



CITY OF SILVERTON

Special Event Application (For Use of Public Property or City Right-of-Way)

Packet and Guidelines



Table of Contents

Introduction	1
What is a Special Event?	1
Application Information	1
Permit Information	2
Application Process	2
Event Planning Information	3-5
Forms	i-iii

INTRODUCTION

Thank you for considering the City of Silverton as the site for your event! This guide is designed to help you find and reserve the space that meets your needs, and explains our process and some of our policies and rules.

WHAT IS A SPECIAL EVENT?

A Special Event is any event on city property involving a street closure, a parade, or where the attendees and/or participants will exceed 50 persons at any one time or during any one day of the event.

Examples of some types of Special Events may include, but are not limited to:

- Concerts & Performances
- Festivals & Outdoor Events
- Block Parties
- Walks, Runs, and Bike Rides
- Sports
- Picnics/Private Groups
- Parades

APPLICATION INFORMATION

The Special Event Application is required for any Special Event, will be accepted up to one year in advance on a space available basis, and must be received at least 45 days prior to the event.

The Special Event Application allows for scheduling of Facilities, provides the Applicant with event planning information, and serves as a checklist to assist in guiding the Applicant through the process of obtaining necessary permits and fulfilling other event requirements.

In addition, the Special Event Application provides the City of Silverton with a mechanism to prevent usage conflicts, allow for necessary site/facility preparations, provide appropriate staffing, ensure appropriate event security/public safety, and avoid overuse of sites, facilities, and available resources.

Facility reservation requests cannot conflict and/or interfere with City of Silverton programs, activities, or scheduled administrative use. To reserve a site, please complete the Special Event Application and submit it to the City Manager's Office.

Note: The City of Silverton recognizes many events which occur annually on predetermined dates (i.e., first weekend in August). Such events may receive priority scheduling through the Special Event Application process.

PERMIT INFORMATION

Depending on your Special Event, permits and plans may be required. Types of City permits/plans that may be required are:

- Site Plan
- Security/Public Safety Plan
- Street Closure/Parade Permit & Traffic Control Plan
- Driving In, On, or Through City Parks Plan
- First Aid Plan
- Portable Restroom Plan
- Alcohol Permit: *Note: Alcohol will not be permitted in city streets.*
- Block Party Permit
- Noise Permit

Marion County, OLCC, and/or ODOT permits may also be required for some events.

APPLICATION PROCESS

Application Form:

Complete the Special Event Application and submit it to the City Manager's Office: 306 S Water Street, Silverton OR 97381. All Applications are subject to a review process to ensure that the request can be accommodated and to determine if additional information, services, and/or amenities are required.

Upon submission and review of a Special Event Application city staff will work with the Applicant to list any required plans and/or permits along with timelines for submission.

We require as much as two weeks to respond to submissions.

Damage Deposit:

If a refundable damage deposit is required, you will be notified by city staff. If facility is left clean and free of damage, the damage deposit will be refunded within 30 days after the conclusion of the event.

Payment Methods:

If payment is required, you will be notified by city staff. Walk-in payment may be made by cash, check, or credit card. Personal checks will not be accepted later than 60 days prior to the event. If a check is returned NSF, facility reservations may be cancelled.

Event Modifications:

Any modifications to an approved Special Event Application and accompanying permits/plans (i.e., alcohol permit, street closure permit, site plan) must be approved by City Staff, in writing at least 14 days prior to the event date. (Event modifications may include the types of services/activities provided at the event, the number of participants/attendees anticipated, the number or types of vendors, etc.)

Cancelling an Event:

All cancellations must be made in writing. **Alcohol permit fees are non-refundable for any reason.**

EVENT PLANNING INFORMATION

The following information will assist you in planning a great event experience. In some cases, the size of your group and the activities you have planned may mean higher fees. It may also mean that some sites will not accommodate or work well for your event, or that your event may need to be moved to an alternate date.

Reservation Hours:

All sites are reserved based on the hours noted on the approved Special Event Application. Set up and clean-up activities are to take place during approved hours.

Site Amenities:

Each site offers a unique setting for events. Site capacity and amenities vary from site to site.

Event Requirements:

If the City determines that an event may have a potential significant impact to a site and/or be for large scale commercial use, certain items or conditions may be required for the event. These may include items such as, trash and litter pick-up, recycling program, signage, promotional materials, security, traffic control, portable restrooms, first aid, etc.

Certificate of Insurance:

A certificate of liability insurance is required for all Special Events. The City may also require commercial/business liability insurance when a product or merchandise is being sold on City property. The certificate must provide insurance coverage of at least \$2,000,000 aggregate. The City of Silverton must be named as an additional insured and have a copy of the insurance certificate on file at least 30 days prior to the event, or the Application will be cancelled.

Venue Set Up:

As part of the application process, a site plan for your event may be required. In such cases, City staff will work with the applicant to develop an event site plan. The site plan will determine the placement of stages, vendor booths, portable toilets, trash totes, vehicle access routes and parking, utility hook-ups, alcohol sales and consumption location, etc. Venue set-up must meet all requirements set forth by the Fire Marshal and/or the City of Silverton, and is the responsibility of the Applicant.

City staff will coordinate all items with the individual designated as the Event Point of Contact and will be involved as expressly set out in the Special Events Application. Plans will be reviewed for compatibility with other scheduled events at the same venue or in the same vicinity. If the City determines events are incompatible, the application will not be approved.

Portable Toilets:

Depending on size, type, and location of event, additional portable toilets may be required at applicant's expense.

The following are daily capacities for our existing restrooms in City owned parks. If an event exceeds these capacities the event coordinator is required to supply additional restroom facilities meeting all health code requirements.

Coolidge-McClaine Park – 250 people per day
Town Square Park – 150 people per day
Silverton Reservoir Marine Park – 150 people per day

Trash & Recycling:

Depending on the size and type of event, additional trash and recycling receptacles may be required at applicant’s expense. Applicants shall be responsible for removing trash and recycling from the location. The City may supply trash/recycling receptacles and bags.

Street Barricades & Road Signage:

Depending on the size, type, and location of event, street barricades and street signage may be required at applicant’s expense. The applicant is responsible to coordinate necessary equipment and provide placement plans for review and approval by the City.

Please note: the City of Silverton has a limited amount of barricades that may be checked-out, depending on availability. Each applicant shall be responsible to verify availability no less than two weeks in advance of the event. Barricades, if available, shall be provided on a first come, first served basis. Applicant shall be responsible to call the Public Works Maintenance Division at 503-873-6359 to coordinate pick-up and return of barricades. All barricades must be “checked-out” and “checked-in” in person at the Public Works Maintenance Shop and in the presence of a Maintenance Division staff member. Barricades are not to be dropped off without being “checked-in” nor are they to be dropped off at any other City Facility.

Security:

Security may be required at the applicant’s expense. The applicant is responsible to coordinate necessary security and provide plans for review and approval by the City. The City reserves the right to deny a Special Event Application when, in the opinion of the Chief of Police and/or City Manager, it is deemed necessary in order to ensure public safety.

First Aid:

Depending on the size and type of event, a first aid station or EMT may be required at applicants’ expense.

Health Department Permits:

The applicant is responsible to secure and post appropriate County Health Department permits as may be required of the Applicant or vendors/groups involved in the event.

State Liquor License:

When OLCC licenses are required, a copy must be submitted with the alcohol permit application.

In addition, as part of the City’s alcohol permit process, a certificate of host liquor liability insurance will be required. The certificate must provide host liquor liability insurance coverage of at least \$2,000,000 aggregate. The City of Silverton must be named as an additional insured and have a copy of the insurance certificate submitted with the City’s alcohol permit application.

Music & Entertainment:

The playing of amplified music is only permitted with written permission from the City Manager. The City reserves the right to monitor, cancel, or terminate a performance if it is not deemed suitable for public broadcasting. Loud music may be permitted as deemed suitable to the individual event (based on venue, attendance, etc.). The Police Department is responsible to monitor music levels, per event. If music is deemed to be too loud, the volume must be reduced or the event will be terminated. Lewd behavior and excessive profane lyrics are deemed inappropriate and will not be allowed.

Tents & Canopies:

Tents or canopies are allowed at some locations and are subject to the rules, regulations, and inspection by the Fire Marshal and the Public Works Director. If canopies or tents are used, they must be weighted down, and not staked. Digging and/or driving stakes into the ground is prohibited; except with express, written permission of the Public Works Director.

Signs, Banners, and Stickers:

Signs may be posted on sandwich board type structures only. Signs are not allowed to be nailed, stapled, or bungee corded to trees, buildings, light poles or road signs, or to be affixed to stakes driven into the ground, and/or painted on any pavement or hard surface; except with express, written permission of the Public Works Director. Applicants can reserve space for hanging their banner via the City's website at www.silverton.or.us. Banner space reservations are scheduled on a first-come, first-served basis.

Sale of Food, Beverages, Merchandise, and/or Admission:

A business license may be required for your event, as outlined in the Silverton Municipal Code. When required, a copy of the Applicant's business license must be submitted with the Special Event Application.

CITY OF SILVERTON

306 S Water St
Silverton, OR 97381



Special Event Application

(For Use of Public Property or City Right-of-Way)

Application must be submitted at least 75 days prior to event

EVENT DATE, TIME, & LOCATION

Event Name: _____

Event Date(s): _____ Multi-Day Start Time: _____ End Time: _____
Includes set-up and clean-up.

Type of Event: Run/Bicycle/Walk Parade Festival/Carnival/Market Concert
 Automobile or Boat Show Other: _____

Location: Town Square Park Coolidge-McClaine Park Community Center
 Other Venue: _____

APPLICANT INFORMATION

Applicant Name: _____

Sponsoring Organization (if applicable): _____

Applicant Address: _____ City/State/Zip: _____

Telephone: (Home) _____ (Cell) _____ (Work) _____

E-Mail Address: _____

EVENT CONTACT INFORMATION

Primary Contact: _____ Telephone: _____

Alternate Contact: _____ Telephone: _____

EVENT ATTENDANCE

Estimated Number of Participants by Category

Attendees/Participants: _____ Bikes: _____ Animals: _____

Vendors: _____ Vehicles: _____ Floats: _____

Staff/Volunteers: _____ Bands: _____

PLANNING CHECKLIST

Items Required		Item Name	City Approval	Due Date	Complete
<input checked="" type="checkbox"/> Yes		Insurance Coverage	City Manager	30 Days Prior to Event	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Alcohol Permit	City Manager		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Noise Permit	City Manager		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Site Plan	Police Chief/Public Works Director		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Security/Public Safety Plan	Police Chief		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Street Closure/Parade Permit & Traffic Control Plan	Police Chief		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	First Aid Plan	Police Chief		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Block Party Permit	Police Chief		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Driving In, On, or Through City Parks	Public Works Director		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Portable Restroom Plan	Public Works Director		

CERTIFICATE OF INSURANCE

A certificate of insurance for general liability naming the City of Silverton as an Additional Named Insured for amount not less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate coverage. City to receive 30 days notice of cancellation or material modification.

If alcohol is to be served or sold, host liquor liability coverage in the amount of \$2,000,000 aggregate is also required.

The City reserves the right to increase coverage minimum at the City Manager's discretion.

RELEASE & INDEMNITY AGREEMENT

The undersigned, 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 an act or omission of an act sustained in any way in connection 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 SIGNATURE

I hereby submit a City of Silverton Special Events Application. I further agree that I am of legal age and will be responsible for the care of all Public Property and/or City Rights-of-Way and that I will be responsible for the repair of damage of any Public Property, Equipment, and/or City Rights-of-Way and for the replacement of any inventory or equipment lost or damaged. I further understand that this application is revocable at any time and is not transferable. I have read, understand, and agree to comply with all rules and regulations set forth by the City of Silverton. I certify that I have been provided a copy of the City Application Packet and Guidelines and understand that these rules and regulations are subject to change without notice.

I understand that I can be cited by the Silverton Police Department for providing false or misleading information or for violating application requirements and, upon citation, be punished by fine. I further understand that the City Manager can revoke this application. In the case this application is revoked, any fees paid by me are non-refundable. (SMC 12.48.050).

I agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Signature of Applicant: _____

Printed Name of Applicant: _____

Title or Office: _____

Date: _____

INFORMATION

Please make checks payable to: City of Silverton

For emergencies: Call 503-873-5326 (after hours/weekends select option 1)

Alcohol use by permit only: Contact City Manager's office at 503-873-6117 for information.

CITY USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE

Application Approved

Application Denied

Notes: _____

City Manager Signature: _____ Date: _____