 to the City of Jacksonville. .

Organization: \_\_\_\_\_

Print Name of Applicant/Host: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Professional Event Organizer: \_\_\_\_\_

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

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

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

## 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/porti-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.

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

## 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?

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

If yes, please describe

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

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

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Certificates of insurance 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?

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

**ENTERTAINMENT AND RELATED ACTIVITIES cont'd**

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

\_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

**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.

\_\_\_\_\_

\_\_\_\_\_

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

## 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. \_\_\_\_\_

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

## 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.***

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

## 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.

\_\_\_\_\_