

MEMO

CITY OF JACKSONVILLE

Date June 28, 2012
To: Mayor Becker and City Council
From: Jan Garcia, City Recorder
Subject: Parking District fees associated with Jacksonville Heritage Society

The following properties are associated with the Jacksonville Heritage Society. The fees described below were waived due to lack of tenants and/or income for the fiscal year 2011-12. They are scheduled to be reviewed annually.

Beekman House - no parking district fees associated.
Business license fees will fall under the non-profit umbrella and will be waived per business license policy effective July 1, 2012.

US Hotel - parking district fees are \$300 annually and have been waived for at least four years (first three through the Southern Oregon Historical Society).
Business license fees will fall under the non-profit umbrella and will be waived per business license policy effective July 1, 2012.

Two businesses are currently within this building - US Bank and Trolley Stop Antiques.
US Bank currently pays \$88 for a business license and \$100 for a parking district fee.
Trolley Stop Antiques currently pays \$80 for a business license and \$20 for a parking district fee.

The total amount actually written off for parking district fees is \$180.

Courthouse/Children's Museum grounds - Parking district fees are \$620 annually and have been waived for at least four years (first three through the Southern Oregon Historical Society).

Art Presence is currently operating in the Children's Museum location. For the end of the fiscal year 2011-12 the parking district fees were waived as they have been in there less than one month and they were waived for the Heritage Society.

ACTION ITEM: Does the council wish to waive the parking district fees for a tenant of the Jacksonville Heritage Society?

Farmer's Market is located on the Courthouse grounds. They pay an umbrella license fee of \$80 but do not pay parking district fees as they were waived for the Southern Oregon Heritage Society.

ACTION ITEM: Do you wish to continue to waive the parking district fees for the Farmer's Market under the Jacksonville Heritage Society waiver?

-- Jan

From: [Beverly Smith](#)
To: ["Jan Garcia"](#)
Subject: Jacksonville Heritage Society Water Bill
Date: Thursday, June 28, 2012 9:08:57 AM

Hi Jan,

Here is the breakdown on savings for the water bills on each property. Only the water was billed at a lower rate.

110 W. California – Beekman Bank No Change
470 E. California - Beekman House Saved \$108.20
250 N. 5th – Court House Square Saved \$150.38

Beverly Smith
Public Works Clerk
541-899-1231

PUBLIC RECORDS LAW DISCLOSURE

This email is a public record of the City of Jacksonville and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

Effective July 1, 2012

Pending re-codification the following provisions shall implement provisions of the code for business licenses.

NON-profits:

Annually a non-profit shall fill out a business license application as a business. There will be no fee for a non-profit business but they shall satisfy the requirements of the city for proof of non-profit status.

The non-profit status will be checked by staff against the Secretary of State website. The license would be considered an 'umbrella license' for activity under this license. Specific examples are:

Group under a NON PROFIT organization - a group of artists or vendors operating in an actual building which operates year-round. The license will be issued under the non-profit organization. When an artist or vendor is showcasing items for sale within the building or during an event sponsored solely by the umbrella license, the non-profit business license covers those within the building or event.

This group will submit a semi-annual umbrella license reporting form of the business names and the type of business they do at this location. Generally speaking, the same type of industry will occur there. The form must be submitted to City staff January 1 and July 1. The non submission of the form by the 10th of the allotted month will negate the license immediately.

The list must include the name of each entity, contact information and type of business. The required form is available on line at www.jacksonvilleor.us under Doing Business in the City tab, Umbrella Business Reporting Form.

If a heat source (kiln, cooking facility, open fire) is added, the umbrella license holder must notify the recorder's office prior to allowing the new use. Planning and fire department approval may be necessary. This new use must be signed off by City staff before the new use is allowed.

Non-compliance for provisions for any portion of this license will negate the license immediately for *all* parties under the license.

If an artist advertizes, sells, shows their work in any way outside of the umbrella license a business license for that activity is not covered under the umbrella license. This would include such items as a website, a business card, brochure, flyer or the like advertizing for sale or trade items made by the individual(s) doing the advertizing. A separate business license and possibly a

home occupation license shall need to be purchased for that outside activity. All other regulations for the City of Jacksonville apply to both licenses.

FOR-profits:

Umbrella license - for multiple businesses of the same nature in each location

The annual fee will be \$80. *However the following changes to the business license application will need to be made to indicate employee/station/independent contractors. Each employee, station, independent contractor will be an additional \$4 to the license fee after the first 3 employees/owners as in the current business license code.*

Each station lessee or independent contractor *will not* need to purchase a separate license. The following applies to businesses such as real estate offices, hair and nail salons/spas, consignment stores, massage therapy studios.

A hair and nail salon fees are based on the number of stations available, not the number of stations currently filled. This applies to spa/massage therapy offices in which additional treatment rooms are available for lease. Business license is based on the number of professionals *able* to work at one time.

Farmer's Market - defined as a market or gathering of artisans or vendors that occurs less than 5 months out of the year, in an outdoor location on one day per week.

A Farmer's Market is under an umbrella license for a single fee of \$80 for the annual business license. No additional fees are charged for vendors as the amount of hours open is considered a lesser impact on the City services. This is based on annual use of a location one time per week up to 5 months of the year. Any additional use must be taken to staff for direction.

A list of vendors to be turned in monthly by the 10th of each month of operation to the City staff.

The list will help the City determine the impact of the market on the City for future licensing issues.

If a heat source (kiln, cooking facility, open fire) is added the umbrella license holder must notify the recorder's office prior to allowing the new use. Planning and fire department approval may be necessary. This must be signed off by City staff before the new use is allowed.

Other Types of Markets - defined as a gathering of artisans or vendors which co-locate in one gathering site outside of Farmer's Market operating times, but are not affiliated with the Farmer's Market.

This group is characterized by a gathering of individuals with a common goal to create sales and/or where an entry fee is charged in order to access the event.

These groups fall under the same fee structure and guidelines as the Farmer's Market for reporting of artisans and vendors. Reporting is to be done on the "Market Reporting Form" listed on the City website, www.jacksonvilleor.us under the doing business in Jacksonville tab, Market Reporting Form.

Some examples are:

- Artist sales event
- Christmas bazaar
- Sporting event
- Car Show
- Plant sales

Special Event - For the purposes of this policy a special event is identified as any gathering or activity, whether on public or private property, that is not otherwise defined and causes increased impact to the City as determined by staff.

Admission tax may apply.

Staff will determine which event packet will be necessary based on criteria.

City-wide Yard Sale - will be held the first weekend after Labor Day weekend in September.

The purpose of the event is to allow Jacksonville residents to have a yard sale for one weekend without registering with the City.

Sales will be allowed Friday, Saturday and Sunday. Set-up may begin the Thursday before the sale itself *after* 6 pm and it must be completed by 10 pm. No sales are allowed on Thursday. The sale may begin on Friday, Saturday or Sunday no early than 7 am and must end by 10 pm.

If you are a homeowner wishing to sell items on your front lawn or driveway nothing is required other than you keep all items outside of the public right-of-way.

Nothing may be placed in the public right-of-way which is on the sidewalks, street, alleyway, public parking lot. No sales are allowed from parks or public

property associated with building unless the sale is held by the occupant of that public building. This restriction applies also to large-scale vendors using trucks and/or trailers from which to sell goods – no parking of these vehicles will be permitted on any public right-of-way.

Outside vendors - a defined as *anyone* who does not live in property located within the City limits of Jacksonville and is bringing in items for sale during this event.

Vendors need to obtain a city permit/business license no later than August 31. A copy of the business license application may be obtained on-line at www.jacksonvilleor.us under the Doing Business in Jacksonville tab. Permits/licenses cost \$10/day.

Failure to procure a permit/license will result in a fine and/or the shutting down of your sale. Any persons providing space for outside vendors MUST obtain permits for their vendors.

Food Vendors - whether you are planning to sell home-baked goods on your front porch or professionally prepared items, you MUST obtain approval from the Jackson County Health Department and all rules of the City-wide yard sale for permits/licenses apply.

Display of permit/license - Each permit holder/licensee will be given a permit that must be displayed at the front of the property or booth in plain sight.

City of Jacksonville General Event Short Form
Any item with an ** may need additional documentation

Event Starts Date_____Time_____Day of Week_____

Event Ends Date_____Time_____Day of Week_____

Location (please be specific, park name and location, street name, etc.):

Number of anticipated Participants: Estimated total_____Per day_____

Event Contact Name:_____Ph._____email:_____

Will street access, block, or close a street during, before, or after the event? **

Will you require electricity or water? **

Do you have a city business license?

Will you have vendors selling goods and services, if so please describe? **

Will you be selling or providing alcohol? **

Will your event require security guards, parking attendants, or crowd management? **

Will sound amplification be used? ** If yes, Start time_____Finish time_____

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, Oregon 97530. 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.

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 to:

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 Manager or the City Manager’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 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: _____

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.

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, Fax 541.899.7882)

INTERNET/SPECIAL EVENTS CALENDAR

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

SUMMARY OF EVENT DESCRIPTION

Event Title _____

Description of your event, including a timeline:

Will there be an admission charge? Yes No

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 _____

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.

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 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.

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: _____

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. Yes No **Adequate number 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.

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 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 electricity or water? If yes, describe your needs and sources for electrical power and water.

ENTERTAINMENT AND RELATED ACTIVITIES (cont.)

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.

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. _____

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.

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.

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.

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.
