



## CITY OF CANNON BEACH SPECIAL EVENT PERMIT APPLICATION

Please fill out this form completely. Please type or print.

Special Event Permit #: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Event Organizer Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Special Event Information

**Special Event Name:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of expected participants:** \_\_\_\_\_ **Number of last year's participants:** \_\_\_\_\_

**Location/Event Address:** \_\_\_\_\_

**Map No.:** \_\_\_\_\_ **Tax Lot No.:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Time(s) of Event:** \_\_\_\_\_

### Type of Event

- |  |   |
|--|---|
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Road or Bike Race/Walk |
| <input type="checkbox"/> Wedding/Reception   | <input type="checkbox"/> Parade/Procession      |
| <input type="checkbox"/> Festival/Fair       | <input type="checkbox"/> Street/Block Party     |
| <input type="checkbox"/> Car Show            | <input type="checkbox"/> Farmer/Street Market   |
| <input type="checkbox"/> Other _____         |   |

### Private Property Special Event Threshold

- More than 50 people expected
- Event to be held completely on Private Property
- Complete pages 1-3 and submit

### Minor Special Event Threshold

- More than 50, but less than 200 people expected
- Event to be held on City Property
- Event to be held on Private Property, but may impact City
- Complete pages 1-3 and submit

### **Major Special Event Threshold**

- More than 200 people or street closure
- Event will impact public facilities or resources
- Complete Major Event Checklist and submit with application

### **LIABILITY**

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Cannon Beach is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Cannon Beach reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

### **Conditions and Insurance**

- The permit holder shall be responsible for notifying all businesses and residents whose sole route for ingress and egress from their businesses or residences is affected by the street closures associated with the event.
- The permit holder shall make the necessary arrangements with the Public Works Department for barricades, cones and/or street signs and shall remove the barricades at the conclusion of the event and return barricades to Public Works.
- If using City property, the permit holder shall, at its expense, secure and keep in force for the duration of the event, general liability insurance in the amount of \$2 million per occurrence/ \$2 million aggregated and provide the City with a Certificate of Insurance naming the City as the Certificate Holder and an Additional Insured.
- The laws of the City of Cannon Beach and State of Oregon must be observed, including, but not limited to, safety, litter, noise, alcohol, fire hazards and conduct.
- The issuance of a City Event Permit does not obligate the City to provide municipal services, equipment or personnel thereof. Should the City provide municipal services, an estimate cost of the city-related services will be provided prior to the event. These costs may include expenses from Police Department and Public Works Department. By signing this permit, you agree to pay the City for any costs the City incurred due to your event.
- The City of Cannon Beach will be held harmless from any claim for damage that might arise by reason(s) of the issuance of this permit.
- This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.
- The City of Cannon Beach Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of this permit or in an emergency or hazardous situation.

### **WAIVER**

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Cannon Beach's facilities. User agrees to indemnify, defend, and save and hold City of Cannon Beach, its affiliates and their respective directors, officers, and employees, and agents of the City of Cannon Beach harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder, costs, consultants' fees, together with all

other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Cannon Beach’s facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant’s event against any person on the basis of race, color, creed, national origin, age gender or disability.

**Applicant Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

**Business License#** \_\_\_\_\_

**Application Fees:**

**Private Property Special Event Fee \$50**

**Minor Special Event Fee \$100**

**Major Special Event Fee \$200**

**Any use of City Facilities and Resources may add additional costs**

**All official City functions and any registered 501(c)3 or 501(c)6 non-profit are exempt from fees**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. Please attach the name, address, phone number, and signature of any additional property owners.

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**PERMIT REVIEW** *(For Staff Use Only)*

The City Staff has reviewed this permit application and hereby recommends to the City Manager:

<b>Department</b>	<b>Initials</b>	<b>Date Reviewed</b>	<b>Approval Status</b>
Public Works			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Public Safety - Police			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Emergency Manager			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Public Safety - Fire			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Community Development			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Legal (Insurance Review) & Administrative			<input type="checkbox"/> Grant <input type="checkbox"/> Deny

**Final Approval/Denial by City Manager or designee (circle)**

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

# Major Special Event Application Checklist

Name of Event \_\_\_\_\_

Responsible Person 'onsite' Day of Event \_\_\_\_\_

Cell Number Day of Event \_\_\_\_\_

Professional Organizer or Event Planner Hired by You to Produce this Event – Name/Company \_\_\_\_\_

Professional Organizer Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of Sponsoring Organization (if applicable) \_\_\_\_\_

Sponsoring Organization's Address \_\_\_\_\_

Sponsoring Organization's Tax ID Number \_\_\_\_\_

Hours of Event \_\_\_\_\_ to \_\_\_\_\_

Set Up/Assembly Date & Time: \_\_\_\_\_ to \_\_\_\_\_

Phone Number/Website for Public Information \_\_\_\_\_

Describe the Event's Community and/or Cultural Benefit:

\_\_\_\_\_  
\_\_\_\_\_

Will you be serving/selling food at your Event?  Yes  No If yes, how many vendors? \_\_\_\_\_

Will you be serving/selling alcohol at your Event?  Yes  No If yes, how many vendors? \_\_\_\_\_

Will you be selling merchandise at your Event?  Yes  No If yes, how many vendors? \_\_\_\_\_

Will you be erecting tents over 100 square feet (10' x 10')?  Yes  No If yes, please identify locations on Site Plan

Will your Event require road or parking area closures?  Yes  No If yes, please provide a route plan with your Site Plan and complete a Street Closure Request Form

Will there be sound amplification?  Yes  No If yes, please provide locations of all amplifiers on Site Plan

Will you require electricity or generators?  Yes  No If yes, please provide locations of all sources on Site Plan

To ensure proper review of your event, it is required that you attach a site plan. Based on your event site plan and components, the Fire Department may require an inspection of your venue at your cost before or during the event.

## Event Details

### Security/Safety

Are you requesting City Police services?  Yes  No

Will you be providing security personnel?  Yes  No

Please describe your procedures for crowd control and internal security:

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### Volunteers

How many volunteers are working the event? \_\_\_\_\_

*If this is a Run/Walk/Bike event, or requires street closures, please refer to the Traffic Control Plan*

What will the volunteers wear to identify themselves as volunteers? Please provide a picture if possible.

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## Consent and Liability

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITONS. WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION \_\_\_\_\_ (INITIALS)

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Cannon Beach, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of deposit, denial of future events, criminal prosecution and/or administrative citation(s), and/or finds.

Print your Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your completed form and all additional required materials to:

**City of Cannon Beach City Manager's Office**

**ATTN: City Manager Administrative Assistant**

163 E. Gower St.

PO Box 368

Cannon Beach, OR 97110

Phone (503)

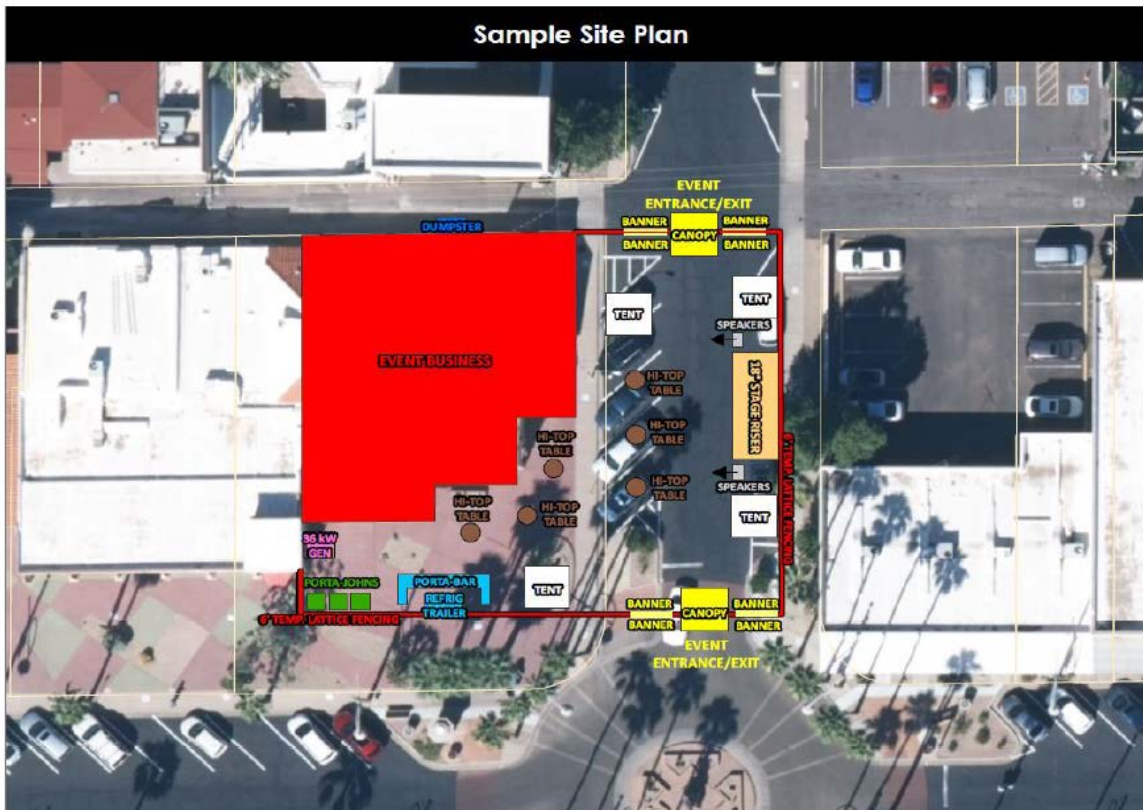
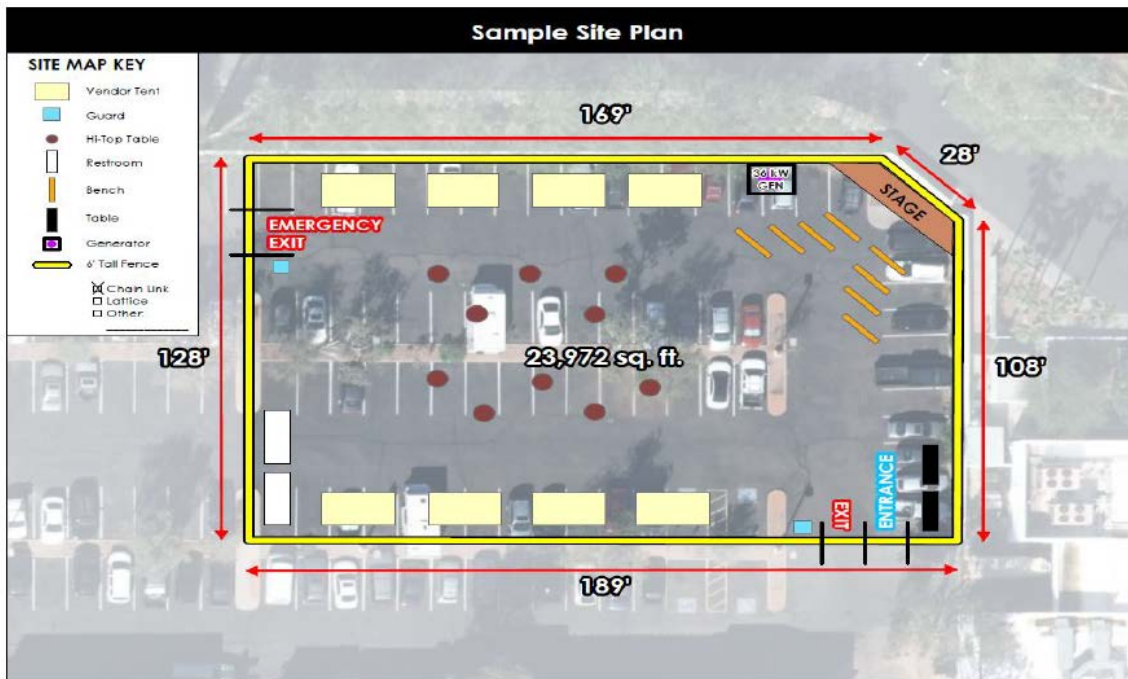
## Site Plan

**INSTRUCTIONS:** A detailed narrative is required. A map may also be submitted, but will not serve as a substitute to the written narrative. Hand drawn maps will not be accepted for required plans. Cannon Beach maps are available at [www.ci.cannon-beach.or.us](http://www.ci.cannon-beach.or.us) Other electronic mapping tools include Google Maps, PowerPoint files etc. If you need support in developing your plan, you can contact the city to schedule an appointment.

Attach a Site Plan with the following items clearly shown if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue
- Location of all canopies, tents, and other temporary structures
- Location and description of any amplified sound system, sound checks (time and date), musical entertainment (number of performers, type of music)
- Location of and detailed description of any food vendors (FV), cooking area configurations, cooking methods (gas grills, propane etc.)
- Location and description of any beverage vendors both non-alcoholic (NAB), alcoholic beverages/wine and beer gardens (AB) along with number of serving stations at each location
- Location of any retail merchants/vendor booths (V)
- Location of any large tents (over 100 sq. feet)
- Location of any portable toilets (PT)
- Location of any hand washing sinks (HWS)
- Location of any generators, source of electricity, and details of any requirements (E)
- Location of any public entrances and exits
- Identification of all event components that meet accessibility standards (ADA)
- Location of fencing, barriers and/or barricades
- Location of any required fire lanes (FL)
- Location of any First Aid stations (+)
- Location of any fire extinguishers (FE)
- Other related components not listed above (e.g. special equipment etc.)
- Location of existing restroom and hand-washing City facilities, please include service schedule if required
- Location of any garbage cans, dumpsters and recycling collection
- If there will be food preparation, include provisions for disposing of cooking waste
- Post-event clean up, recycling plans and garbage disposal

# Site Plan Example



## Traffic Control Plan

To ensure proper review of your event, it is required that you attach a traffic control plan. Events that involve full/partial closure or blockage of City streets (parades, street closures and athletic events) to control traffic flow must also complete an Event Street and Sidewalk Use.

**INSTRUCTIONS:** A detailed narrative is required. A map may also be submitted, but will not serve as a substitute to the written narrative. Hand drawn maps will not be accepted for required plans. Cannon Beach maps are available at [www.ci.cannon-beach.or.us](http://www.ci.cannon-beach.or.us). Other electronic mapping tools include Google Maps, PowerPoint files etc.

Attach a Traffic Control/Athletic Plan with the following items clearly shown if applicable:

- Set-up/tear down times
- Staging, loading and assembly areas (all). Please use a Site Plan to show staging area details.
- All parking and shuttles
- Certified Flaggers/Course Marshals/Police and volunteer locations
- How the course(s) will be marked
- Location of fire lane (FL)
- Location of First Aid and/or medical personnel (+)
- Traffic flow. Description of how traffic will be directed
- Procedures for crowd control

A Special Events Applicant Details

B Private Property Event

C Major Special Event Application

D Site Plan Checklist & Plan

E Traffic Control Checklist & Plan

F Event Safety & Services Request

G Consent & Liability Form

H Fees & Signature Block