

Name/Title of Event _____

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

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: _____

Is there an admission fee? ** All events which charge more than \$15 are subject to collection and payment of admission tax.

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

Will the event require participants to cross streets or highways during the event? ** If yes, a certified flagger will be required.

If this is a run within the city or the park system, please identify how you will mark the trails. Paint is NOT allowed. **

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? **

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Will sound amplification be used? ** If yes, Start time _____ Finish time _____

THE COORDINATOR OF THE EVENT IS ULTIMATELY RESPONSIBLE FOR EACH VENDOR OR BUSINESS PARTICIPANT BEING IN COMPLIANCE WITH THIS EVENT PACKET.

_____ initial your acknowledgement of the statement above.

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. A copy of any and all endorsements must accompany the Certificate of Liability Insurance.

The event coordinators signature on this packet indicates a legal and binding contract has been entered into on behalf of ALL PARTIES in the event. 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

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connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

INSURANCE REQUIREMENTS

All special events will be required to provide evidence of insurance coverage unless otherwise deemed unnecessary by the City Recorder. 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.

ALL CERTIFICATES OF LIABILITY ARE REQUIRED TO INCLUDE ANY ENDORSEMENTS ALONG WITH THE CERTIFICATE IN ORDER TO BE CONSIDERED VALID.

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.

APPLICANT AND HOST ORGANIZATION INFORMATION

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

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that may be incurred by or on behalf of the Event and associated vendors or business participants 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: _____

NOTE: until a permit is issued by the City, the Event has not been officially approved and is subject to all applicable fees, fines and violations as listed within the Municipal Code of the City of Jacksonville.