

# City of Stayton – Event Permit

## APPLICATION CHECKLIST

To apply for use of public parks (excluding rentals), lots, or right of way for an event please complete and submit the following Event Permit Application to Stayton City Hall, Attn: Community Engagement Coordinator **at least 45 days** in advance of your scheduled event date.

### The following **MUST** be completed for **ALL** EVENTS:

- General Event Information and Event Details
- Attached Site Plan
- Attached Sanitation Plan (*if applicable*)
- Certificate of Liability Insurance
- All applications must be signed and dated**

If this event is an athletic event, parade, requires a street closure, the application **MUST** include:

- Attached Traffic Control Plan/Athletic Event Plan

If this event is requesting a street closure the application must have an:

- Attached Property Owner Notification verification

If this event is required to obtain a Noise Ordinance Variance the application must have an:

- Attached Noise Variance request form

Some events may require an:

- Attached Security Plan

### **Other permits, licenses, fees and requests that may apply**

- OLCC Temporary Sales License (TSL) Permit* – If alcohol use is planned in the public right-of-way for any event, submit all Oregon Liquor Control Commission (OLCC) permits with your application. The City of Stayton (local government as stated on the application) will process the first portion and then contact you to take the City approved application to OLCC (503) 872-5000.

### **Other agency permits that may apply (please submit these to the appropriate agencies) :**

- Marion County Temporary Road Closure Permit – for closure of any county road associated with an event. For more information call (503) 584-7714.

Map of Marion County roads: [https://www.oregon.gov/odot/Data/Documents/County\\_Marion\\_02\\_of\\_03.pdf](https://www.oregon.gov/odot/Data/Documents/County_Marion_02_of_03.pdf)

Marion County Temporary Restaurant License & Food Handler Certificate – for any food service establishment which operates at the same location in conjunction with a fair, carnival or similar public event. For more information <https://co.marion.or.us/HLT/PH/EHS/inspections/Pages/default.aspx>

**For questions, Contact [Eventpermits@staytonoregon.gov](mailto:Eventpermits@staytonoregon.gov)  
or call our Community Engagement Coordinator at 503-769-3425**

Date Received: \_\_\_\_\_

Fees Paid:  \$60 New Event Permit  \$30 Re-occurring Event permit  \$35 Temp OLCC permit  
 \$300 Carnival permit

Late Fees:  \$40 late fee for new event permits *(if application not fully completed and received at least 45 days prior to event)*  \$45 late fee for recurring events *(if application not fully completed and received at least 45 days prior to event)*

**THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 45 DAYS PRIOR TO THE EVENT.**

Please type or print legibly. Submit the completed application with all of the applicable items on the materials checklist. Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

1. Complete Event Permit Application and attach all necessary additional plans (see Application Checklist)
2. Obtain a Certificate of Insurance from your insurer. The Certificate must:
  - a) List the name and date(s) of the event
  - b) State the limits of liability are as follows:  
 General Liability of \$1,000,000 personal and property damage Per Occurrence; \$2,000,000 general aggregate
  - c) Name the City of Stayton, its employees, agents and officers are named as additional insured.

**GENERAL EVENT INFORMATION**

An Event Permit is required for anything involving a street closure or the use of City Property. This permit is NOT required for use of property that is rented such as the Jordan Bridge, Community Center or Pool.

Event Type (check ***all*** that apply)

Concert/Performance  Festival/ Fair  Car Show  Run or walk  Bike Ride/Race  
 Farmers/Street Market  Parade  Street Closure  Other (describe)\_\_\_\_\_

\*Funeral processions are not covered by this event permit and will be coordinated directly with the Police Department. Contact Dispatch at **(503) 982-2340**.

Event Description:
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Name of Event	New event? <input type="checkbox"/> Return Event? <input type="checkbox"/> Route/Plan change? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Exact Address of Event <i>(if applicable)</i>
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Event Date(s)	Total Number of Consecutive Days
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Hours of Event _____ to _____	Step-off Time <i>(For athletic events only)</i>
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Set Up/Assembly Date and Time	Break Down Date and Time
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Phone Number/Website for Public Information	Estimated Attendance <i>(participants &amp; spectators)</i> # /day	Last year's Actual Attendance <i>(if applicable)</i>
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Describe the Event's Community and/or Cultural Benefit:

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Name of Sponsoring Organization		Contact Person from Sponsoring Organization	
Sponsoring Organization's Physical Address		City	Zip
Sponsoring Organization Type <input type="checkbox"/> Individual <input type="checkbox"/> Commercial <input type="checkbox"/> Govt. <input type="checkbox"/> Non-Profit		Tax ID Number (501 (c) 3, etc.(Federal Employee ID or Social Security #)	
Name of Organizer/Coordinator (Responsible Party)		Email Address	
Phone Number	Cell Number	FAX Number	
Responsible Person "onsite" Day of Event		Cell Number Day of Event	
<i>The person listed above must be in attendance for the duration of the event and immediately available to City officials.</i>			
If you have a Professional Organizer or Event Planner: Name/Company:		Email	
Professional Organizer Address		Phone	

**Additional Information:**

If you answer yes, please complete these additional questions

Are you serving/selling food for consumption at your Event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	How many vendors? _____ <input type="checkbox"/> Served <input type="checkbox"/> Sold
Are you serving/selling alcohol at your Event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	How many vendors? _____ <input type="checkbox"/> Served <input type="checkbox"/> Sold If yes, you must submit an OLCC TSL Application with the Permit Application; <b>Evidence of OLCC permit shall be required prior to final approval</b>
Are you selling merchandise at your Event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	How many vendors?
Are you erecting a tent over 750 square feet?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Plans must demonstrate compliance with fire code provisions (attached). Contact Stayton Fire District with questions.
Will you have cooking under tents (of any size)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Plans must demonstrate compliance with fire code provisions (attached). Inspection may be required. Contact Stayton Fire District with questions.
Will you have food trucks with propane tanks?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Plans must demonstrate compliance with fire code provisions (attached). Inspection may be required. Contact Stayton Fire District with questions
Is your event a parade/procession, athletic event or require a street closure?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Complete and attach a <b>Traffic Control Plan</b> .
Will there be sound amplification?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Show the origin of the sound on the required Site Plan along with an explanation of the hours and extent of the proposed sound
Will you be posting temporary signs in the City right-of-way to promote your event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Review the Temporary Portable Sign Regulations on the City's website
Has the event already been publicized or are the promotional materials created?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Include a copy of flyer/signs/ mailing or description of efforts

**Please review application carefully and go to next page for certification.**

**Incomplete applications will not be processed and may delay approval of your event**

**CERTIFICATION**

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 CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION.

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Stayton, 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), fines.

Print Your Name \_\_\_\_\_

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

**For City processing only below this line**

_____ Date application Received	_____ Date Application complete
Date routed to:	
Police _____	Public Works _____
City Manager _____	Stayton Fire _____
	Ambulance Service _____
	Other _____

Comments:

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Date Final Approval Issued and applicant notified \_\_\_\_\_

# City of Stayton **Event Permit Application- details required**

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## **SITE PLAN and NARRATIVE**

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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 Stayton Fire Department may require an inspection of your venue at your cost before or during the event.

Maps must be to scale and clearly legible.

**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 platforms, scaffolding, bleachers, grandstands, canopies, tents, and other temporary structures
- Location and description of sound stages (height and size), description of amplified sound, sound checks (time and date), musical entertainment (number of performers, type of music)
- Detailed food vendors (FV), cooking area configurations, cooking methods (gas grills, propane etc.)
- Location and description of beverage vendors both non-alcoholic (NAB), alcoholic beverages/wine and beer gardens (AB) along with number of serving stations at each location
- Location of retail merchants/vendor booths (V)
- Location of large tents (200 sq. feet) and any tent where food will be cooked under
- Location and number of portable toilets (T)
- Location of hand washing sinks (HWS)
- Generator locations, source of electricity, and all requirements (E)
- Location of public entrances and exits if restricted
- Location of fencing, barriers and/or barricades
- Location of fire lane (FL) and street openings for emergency access
- Location of First Aid (+)
- Location of fire extinguishers (FE)
- Other related components not listed above (e.g. special equipment etc.)

**Attach a narrative describing your event and event details**

**NOTE: DO NOT FILL OUT THIS PAGE. THESE ARE GUIDELINES FOR CREATING A SITE PLAN.**

## City of Stayton Event Permit Application- details required (cont.)

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### TRAFFIC CONTROL PLAN OR ATHLETIC EVENT PLAN

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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. Maps must be drawn to scale and be clearly legible.

**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.
- Certified Flaggers/Course Marshals/Police and volunteer locations
- How the course(s) will be marked (permanent marking on pavement is not permitted)
- Location of fire lane (FL)
- Location of First Aid and/or medical personnel (+)
- Traffic flow. Description of how pedestrian, bicycle and vehicular traffic is proposed to be directed
- Proposed road closure locations. *City will provide required signage locations with the permit approval. Applicant is responsible for obtaining and placing the required signage.*
- Location of No Parking signs. *Note: No Parking signs must be put up at least 24 hours in advance of a closure and must be clearly visible from the curb. Narrative must detail how and where the no parking signs will be placed.*

**DO NOT FILL OUT THIS SECTION. THESE ARE GUIDELINES FOR CREATING A TRAFFIC CONTROL/ATHLETIC PLAN.**

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### SANITATION PLAN

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**INSTRUCTIONS:** Attach a Sanitation Plan with the following items clearly shown **if applicable**:

- Location of restrooms and hand washing units. If using existing City facilities, please include service schedule if required. *There is no "rule" for when portable toilets would be necessary; however if you have no access to toilets or more than 1000 people anticipated, you should consider portable toilets. Many sites have free calculator tools to help you estimate.*
- Location of garbage cans, dumpsters and recycling collection - *Event coordinators are required to provide garbage dumpsters specifically for their event. Use of existing garbage cans/dumpsters for local residents and business use is prohibited without permission.*
- If there will be food preparation, include provisions for disposing of cooking waste
- Post-event clean up, recycling plans and garbage disposal

**DO NOT FILL OUT THIS SECTION. THESE ARE GUIDELINES FOR CREATING A SANITATION PLAN.**

## City of Stayton **Event Permit Application- details required (cont.)**

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### **PROPERTY OWNER NOTIFICATION – STREET CLOSURE**

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For Street Closures, we require that you notify adjacent property owners. Except for parade permits, which will have a limited duration, you may not block access to private parking lots or business entrances without express written permission from the property owner.

Attach a copy of the property owner and Business/Resident notification provided that includes:

- The proposed event
- The proposed date(s) of event
- The proposed hours of street closure

Attach evidence of notification. This can be a signed statement that certifies notice was mailed along with the addresses of those mailed or, or that certifies notices were hand delivered and the date of the delivery