



City of Molalla

SPECIAL EVENT PERMIT

Permit must be submitted at least 45 days prior to the event

SUBMISSION OF APPLICATION

Per Molalla Municipal Code, Chapter 5.20, Special Event Licenses

A Special Event Permit must be completed if the event involves a large group of people (compared to the usual occupancy of the site), and includes one or more of the following:

- (1) gatherings/events that involve large groups of people impacting the right-of-way or City Park;
- (2) gatherings/events advertised to the public;
- (3) gatherings/events that cause impact to City streets or a State Highway (including curb or parking lane), sidewalks, and or public rights-of-way; or
- (4) gatherings/events that impact to a Public Parking Lot.

Examples of Special Events include but are not limited to; a carnival, fair or festival, concert, rodeo, sporting event, parade, public demonstration, and/or other events desiring to be located within the City.

EVENT DATE, TIME & LOCATION

Event Name: _____

Event Date: _____ Single Day Multi-Day Start Time: _____ End Time: _____

Type of Event: _____

Location: _____

CONTACT INFORMATION (all fields required)

Applicant Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Telephone: _____ Alternate Phone: _____

Email: _____

ORGANIZATION INFORMATION (all fields required)

Organization Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Telephone: _____ Alternate Phone: _____

Email: _____



DAY OF EVENT CONTACT INFORMATION

Name: _____ Telephone: _____
 Name: _____ Telephone: _____
 Name: _____ Telephone: _____

EVENT ATTENDANCE

Participant types and numbers (estimated)

Participants: _____ Vendors: _____ Staff/Volunteers: _____ Bikes: _____
 Vehicles: _____ Bands: _____ Animals (including horses): _____ Floats: _____

EVENT PARKING

Locations: a. _____ Number of Cars: _____
 b. _____ Number of Cars: _____
 c. _____ Number of Cars: _____
 d. _____ Number of Cars: _____

AGENCY APPROVALS

(if required, attach a copy or explain status of obtaining approval)

- Yes No Sponsor is site Owner *(If Sponsor is not owner of event site, attach Site Owner Approval Form)*
- Yes No Does Event also occur outside city limits?
- Yes No Does Event cross or take place on a State Highway system ie: Hwy 211, Hwy 213, etc.? ***(ODOT PERMIT REQUIRED)***
- Yes No Restrooms on Site? Number: _____ | Yes No Portable Restrooms? Number: _____
- Yes No Park Use Application *(required if City Park is used for the Event)*
- Yes No Traffic Control Plan *(required if alters public streets, sidewalks, curb-lane parking, or uses traffic/parking signs)*
- Yes No City Property Used (Other than right-of-way)? Describe: _____
- Yes No Is food being served and/or prepared at your event? *Food handler's license from Clackamas County required by Applicant*
- Yes No Is alcohol being served? *OLCC Permit Required – Copy must be furnished to the City*

POLICE DEPARTMENT ASSISTANCE

Yes No Requested? *If yes, what type of assistance is requested (fees may apply):* _____

STREET MAINTENANCE ASSISTANCE

Yes No Requested? *If yes, what type of assistance is requested (fees may apply):* _____



APPLICANT RESPONSIBILITY

Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the issuance of this Event Permit. Please fulfill all the obligations listed below before submitting this application. Once all obligations are complete you must place your initials in all of the designated areas marked with parentheses ().

() **CLEAN UP:**

Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred.

() **CITY CODES/PERMITS:**

Applicant agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager deems necessary.

- Food Handler's License – Clackamas County (503) 742-5300 or [online here](#)
- Oregon Liquor Control Commission (OLCC) (503) 872-5000 or [online here](#)
- Oregon Department of Transportation (ODOT) (503) 653-3086 or [online here](#)
- Clackamas County Department of Transportation (503) 742-4400 or [online here](#)

() **CONDUCT/NUISANCES:**

Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

() **SITE MAP:**

This application will not be processed unless a site map is included. Site map must indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc.

() **TRAFFIC CONTROL PLAN MAP:**

If applicable, this application will not be processed unless a traffic control plan map is included. Indicate where streets will be blocked and how they will be blocked including fencing, barricades, stages, tents, etc.

() **CERTIFICATE OF INSURANCE - REQUIRED**

Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$2,000,000 covering all claims per occurrence; \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing and shall name as additional insured the City of Molalla and its officers, agents, and employees. The sponsor agrees to maintain continuous coverage for the duration of the permit. City to receive 30 days' notice of cancelation or material modification. If alcohol is to be sold, liquor liability coverage is also required. (The City reserves the right to increase coverage minimum if event presents extraordinary risk).

SPECIAL EVENT FEES

Road Barriers - \$50 fee for drop-off/pick-up and \$50 deposit per barrier

**If all barriers are returned in proper working order and without damage, deposit will be refunded.*

Event Fee - \$1,000 per day for events over 1,000 people

OFFICE USE

Number of Barriers Rented: _____

Deposit Received On: _____

Total Deposit Returned: _____ Date: _____

Number of Barriers Damaged: _____

Special Event Fee – Date Received: _____ Staff Initial: _____



RELEASE & INDEMNITY AGREEMENT

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance, or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

APPLICANT'S/SPONSOR'S SIGNATURE

I do affirm that the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature of Person Signing: _____

Name of Person Signing (PRINTED): _____

Title of Office: _____

Date: _____

**PLEASE SUBMIT THIS PERMIT TO THE
CITY OF MOLALLA - EXECUTIVE ADMINISTRATIVE ASSISTANT
NO LATER THAN 45 DAYS PRIOR TO THE EVENT**

All information must be provided to process the Permit. An incomplete permit will slow approval time.

A copy of this permit will be sent to the applicant upon approval.

For Office Use Only

Police Department:

Reviewed by: _____ Date: _____

Approved Denied Conditions of approval: _____

Public Works/ Street Department:

Reviewed by: _____ Date: _____

Approved Denied Conditions of approval: _____

Fire Department/ Emergency Management:

Reviewed by: _____ Date: _____

Approved Denied Conditions of approval: _____

City Administration Approval:

Reviewed by: _____ Date: _____

Approved Denied Conditions of approval: _____