



**City of Gladstone**  
**Special Event Permit Application**  
 18505 Portland Avenue  
 Gladstone, OR 97027  
 503-656-5225

<b>OFFICIAL USE ONLY</b>	
Receipt Number:	_____
<input type="checkbox"/>	Certificate of Liability
<input type="checkbox"/>	Police Department
<input type="checkbox"/>	Public Works
<input type="checkbox"/>	Fire Department

Completed applications must be submitted at least 30 calendar days in advance. Failure to do so could result in permit denial.

<b>SPONSORING ORGANIZATION INFORMATION</b>			
Organization Name:			
Office Number:		Cell Number:	
<b>APPLICANT/PERSON RESPONSIBLE INFORMATION</b>			
Name:			
Street Address:			
City, State, Zip:		Phone Number:	
Email Address:			
Name of Contact Person "on site" day of event:			
Cell Number (Required):			
<b>EVENT INFORMATION</b>			
Event Type:	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Bike Ride/Race	<input type="checkbox"/> Parade
<input type="checkbox"/> Festival/Fair	<input type="checkbox"/> Farmers/Street Market	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Car Show
<input type="checkbox"/> Film Production	<input type="checkbox"/> Rally/Demonstration	<input type="checkbox"/> Other:	
Event Name:			
Event Location:		Event Date:	
Event Hours (not including set up and take down):			
Set up date:		Start time:	End Time:
Break down date:		Start time:	End Time:
Estimated participant type and number of each type:			
Volunteers:	Participants:	Vehicles:	Bands:
Spectators:	Floats	Bikes:	Other:
<b>OVERALL EVENT DESCRIPTION</b>			
Briefly explain the event:			

**STREET CLOSURE INFORMATION** (include additional page if needed)

Barricades, including set up and take down, are the responsibility of the applicant to obtain for the event and must be moved quickly in case of an emergency.

Street name: Between And

Street name: Between And

Street name: Between And

Street name: Between And

Include a detailed map that includes: start point, end point, direction of travel, street names, if the event will be held on sidewalk, street, park, etc. A complete Property Owner Notification Form must be completed and submitted with this application for complete street closures.

Start Time of Street Closure: End Time of Street Closure:

Will your proposed route cross and/or utilize where TriMet operates?  Yes  No  
For TriMet bus maps please go to: <http://www.trimet.org/schedules/index.htm> (Contact TriMet at 503-962-8117.)

**EVENT DETAILS**

Does your event involve the sale or consumption of alcoholic beverages?  Yes  No  
If yes, an OLCC permit is required. please contact Oregon Liquor Control: 503-872-5000.

Will consumption of alcohol occur on (or spill into) city streets?  Yes  No  
If yes, please describe:

If alcohol will be served in any of the City’s parks, applicants must complete a permit request pursuant to Gladstone Municipal Code Section 12.12.081.

**Vendors who are selling goods and services must possess a City of Gladstone Temporary Business License. Additionally, all food vendors must have a signed application by the Clackamas County Health Department for the Event. The signed application must be on site as proof of Clackamas County Health Department approval.**

Will vendors be selling goods and services at your event?  Yes  No  
If yes, a minimum 2A 10B C fire extinguisher will be required every 75 feet from the booths.

Will there be any vendors cooking food using deep fryers, pans, and/or griddles?  Yes  No  
If yes, a minimum class K fire extinguisher will be required at the booth.

Will the event have amplified sound?  Yes  No  
**If yes, a completed Noise Variance Application Form must be completed and submitted with this application.**

Will the event be posting signs?  Yes  No  
**If yes, a completed temporary sign application must be completed and submitted with this application.**

## SAFETY/ENVIRONMENTAL REQUIREMENTS

Temporary restrooms, hand washing stations, dumping/holding tanks, and recycling/garbage bins will be the responsibility of the applicant to rent. **No grey water may be dumped in storm drains, streets, grass areas, etc.** Violators may be cited and fined with the possibility of the entire event shut down.

Please describe in detail, your restroom, dumping, garbage/recycling, clean-up plan for this event:

Please describe in detail your plan for fire extinguishers:

**By signing this application, the applicant agrees to meet all requirements of the Oregon Fire Code, ODOT, and City Code Guidelines for the duration of the event.**

## SECURITY/VOLUNTEERS

Please describe your procedures for crowd control and internal security and any emergency vehicle response plan:

Are you expecting City police services at intersection and/or for crowd control?  Yes  No

Volunteer/monitors are required to assist in crowd control/security during events. What extent will volunteers be used:

Volunteer Coordinator Name:

Phone Number:

**INSURANCE AND INDEMNIFICATION**

HOLD HARMLESS AGREEMENT: In consideration of the City of Gladstone granting this permit, the sponsor(s) of this event hereby agree to save, defend and hold harmless and indemnify the city, its agents, officials, and employees from and against all claims, demands, actions and suits (including all attorney fees and costs) brought by any person alleging personal or bodily injury or property damage as a result of this event or a person’s participation in it and not caused by the negligent acts of the city.

Signature of Sponsor or Representative:		Date:
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LIABILITY AGREEMENT: Sponsors of small parades, large parades, small athletic, large athletic, extra-large uses, and possibly exceptions shall hold harmless, defend and indemnify the city and the city’s officers, agents and employees against all claims, demands, actions and suits (including all attorney fees and costs) brought against any of them arising from sponsor’s activities authorized by a street and sidewalk use permit.

**I have read the hold harmless agreement and agree the terms herein.**

All special event applicants or sponsors of the event shall maintain general liability insurance that protects the applicant/sponsor and the City and its officers, agents and employees from any and all claims, demands, actions and suits for damage to property or personal injury, including death, arising from the sponsor’s Event. The insurance shall provide coverage for not less than \$2 million per occurrence – some exceptions may be made down to \$1 million at the discretion of the City based on the risks involved in the event. Sponsor may be required to provide proof of insurance in the form of a certificate of insurance and also an endorsement showing the City as an additional insured.

**I have read the liability agreement and agree the terms herein.**

Signature of Sponsor or Authorized Representative		Date:
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**REQUIREMENTS NEEDED BEFORE SUBMITTING APPLICATION:**

- Completed Special Event Application Permit
- \$100.00 Special Event Permit Application Fee
- Detailed Map of Event
- Certificate of Liability Insurance - this can be purchased through your home or business insurance or by visiting [www.eventhelper.com](http://www.eventhelper.com) for other options.
- If street closure or amplified sound will be used, a completed Neighbor Notification Form



**City of Gladstone**  
**Neighbor Notification Form**  
 18505 Portland Avenue  
 Gladstone, OR 97027  
 503-656-5225

Applicants for a Complete Street Closure and Noise Variances shall complete a Special Events Application and this Neighbor Notification Form must be signed by all residents within the area which will be seriously impacted by any requested temporary street closure, sound of amplified music, or any request which might have significant impact on area tenants. Failure to notify such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form.

Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

The undersigned hereby petition the City of Gladstone to close \_\_\_\_\_  
 (street)

Between \_\_\_\_\_ and \_\_\_\_\_ for a \_\_\_\_\_ to be  
 (street) (street) (street closure, etc.)

Held on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
 (date) (time) (time)

By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the above listed street closure.

	<b>Printed Name</b>	<b>Address</b>	<b>Approval Signature</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

You may attach additional sheets, if necessary.