

# Stayton Police Department

386 North Third Avenue, Stayton, OR 97383  
24 hour (503) 769-3421 Fax (503) 769-4797



## APPLICATION FOR PROCESSION PERMIT / COMMUNITY EVENT STREET CLOSURE

Name of Applicant: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency / 24 hour contact phone number \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start / End Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Event Type:** Please indicate type of event

FUN RUN      BIKE RACE      PARADE      BLOCK PARTY      OTHER

Please attach maps, diagrams or sketches. Also include any related web sites.

Assembly Point \_\_\_\_\_

Dispersal Point \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Traffic control needs / requests: (street closures, flaggers)

Street Markings    Yes    No    Deposit Received    Yes    No

No person shall organize or participate in an event (including a parade) which may disrupt or interfere with traffic without obtaining a permit from the Chief of Police. A permit shall be required of:

1. Any procession of people and/or vehicles using the public right-of-way in the nature of an event, including a parade, but generally should not apply to funeral processions at the discretion of the Chief of Police in accordance with SMC Section 10.36
2. A public gathering or event that requires the stoppage of traffic for the gathering to be held.

A deposit of \$200.00 will be required if applying street markings. The only street marking allowed is stick chalk (see standard instructions #11). The applicant will be responsible for the removal of the markings. The deposit will be refunded once the applicant has assured the markings have been removed. Additional fees may be charged, based on costs accrued by the City to remove.

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Will sound amplification be used at all during the event? Yes No If yes, please explain
Will alcohol be available at all during the event? Yes No If yes, please explain and attach OLCC documents
Will fireworks be used at all during the event? Yes No If yes, please explain and attach appropriate documents
Will street markings be applied? (\$200 deposit required) Yes No If yes, please provide deposit and map of markings

The chair/organizer must provide a certificate of insurance liability listing the City of Stayton as insured for the amount recommended by the City of Stayton's insurance carrier. This is applicable for events that occur on public property or use public resources.

Insurance Company: \_\_\_\_\_

Policy No: \_\_\_\_\_ Liability Limits: \_\_\_\_\_

This applicant acknowledges that if the permit is accepted and agreed to by the applicant, subject to the requirements and conditions listed herein and any additional special instructions as may be outlined in the final application. The applicant agrees to indemnify and save harmless the City of Stayton, its officers, and employees, from all suits and actions, or claims of any character brought because of injuries or damages received or sustained by any person or property on account of the operations of the said applicant or their representatives or on account of or in consequence of any neglect or misconduct of the said applicant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Standard Instructions:**

1. Without exception, all, even participants, must yield right-of-way to emergency vehicles as required by law.
2. Except at those locations where flaggers have been allowed, or where the road has been closed by police order, participants are expected to obey all traffic laws that apply to drivers of automobiles.
3. Posting signs on power or telephone poles or traffic signs is strictly prohibited.
4. Signs advertising events must be free-standing.
5. All signs must be off the public right-of-way where the view of traffic is not obstructed.
6. Signs posted in such a manner that vehicular or pedestrian traffic is impeded is strictly prohibited.
7. All signs must be removed after the event is over
8. Applicant understands that this permit applies only to those streets under the jurisdiction of the City of Stayton. Permission from other jurisdictions or property owners will need to be obtained prior to the event.
9. Applicant also understands that this permit does not include any other permit, request for code exemption or waiver as may be required by law.
10. Applicant must adhere to additional requirements to the Oregon Liquor Control Commission permit.
11. Any road markings must be done with easily removable stick chalk ONLY. If markings are not removed post event, applicable fees will be charged.

**Special Instructions:**

*Upon approval, the applicant will receive specific requirements related to the specific event along with an approved permit.*