



# Special Event Permit Application

CITY OF BANDON  
 P.O. BOX 67  
 555 HWY 101  
 BANDON, OR 97411  
 P:(541) 347-2437  
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**PART 1: APPLICANT fills out and submits application for review.**

<b>APPLICATION - SPECIAL EVENT</b>				Application Date:	
<b>Applicant</b>					
Name of Organization:					
Type of	<input type="checkbox"/> Public agency	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Business	<input type="checkbox"/> Private/individual	
Contact Name:			E-Mail:		
Mailing Address:			City, State & Zip:		
Phone:			Alt. Phone:		
<b>Event</b>					
Proposed Event Name:				Attendee Estimate:	
Dates:	From:	To:	Exclusions:		
Times:	From:	To:	Exclusions:		
<b>TYPE OF EVENT (check all boxes that apply):</b>					
<input type="checkbox"/> Athletic Walk/Race		<input type="checkbox"/> Festival/Carnival		<input type="checkbox"/> Reunion	
<input type="checkbox"/> Concert		<input type="checkbox"/> Film/Photo Shoot		<input type="checkbox"/> Vigil/Protest	
<input type="checkbox"/> Educational		<input type="checkbox"/> Parade		<input type="checkbox"/> Wedding	
<input type="checkbox"/> Fair		<input type="checkbox"/> Market		<input type="checkbox"/> Reception	
<input type="checkbox"/> Block Party		<input type="checkbox"/> Garage/Yard Sale		<input type="checkbox"/> Other - identify:	
Description of Event <i>(attach a site plan):</i>			Location(s) of Event <i>(use additional sheet of paper if necessary):</i>		
<b>FOR NON-STATIONARY EVENTS:</b>					
Proposed Destination:			Route (describe route in detail and provide map):		
Ownership of Event Location(s) <i>(check all that apply):</i>		<input type="checkbox"/> Private property	<input type="checkbox"/> Public property (parks, schools, etc.)	<input type="checkbox"/> Right-of-way (sidewalks, streets)	
<b>ADDITIONAL ACTIVITIES (add any additional activities not listed):</b>					
<b>CHECK ONE</b>		<b>ACTIVITY</b>			
<input type="checkbox"/> Y	<input type="checkbox"/> N	Retail or wholesale sales - describe:			
<input type="checkbox"/> Y	<input type="checkbox"/> N	Food on site:	<input type="checkbox"/> Pre-packaged	<input type="checkbox"/> Prepared on Site	
<input type="checkbox"/> Y	<input type="checkbox"/> N	Beverages (Non-alcoholic) - describe serving container(s):			
<input type="checkbox"/> Y	<input type="checkbox"/> N	Beverages (Alcohol <sup>1</sup> ) - describe serving container(s):			
<input type="checkbox"/> Y	<input type="checkbox"/> N	Carnival-type rides - describe:			
<input type="checkbox"/> Y	<input type="checkbox"/> N	Dancing			

<sup>1</sup> Must provide copy of liquor license.

<input type="checkbox"/> Y	<input type="checkbox"/> N	Music <sup>2</sup> :	<input type="checkbox"/> Live	<input type="checkbox"/> Recorded
<input type="checkbox"/> Y	<input type="checkbox"/> N	Amplified sound (i.e., PA system) or other noise generator		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Tents and/or Canopies		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Temporary electrical power - list source:		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Street/road closures <sup>3</sup>		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Traffic control		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Activities on streets and/or sidewalks <sup>4</sup>		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Open flames including barbecues and propane fueled equipment		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Portable restroom facilities - proposed location:		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Fireworks <sup>5</sup>		
<input type="checkbox"/> Y	<input type="checkbox"/> N	Other:		
<p><i>Permission is hereby requested to hold an event described hereto. It is understood that this application is limited to the event described herein and that event organizers shall comply with the provisions of this application and all other applicable rules, regulations and standards of the City, County and State. The permittee assumes full responsibility for said compliance and for repair or replacement of any existing improvement damaged as a result of this event. In addition, event organizers shall comply with all items checked in Part 2 below, and with the terms of any other City permits issued.</i></p>				
<b>I CERTIFY THE ABOVE INFORMATION IS CORRECT</b>			Applicant's Signature:	

**PART 2: CITY STAFF reviews application for completeness and lets applicant know if any additional documents are required.**

In addition to this application, the following is a list of items the City may request of applicant. Once the application is reviewed by City staff, they will check off those items below that are applicable and must be submitted by applicant to make the application complete:

- Certificate of liability insurance in the amount of \$1,000,000 liability coverage for each occurrence naming the City of Bandon, its officers, agents and employees, as additional insureds.
- Traffic control and Parking plan.
- Temporary Activities in City Right-of-Way Permit.
- Street Closure Application.
- ODOT Miscellaneous permit.
- An indemnity agreement.
- Copy of approved OLCC license (if applicable).
- Proof that fire marshal has approved fireworks display.
- Proof that neighborhood has been notified of the event.
- Proof of Property Owner's consent.
- Number and location of trash receptacles.
- Other \_\_\_\_\_

<sup>2</sup>Live or amplified music requires residential notification. Contact City for instructions.

<sup>3</sup>Requires completion of Street Closure Application.

<sup>4</sup>Requires completion of Right-of-Way Permit Application.

<sup>5</sup>Coos County fire marshal must approve fireworks in writing prior to event; may require proof that fireworks operator is State certified.

**PART 3: Applicant signs indicating that they will abide by all conditions of the application and City staff issues a permit.**

APPLICANT: I AGREE TO COMPLY WITH THE PERMIT AND ALL ABOVE-REFERENCED CONDITIONS	
I agree to defend, save and hold harmless the City of Bandon, its officers, agents and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the subject special event, its officers, agents and employees acting within the scope of this permit or the duties in the performance of this agreement.	
I agree to maintain liability insurance coverage of not less than \$1,000,000 per occurrence for commercial general liability and automobile liability to cover any liability arising out of or associated with this event, and agree to name the City of Bandon, its officers, agents and employees as an additional insured on such policy with a copy of the endorsement attached to the certificate of insurance.	
I further agree to provide the City of Bandon with a certificate of liability insurance including additional insured endorsement <u>not less than two weeks prior to the scheduled event</u> and shall amend the notification for cancellation of coverage to 30 days. If I fail to provide the certificate of insurance and endorsements within the time required herein, this Special Events Permit will automatically be revoked.	
Applicant's Signature:	Date:
Applicant's Printed Name:	Date:

OFFICE USE ONLY				
Packet Complete:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiration Date: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> Other:	Permit No.:
<b>Reviewed by:</b>				
<input type="checkbox"/> Planning Department	<input type="checkbox"/> Electric Department	<input type="checkbox"/> Rural Fire District		
<input type="checkbox"/> Public Works Department	<input type="checkbox"/> Police Department	<input type="checkbox"/> City Attorney		
<input type="checkbox"/> City Insurance Agent	<input type="checkbox"/> City Manager	<input type="checkbox"/> City Council		
Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions (attached)	<input type="checkbox"/> Denied (explanation attached)	
Issued by:	Title:	Date:		