

City of Mitchell
P.O. Box 97
Mitchell, OR 97750
541.462.3121
cityofmitchell@gmail.com

# SPECIAL EVENT APPLICATION FOR PERMIT

*Permit, if issued, authorizes the applicant to conduct the special event that is described herein paying close attention to any conditions of approval that are attached.*

- At least two (2) months prior to your special event, mail completed application and $150.00 fee to the above address.
- Deadline: An application submitted for review less than one (1) month prior to the event will be denied.
- No application of paint is allowed on public property, including sidewalks and roadways. Any marking of venue is to be done with removable chalk. Failure to follow these guidelines may result in civil or criminal penalties.

## APPLICANT INFORMATION

Applicant Name:

_____

Applicant Organization (if any):

_____

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

Day Phone: _____ Evening Phone: _____ Fax: _____

Email: _____

Web Address: _____

## EVENT INFORMATION

Name of Event/Purpose: _____

Description of Event (attach additional sheets if needed): _____

_____

Promotional Materials (attach additional sheets if needed):_____

Dates of Event: _____ Starting Time: _____ Ending Time: _____

Requested Time of street closure: _____ Re-open time: _____

Estimated attendance per day: _____
List all streets that you propose to close (Attach additional sheets if needed):
**Note:** You must provide a Site/Transportation Map clearly showing which streets will be affected and where barricades, signs, and traffic control personnel will be stationed.

| Street (indicate cross streets also) | Closing Date and Time | Opening Date and Time |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you intend to use a city-owned parking lot? _____ yes ____ no

If yes, please give the location: _____

Is a county or state owned street affected by your event? ____ yes ___ no
If so, you must contact the Wheeler County Road Department at 541.462.3071 or Oregon Department of Transportation at 541.388.6322.

## FURTHER CONSIDERATIONS

1. Will food be served and/or prepared at your event? _____ yes _____ no
   If so, you must obtain a Food Handler's License. See
   http://www.orfoodhandlers.com/eMain.aspx?State=OREGON

2. Will alcoholic beverages be available at your event? ____ yes _____ no
   If so, you must obtain an OLCC (Oregon Liquor Control Commission) permit by going to their website at http://www.oregon.gov/olcc/Pages/servcie_permits.aspx

3. Will there be any live entertainment or music at your event? ___ yes ___ no
   If so, what times will the performances take place each day?

| Date: | Start Time: | Finish Time: |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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.

4. Will additional electrical wiring be installed for your event? ____ yes ____ no

5. Will your event require restroom facilities? ____ yes ___ no

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

6. Have you arranged for security at your event? ____ yes ____ no

If so, who will be providing security and are they familiar with City Ordinances?:

_____

7. Describe your plans for Emergency Medical Services: _____

_____

At least one trained emergency service provider (Minimum Certification – Emergency Medical Technician 1) shall be present on-site throughout the special event.

8. Describe your plans for trash minimization and removal. Include information as to the number, types and locations of all trash receptacles, a schedule for monitoring and emptying trash receptacles and plans for cleaning up debris not placed in trash receptacles. Include information on any persons or entities that will be providing trash related services. (Attach additional sheets if needed).

_____

_____

9. Does your event involve the use of a park? ____ yes _____ no

If so, what is the name of the park and where is it located? _____

_____

Describe proposed use of park: _____

_____

Note: Please call the City of Mitchell to inquire about the use of the park. They can be reached at 541.462.3121 or at cityofmitchell@gmail.com.

**Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the issuance of this Special Event Permit. Please fulfill all of the obligations listed before submitting this application. Once all of these obligations are complete you must place your initials in all of the designated areas with a ( ) and then sign and date at the bottom.**

( ) **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.

( ) **Insurance:** Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than $1,000,000 for personal injury to each person, $1,000,000 for each occurrence involving property damage; or a single limit policy of not less than $2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Mitchell and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit

( ) **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 other City laws and other conditions that the City Clerk determines necessary. The Noise Control Variance form that is attached must be completed to fulfill this obligation. The City Council will determine if such a variance is necessary after reviewing the variance application.

( ) **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. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

( ) **Site Map: This application will not be processed unless a site map is included.** Indicate the location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc.

( ) **Transportation Plan Map: This application will not be processed unless a transportation plan map is included.** Indicate where streets will be blocked and how they will be blocked including fencing, barricades, stages, tents, etc.

( ) **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 Special Event Permit Application Packet and agree to abide by the terms and conditions contained herein.

_____

(Applicant's Signature) (Date)

**Indemnification Agreement for Special Event 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 (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 Special Event 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.**

**Variance Information**

Person applying for variance: _____

Organization: _____

Contact number(s): _____

Reason for variance: _____

_____

The time and duration of the emitted sound: _____

1. A flyer which must be distributed to persons in the immediate area who may be affected by the noise. The flyer must include the following information:

o Type of event

o Location/address where event will take place

o Date and time of event

o Contact name/phone number of organization/person responsible for the event.

o 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.)

2. A detailed map of the tent, stage or noise producing area (i.e. band, speakers, etc) in relation to the surrounding residents.