City of Mitchell
Gateway to the Painted Hills
PO Box 97 - 202 High Street
Mitchell, OR 97750
(541) 462-3121
cityofmitchell@gmail.com

Small Event Special Uses Application - Park/Covered Area Rental

PLEASE NOTE

The Purpose of this Permit/Contract is designed for small events such as Family Reunions, Large Group Tent Camping and other Day Use events that **DO NOT** involve food vendors, vendor booths, large displays or entertainment equipment. If your event includes any of the above listed items, please contact the City of Mitchell for our "Special Event Application for Permit" at least two months prior to your event. Thank you.

Applicant Information

Applicant Name: _____

Applicant Organization (If Applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile Phone: _____

Email: _____

Event Information

Name of Event/Purpose: _____

Description of Event: _____

_____

_____

_____

(Attach additional pages, if necessary)

Dates of Event: _____

Starting Time: _____ Ending Time: _____

Estimated Attendance (per day if a multiple day event): _____

If portable toilets will be used, please check with City for permitting process. Additional Fees will apply. All portable toilets must comply with OAR 340.073.0065 and ORS 454.625 and 468.020.

Note: Regardless of your plans for music or entertainment, you are required to complete a Noise Control Variance form, which is attached to this application, describing what you intend to do at this event. The City of Mitchell will determine if a variance is necessary or not.

Please initial the following indicating your understanding.

_____ **Clean Up:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken, the City reserves the right to do the cleaning itself and charge the applicant for the actual time and expense incurred.

_____ **Indemnity:** Applicant agrees to defend, indemnify and hold the City of Mitchell harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducts pursuant to this application. **Attached to this application is an agreement form that you must sign and date before this application is reviewed.**

_____ **City Codes/Permits:** Applicant agrees to obtain all City permits and licenses that **may be** required and shall comply with all City Laws and other conditions that the City of Mitchell determines necessary. The Noise Control Variance form that is attached must be completed to fulfill this obligation.

_____ **Conduct/Nuisances:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. The Applicant(s) will be notified as soon as practical that the activity engaged in created a nuisance. The Applicant(s) may ask for a review of such determination.

_____ **Termination of Activity:** Applicant understands that activity may be terminated immediately by the City of Mitchell or its agent at any time if applicant is found to be in violation of the terms of this agreement.

I have read all information contained within the City of Mitchell's Small Event Special Uses Application Packet and agree to abide by the terms and conditions contained herein.

Applicant Signature: _____ Date: _____

Indemnification Agreement for Small Event Special Uses Permit

Note: All Applicants must sign this Indemnification Agreement

Grantee acknowledges and agrees as follows:

In consideration of the City's approval of this application for a special event permit, applicant accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Mitchell, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including but not limited to, damages, attorney fees, and costs) that may be asserted against the City of Mitchell arising out of or in any way related to the special event for which permission is sought.

Date: _____

Applicant Name (Please Print): _____

Applicant Signature: _____

If more than one Applicant (attach additional pages if necessary):

Applicant Name (Please Print): _____

Applicant Signature: _____

Applicant Name (Please Print): _____

Applicant Signature: _____

Noise Control Variance

You must complete this Variance Application regardless of how much noise your event is expected to emit. The City of Mitchell will review the entire Small Event Special Uses Application and determine if a Noise Variance is required. If a variance is not necessary, it will be noted on this application and reported to the event applicant. If a variance is necessary, it will be noted on this application and reported to the event applicant along with an explanation of why it was or was not approved.

Applicant Information

Applicant Name: _____

Applicant Organization: _____

Daytime Phone: _____ Mobile Phone: _____

Email: _____

Reason for Variance: _____

_____

_____

_____

Time and Duration of Emitted Sound: _____

_____

A flyer **may be** required by the City of Mitchell, which must be distributed to the person(s) in the immediate area who may be affected by the noise. The flyer must include the following information:

- Type of Event
- Location/Address where the Event will take place
- Date/Time of Event
- Contact Name/Phone Number of Organization/Person(s) responsible for the Event
- Contact phone number for the flyer must state: **"This phone number is for questions regarding the noise permit".** (City of Mitchell reserves the right to reject the flyer or request modification if it is offensive or objectionable in nature.)

Please include a detailed map of the noise producing area (i.e. speakers, band etc.) in relation to the surrounding residents.

Approval/Denial of Application

(For Internal Use Only)

Date: _____

Approved: _____ (Please Use "Approved" Stamp)

Denied: _____ (Please Use "Denied" Stamp)

If Denied, Reason for Denial: _____

_____

_____

_____

City Official Signature: _____

City Official Printed Name: _____

City Official Title: _____

Date: _____

Park Rental Fee Schedule

(Please keep for your records/reference)

• Covered Area/Park **1/2 Day** Rental	$30.00
• Covered Area/Park **Full Day** Rental	$60.00
• Large Group Overnight Tent Camping (<20 Tents)	$150.00/night
• Large Group Overnight Tent Camping (>20 Tents)	$225.00/night
• Large Group Deposit – **REQUIRED**, Reimbursable	$150.00

Refundable Deposit REQUIRED with submission of the completed Application.

A "Large Group" is defined by the City of Mitchell as being more than what a single family would use for Tent Space within the City Park. If your Group/Organization will contain multiple families/person(s), the "Large Group" rates will apply. **Rental for unlimited use of the Covered Area and unlimited use of City Water are included with the Large Group Rates.** If you are traveling with other individual families, not to exceed 6 Tents per group, please use the Rental Envelopes/Rates found in the boxes attached to the Reader Board.

Parking

There is **NO PARKING** in the lot to the West of the City Park. This area is reserved for RV Campers, allowing them space to navigate the larger RVs in close quarters.

Tent Camping/Park Rental Parking is located along Main Street at the edge of the City Park. Overflow parking may be permitted in the large gravel lot at the East end of Main Street.

Public Restrooms

As the Applicant for your Event, it is expected that you will monitor the Public Restrooms for damages incurred and/or "trashing" of the Public Restrooms. Please maintain a clean environment for others who may be passing through.

If there is an issue/emergency with the Public Restrooms (i.e.: plumbing concerns), please contact the City of Mitchell City Hall at (541) 462-3121 during the hours of 9:00am-2:00pm, Tuesday-Thursday. For any after-hours emergencies, please contact Head of City Maintenance, Terrill Corbin, at (541) 325-9965.

Thank You!

On behalf of the City of Mitchell, we thank you for coming to stay in our wonderful small town! The City of Mitchell wishes you a memorable experience to take home with you!