



**City of Gladstone**  
**Special Events Permit Application**  
 18505 Portland Avenue  
 Gladstone, Oregon 97027  
 503-557-2769

Fill out completely and type or print legibly. Completed applications must be submitted at least 30 calendar days in advance. Failure to do so could result in permit denial.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (Person/Group Responsible)				
Name of Applicant/Person Responsible:				
Applicant Street Address			City, State, ZIP	
Applicant Phone:			Applicant FAX:	
Sponsoring Organization Name:				
Organization Phone: ( office)		(cell)	(Email)	
Name of contact person "on site" day of the event:			(cell – required)	
EVENT INFORMATION				
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 <input type="checkbox"/> Demonstration "First Amendment" Event <input type="checkbox"/> Street Closure				
<input type="checkbox"/> Construction (construction, road, sewer, water, drilling, blasting, etc) <input type="checkbox"/> Other (please specify):				
Event Name:			Event Site:	
Event Dates:				
Event Hours: (start) (end)				
Set-up Date: Start Time End Time				
Break-Down Date: Start Time End Time				
Participant type and numbers of each type:	Participants:	Vehicles:	Bands:	Animals:
	Spectators:	Floats:	Bikes:	Other:
Overall Event Description				
Briefly explain event and event details:				
STREET CLOSURE INFORMATION				
Names of streets to be closed (attach further closures on a separate sheet if needed)				
	Between		And	
Provide a detailed map that includes the start point, end point, direction of travel, and street names. Include if the route will be held on sidewalk, street, etc. Barricades, including set up and take down, will be the responsibility of the applicant to obtain (i.e. from a rental store) for the event.				

Are you requesting a complete or rolling street closure? Why are you requesting this street closure?  
**(A completed Property Owner Notification Form must be completed and submitted with this application for complete street closures)**

Time of Street Closure

Start:

End:

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 Oregon Liquor Control: 503-872-5000

If yes, will this activity 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 12.12.100.

Will items, food, drinks, or service be sold at your event?  Yes  No If yes, will this activity occur on (or spill into) city streets?

Yes  No Please describe:

All vendors 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. <http://www.clackamas.us/publichealth/restaurantlicensing.html>

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:

By signing this application, the applicant agrees to meet all requirements of the Oregon Fire Code, ODOT, City Code, and Gladstone Fire Department Permit Guidelines (attached) 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

Do you plan on utilizing volunteers?  Yes  No (volunteer/monitors are required)

If yes, in what capacity?

Name and phone number of volunteer coordinator:

**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 Authorized Representative

Date

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.

The sponsor shall maintain general liability insurance that protects the 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 hold harmless agreement and liability agreement and agree the terms herein.

Signature of Sponsor or Authorized Representative

Date

# NEIGHBOR NOTIFICATION FORM

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 \_\_\_\_\_

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

held on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_

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

	PRINTED NAME	ADDRESS	APPROVAL SIGNATURE
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*You may attach additional sheets, if necessary.*