



Special Event Application

(Assemblies of more than 150 people in a City Park or on Public Property)

City of Klamath Falls Parks Division
222 South 6th Street, Klamath Falls, OR 97601
541 883-5351

Applications must be submitted with all attachments and fee payment at least 40 days prior to the event

Event Date(s)	Event Time Period _____ to _____ (Includes set-up, tear down & clean up time)	Park Facility/Area or Public Property Location
Nature of Event		Number of Persons Anticipated _____ (If 500 or more, Bond of Indemnity may be required per City Code Section 7.602)
Organization Name and Mailing Address		Contact Person Name, Phone Number and Email
Admissions Policy: <input type="checkbox"/> Open to Public at No Cost <input type="checkbox"/> Open to Public with Fee <input type="checkbox"/> Private Event		
Electricity Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (Non City Park Events)		
Will any additional items such as tents, tables, chairs, vendor booths, etc. be used? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe below and attach a diagram showing proposed placement of items. Tents should be self-supporting.)		
Will any for profit vendors be participating? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, attach a list of vendors and contact information.)		
Are any street or sidewalk closures proposed? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe below, attach a traffic control plan and indicate where you are obtaining barricades and closure signs from .)		
If Sound Amplification will be used, list the type of equipment/media.		

ADMINISTRATION CHECKLIST

- ☐ Check Reservation Calendar for Availability
- ☐ Review application; coordinate with Parks Superintendent when necessary
 - Written plan for compliance with City Code Sections 7.582 to 7.628 (Page 2 of application)
 - Signed Conditions for Events Held in City Parks (Page 3 of application)
 - Signed Indemnification Statement (Page 4 of application)
 - Copy of Certificate of Liability Insurance providing for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate and an Endorsement naming the City of Klamath Falls, its elected officials, employees, agents and volunteers as additional insured. (See Page 5 of application for specifics)
 - Diagram showing the proposed use areas and proposed locations of all added items such as tents, extra tables & chairs, vendor booths, etc.
 - List of all for-profit vendors with contact information
 - Traffic Plan Drawing for proposed right of way closures
 - Permit Fee, Use Fee, Janitorial Fee, Refundable Deposit and if applicable Key Deposit
- ☐ Add Reservation to Reservation Calendar
- ☐ Route application and attachments via email to City Police Department, City Streets Division, & Fire District #1 for review
- ☐ Route application, attachments and reviews to Planning Manager for application approval
- ☐ Set up on-site meeting with event coordinator and Parks Division for review of site plan at least 20 days in advance of event
- ☐ If application is approved, process Special Event Permit and send notification email to City Police Department, City Streets Division, Fire District #1, 911, Basin Transit and Waste Management (as appropriate)



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Describe below the Event Plan for compliance with the Special Event Section of the City Code

1. **Additional Waste Receptacles** are required if more than 500 people are anticipated or if food vendors will be present at the rate of one 3 yard drop box for every 250 persons. Arrangements can be made with Waste Management 541 884-6114.
2. **Portable Toilets** are required for crowds larger than 250, at the rate of one (1) portable toilet for every additional 125 persons anticipated. (Ratio minimum of one (1) ADA toilet per six (6) regular toilets). Arrangements can be made with Jefferson State Plumbing 541 882-2952 or American Sanitation 541 882-0045.
3. **Medical Services: All events are required to have at least one individual trained in basic first aid with a basic CPR certification.** Each event of more than 1,000 persons shall have at least a first-aid station staffed by two individuals trained in basic first aid with basic CPR certifications. Each event that exceeds 2,500 persons shall have at least one ambulance or rescue vehicle in attendance at all times.
4. **Public Safety:** One **traffic control** person and one **crowd control** person are required for each 200 persons anticipated to be in attendance at any time during the event. The policing personnel must wear an appropriate identifying uniform.
5. **Parking Facilities:** Submit a drawing showing that adequate parking facilities, including ADA parking spaces, have been made available within or adjacent to the event location. **Events cannot interfere with marina boating activities. The Veterans Park marina parking lot is restricted to marina users only and portions of the Marina I and Marina II parking lots are restricted as well.** Non-profit organizations wanting to use the Baney Corporation property next to Veterans Park for special event parking should coordinate directly with the Baney Corporation. The point of contact is Tom Condon 541 749-1043.

For requested road closures, such as George Nurse Way in Veterans Park, attach a road closure plan and indicate where you will obtain the street barriers and road closure signs. The City Parks Division administrative office, 541 883-5351, can provide you with an approved road closure plan for George Nurse Way.



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CONDITIONS FOR EVENTS HELD IN CITY PARKS

The event shall be conducted in accordance with all requirements of the Park and Marina Use Policy and the Special Events Section of the City Code.

- City Policy does not allow the use of alcohol in City Parks or on public property.
- General park clean-up is the responsibility of the applicant. All litter must be picked up during and after the event. Failure to clean the facility after use will result in denial of deposit refund and may result in denial of future reservation and use privileges.
- ADA parking spaces must be made available during the event.
- Vehicles are not allowed on lawn/landscape without prior permission; unload and load from the curb.
- Pets must be leashed at all times. Pets not allowed in playground or picnic areas.
- Unless otherwise posted or provided for in the issued permit, no assembly shall be conducted in a City park during the time between thirty (30) minutes after sunset and 6:00 a.m. of the next day.
- If tent stakes or tie-downs are put into the ground; the Parks Division must approve stake location to avoid damaging the irrigation system or underground utilities. Applicant will be responsible for all damages caused to underground utilities.
- Events shall not block public access to a park by putting fencing or other barriers across public walkways or roadways.
- When crowds over 500 are expected or food vendors are involved in the event, the City requires extra waste receptacles at the rate of 3 yard drop box for every 250 persons anticipated. Please contact Waste Management to make arrangements, 541-884-6114.
- No person shall erect signs, markers or inscriptions of any type in a park or upon public property of the City without prior permission of the Community Development Director
- No person shall build or maintain a fire except in a camp stove or a fireplace provided, maintained or designated for that purpose.
- If street barricades are needed in Veterans Park, please submit a Traffic Control Plan for the proposed street closure and call the City Streets Department, 541-883-5385 at least 30 days in advance of the event. Barricades may NOT block the parking area at the Veterans Park Marina, only the drive through parking on George Nurse Way.
- Failure of the permittee to comply with said conditions shall constitute grounds for immediate revocation of Use Permit, deposits may be withheld and additional charges for any damages will be assessed.

I hereby certify that the statements on this application are true to the best of my knowledge. I acknowledge and agree to abide by all rules and regulations of City Code Sections 7.582 to 7.628 and other regulations and laws for the protection of the health, morals, peace and safety of the persons employed at the location, the patrons or participants, and the public. I agree, on behalf of our group, to assume liability of all costs for any misuse or damage to the park area and return the park site to a clean, undamaged and safe condition.

Printed Name of Responsible Party

Signature of Responsible Party

Date



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RECREATIONAL IMMUNITY STATEMENT

Oregon law (ORS 105.682 et seq.) provides the owner of land (City of Klamath Falls) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes. That immunity from liability does not apply if the owner (the City) charges for permission to use the land. This fee charged by the City is only for the use of the designated facility and/or

space for _____ purposes
(Event)

and for use of the _____
(Park and Facility/Area)

related amenities in the designated area. Other uses of this park, or any use of the property outside the designated area, are not subject to a charge and therefore, the City is not liable for injuries, death or property damage arising out of such uses of the property for which no specific charge has been made.

INDEMNIFICATION STATEMENT

User shall indemnify, defend and hold the City and its officers, agents and employees harmless against any and all claims and demands, including court costs and reasonable attorney fees at trial and on appeal, arising from the use of the Park or Public Property by user due to user's negligence.

I understand the Recreational Immunity Statement and I agree to the Indemnification Statement.

Printed Name of Responsible Party

Signature of Responsible Party

Date



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Special Events Insurance Requirements

- **A Certificate of Liability Insurance** providing for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- The Occur block and Addl Insr block under General Liability on the Certificate of Liability Insurance needs marked
- The policy effective and policy expiration dates need to cover the event
- Description of Operations Block needs to contain "Additional Insured: City of Klamath Falls, its elected officials, employees, agents, and volunteers."
- The mailing address for the Certificate Holder Block:
City of Klamath Falls
Parks Division
PO Box 237
Klamath Falls, OR 97601
- **An Endorsement** naming the City of Klamath Falls, its elected officials, employees, agents and volunteers as additional insured.



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SPECIAL EVENTS PARK USE FEES (Over 150 people)

NUMBER OF PEOPLE ANTICIPATED	PERMIT FEE (Non-Refundable)	USE FEE		JANITORIAL	DEPOSIT Refundable if facility/ area is clean & there is no damage
		NON-PROFITS	ALL OTHERS		
151 - 250	\$50	\$50	\$100	\$25	\$50
251 - 500	\$50	\$50	\$200	\$25	\$50
501 - 1000	\$50	\$50	\$300	\$50	\$300
1001 - 2000	\$50	\$50	\$400	\$100	\$300
2001 +	\$50	\$50	\$500	\$100	\$300

A refundable key deposit is also required for any Parks Division key issued.

For Office Use

Permit Fee	Use Fee	Janitorial Fee	Deposit	Key Deposit (If applicable)	Total Fees
Date Fees Paid		Method of Payment		Receipt #	
Fees Paid By		Mailing Address		Phone Number	
Date refund check was mailed by City Finance office OR reason if deposit was not refunded (Deposit refunds are processed automatically and applicants should receive a check within 15 working days after the event if due.)					