



Special Event Permit Policies

306 S. Water Street | Silverton, OR 97381
Special Event Coordinator 503-874-2206
events@silverton.or.us

Overview

Thank you for considering the City of Silverton as the site for your event. Silverton values special events as a means of bringing people together to enrich lives and strengthen the community through the celebration of arts, sports, culture, commerce and more.

Per Silverton Municipal Code (SMC) Chapter 12.55, a special event means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public property including but not limited to public streets, rights-of-way, sidewalks, City-owned facilities, and other public property that is reasonably expected to cause or result in more than 50 people gathering on public property; is reasonably expected to have an uncommon impact on such public property; and/or is reasonably expected to require the provision of public services.

Some examples of common special events are: parades, running events, street fairs, cycling events, block parties and family reunions. The City of Silverton regulates these types of events to ensure the safety of the event participants, spectators and the general public and to minimize inconvenience to the general public and disruption of public services.

Purpose

The purpose of this policy is to clarify the use of the public rights-of-way and City property for special events; to minimize City expenses associated with special events; to provide options and minimize expenses for special event organizers; and to minimize safety risks to the event participants and the general public.

The use of City parks and/or buildings may require that a separate Facilities Use Permit be submitted.

Permit

Permits are required for all special events conducted on publicly owned property or facilities. An event may require additional permits from other agencies or organizations. It is the responsibility of the event organizer to assure that all required permits are secured prior to their event. Applicants requesting use of roads under the jurisdiction of Marion County or Oregon Department of Transportation (ODOT) must secure a permit from the appropriate agency in addition to a permit from the City of Silverton.

Application and Deadlines

The application for a Special Event Permit is available online at www.silverton.or.us.

1. Applications will be accepted up to one year in advance.
2. Applications must be received by the City at least 45 days prior to the event, including all required fees, certificates of insurance and other required documentation.
3. Facility reservation requests cannot conflict with City programs or activities.
4. The City may require up to two weeks for review of submitted applications once all required documents and fees are received.

5. Applications may be submitted by email to events@silverton.or.us or by mail or hand delivery to: City of Silverton, Special Events, 306 S. Water St., Silverton, OR 97381.

Fees

All required fees for facility use, street closure, alcohol permit, etc. must be received when the application is submitted. If the application is not approved or if the applicant withdraws the request, the City Manager will evaluate and subsequently determine if a refund is appropriate.

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.

Meeting with City Staff

After receiving the completed Special Event Permit, a meeting between City staff and the applicant may be required so both parties can review the application and plans, to be clear on the expectations and limitations.

Street Closures

All applicants requesting a street closure are required to submit a traffic safety plan indicating the locations of barricades, traffic safety cones, event signage, restricted parking signage, and traffic control locations where flaggers will be used. City staff will review the route and traffic safety plan to determine if the plan is complete and addresses all traffic and parking issues. The event organizer is responsible for submitting the traffic safety plan and securing and placing barricades, signage, cones and flaggers at each designated location.

The City has a limited number of barricades which may be loaned out, depending on availability. The event organizer may contact the Public Works Maintenance Division, 503-873-6359, to determine availability, prior to the event. If barricades are not available for check-out, the event organizer will be responsible for providing required barricades for the event, at the applicant's expense.

Notifications

For events which have obtained an approved Amplified Sound Permit or a Street Closure Permit, the event organizer will be responsible for notifying or getting approval from the adjacent properties to the event location, as determined by the City.

Public Safety and Security

Safety of participants and the general public is the highest priority. The final decision on public safety requirements rests with the City of Silverton and may be a reason for denial. 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 Permit when, in the opinion of the Chief of Police and/or City Manager, it is deemed necessary in order to ensure public safety. Depending on the size and type of the event, a first-aid station or emergency medical technician may be required at applicant's expense.

Venue Setup

As part of the application process, a site plan for your event may be required. In such cases, the City will work with 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 event organizer 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.

Beer & Wine Gardens

Alcohol may be served in conjunction with a special event only in an approved beer and wine garden, under the following conditions:

1. The applicant has obtained a special retail beer or wine license from the Oregon Liquor Control Commission with City approval for the plan.
2. The applicant must pay the fee set by City Council Resolution.
3. The applicant must submit a certificate of liquor liability coverage as specified in this policy.
4. The event organizer is responsible to assure that all OLCC and City of Silverton regulations are observed and followed.

Sanitation and Clean-up

The permit application may require the applicant submit a plan for clean-up. For all events, with the exception of rolling street closures, 1 portable toilet per 200 people, for events with 200 or more attendees and participants, with at least 1 ADA accessible toilet with sanitizer, is required. For purposes of this section the average and/or scheduled daily number of park users will be added into the event totals to determine the number of required units. Hand washing stations are recommended.

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 unless otherwise approved by the City. The City may supply trash/recycling receptacles and bags.

Insurance Requirements

A certificate of liability insurance is required for all special events. The certificate must provide liability insurance coverage for an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The Certificate must show the City of Silverton as an additional insured and provide 30 days' notice of cancellation or material modification. A copy of the certificate must be on file at least 30 days prior to the event, or the application will be cancelled. If alcohol will be present at the event, Host Liquor Liability in the amount of \$1,000,000 per occurrence is required. If alcohol is to be served or sold where an OLCC permit is required, liquor liability coverage in the amount of \$1,000,000 per occurrence is also required. The City may require additional coverage depending upon the nature of the event. The City reserves the right to increase coverage minimums.

Additional Permits Required

The event may need additional permits or waivers from other jurisdictions or governing bodies. The following questions will help determine if the event may require additional permits.

| Question | Permit Needed | Contact |
|--|---|--|
| Will a public address system or amplified music be used? | Amplified Sound Permit | City of Silverton 503-874-2206 |
| Will your event interfere with a bus route or schedule? | Letter or waiver from Cherriots or school bus service authorizing the closure or detour of bus stop | Cherriots 503-588-2877 or School District 503-873-5303 |
| Will food be served at the event? | Food Handlers Permit or Food Service Permit | Marion County Health 503-588-5346 |
| Will alcohol be served at the event? | Temporary Event License and OLCC Licensed Server and City of Silverton Alcohol Permit | OLCC 800-452-6522 City of Silverton 503-874-2206 |
| Will your event include vendors? | Vendor / business Licenses | City of Silverton 503-874-2007 |
| Will your event include tents, booths, cooking? | Fire Marshal inspection and approval | Silverton Fire District 503-873-5328 |
| Will your event include pyrotechnics? | Silverton Fire District and State Fire Marshal Approval | Silverton Fire District 503-873-5328 |
| Is your event a film or video? | Pre-meetings, discussion | City of Silverton 503-874-2206 |
| Will your event require trash or recycling? | Agreement with Republic Services | Republic Services 503-981-1278 |
| Will your event have a shuttle? | Review of transportation plan and routes with staff | City of Silverton 503-874-2207 |

Criteria for Approval/Denial of Application:

In issuing a permit for a special event, the City considers whether:

- The event is reasonably likely to cause injury to persons or property.
- The proposed location is adequate for the size and nature of the event.
- All permit requirements have been met.
- ODOT and/or Marion County Permits have been secured (if applicable).
- OLCC permit has been obtained (if applicable).
- All required insurance documents are submitted.
- Previously identified issues have been addressed in the application.
- Public safety and public works employees are available to assist with the event.
- There are conflicts with other events or festivals previously scheduled.
- Traffic there will be impacts to transportation system or major traffic routes in, out and through the City of Silverton.



Special Event Permit Application

306 S. Water Street | Silverton, OR 97381
 Special Event Coordinator 503-874-2206
 events@silverton.or.us

Application is due 45 days prior to event.
 \$50 permit application fee, waived for non-profit groups or groups under 100 persons.
 Fill out completely and type or print legibly. Failure to do so could result in permit denial.

| APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON / GROUP RESPONSIBLE) | | | |
|--|--|--|--|
| Sponsoring Organization Name: | | | |
| Organization type: <input type="checkbox"/> For-profit <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: | | | |
| Mailing Address: | | City, State, ZIP Code: | |
| Phone: | | FAX: | |
| Primary Contact: | | | |
| Contact Phone: (office) | | (cell) | Email: |
| Name of contact person "on site" day of the event: | | | (cell – required) |
| Event coordinated through an event promotion company? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Company: | | | |
| Contact Name: | | Phone: | Email: |
| EVENT INFORMATION | | | |
| Event Type (check all that apply): <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bicycle Event <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert | | | |
| <input type="checkbox"/> Reunion <input type="checkbox"/> Funeral/Celebration of Life <input type="checkbox"/> Religious/Church Event | | | |
| <input type="checkbox"/> Other (please specify briefly here) | | | |
| Public right of way or street location: <input type="checkbox"/> Sidewalk Only <input type="checkbox"/> Street Only <input type="checkbox"/> Street and Sidewalk | | | |
| City Location(s) (check all that apply): <input type="checkbox"/> Park: (name/location) <input type="checkbox"/> Other: | | | |
| List Park Location: | | | |
| Event Name | | | |
| Requested Event Date(s) | | Alternative Event Date(s): | |
| Event Hours | | Start: | End: |
| Set-up | Location: | Date: | Time: |
| Break-down | Location: | Date: | Time: |
| Are participants (including floats, vehicles and bands) charged an entry | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Admission Cost and/or Entry Fee(s): |
| Is this an annual event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If annual, has the route changed from the previous year? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| EVENT ATTENDANCE | Participants: | Spectators: | Total: |
| Basis on which attendance estimate is made: | | | |
| Previous year's total attendance – if applicable: | | | |
| Estimated percent of Silverton participants: | | | |

OVERALL EVENT DESCRIPTION

Briefly explain event and event details (attach additional sheets if needed):

STREET CLOSURE INFORMATION – Street Closure Permit fee \$75.00 (may be waived for non-profit organizations)

(REQUIRED: A legible and detailed map that includes the start point, end point, direction of travel, and street names)

Names of streets to be closed (attach further closures on a separate sheet if needed)

| | | |
|--|---------|-----|
| | Between | And |
| | Between | And |
| | Between | And |
| | Between | And |
| | Between | And |

Route description for parades, bicycle events, races, etc. Please attach map.

Participant type and number of entries of each type (check all that apply): Participants/Spectators____
 Animals ____ Vehicles ____ Floats ____ Bands ____ Bikes ____

Traffic Safety Plan – attach Map (include parking restrictions, barricade placement, signage, etc.):

Will your proposed route use Highway 213 or 214? Yes No (If yes, this is Marion County or ODOT jurisdiction. To avoid revocation of permit, copy of Marion County or ODOT permit MUST be received by staff 14 days before event.)

Will your proposed route affect the Cherriots or School District bus route? Yes No

Will you agree to alter your route if Marion County, ODOT or the City determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas? Yes No

EVENT DETAILS

Does your event involve the consumption or sale of alcoholic beverages? Yes No
If yes, you will be required to obtain a City of Silverton Alcohol Permit (\$50.00 fee) and should contact OLCC to see about state permitting.
If yes, will this activity occur on (or spill into) city streets? Yes No If yes, please describe:

Will items or services be sold at your event? Yes No (If food is being served contact Marion County Health Dept.)

Will cooking facilities be used? Yes No (If yes, contact Silverton Fire District)

Will you have booths? Yes No How many:

Will the event have amplified sound? Yes No (If yes, you may be required to notify neighbors of event location.)
What times are requested for the use of amplified sound? _____ to _____

Is this a fundraising event? If yes, please describe what the proceeds will be used for and the percent of proceeds that will remain in the community:

SAFETY/SECURITY/VOLUNTEERS

Please describe your procedures for crowd control and internal security:

If fences/barriers will be used, include site plan.

Do you plan on utilizing volunteers/monitors? Yes No If yes in what capacity?

Name and phone number of volunteer coordinator:

PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION

PLEASE NOTE: PERMIT APPLICATION IS SUBJECT TO DENIAL. YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT. Please provide the city a flyer of the event at least 30 days before the event.

I have read and agree to the notification requirements.

INSURANCE AND INDEMNIFICATION

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.

Release & Indemnity: The undersigned, by signature below, shall defend, indemnify, and hold the City, its officers, agents, 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.

I have read the above insurance and indemnification requirements.

PERMIT CONDITIONS

If your permit is approved and issued the following conditions may apply:

1. **Fees** – Fees/deposits for events are due when the permit is submitted. Failure to pay fees may result in the revocation of the permit.
2. **Notifications** – Organizer will notify affected properties using the notification form provided. This form must be submitted to City Hall at least 14 days prior to the event or **the permit may be cancelled.**
3. **Signage** – Parking and traffic control signage is coordinated through the City. No signs may be posted on utility posts or regulatory sign posts. Call the Community Development Department at 503-874-2212 for more information.
4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of badge, arm band, bib, shirt or cap. Proof of adequate number of monitors shall be provided upon request of the City at least 5 days prior to the event.
5. **Insurance** – Sponsors of events shall provide coverage as specified in Special Event Policies. A copy of the insurance

certificate must be received by the City prior to the event.

6. **Route** – Routes for events will not be changed unless specific written approval is given by the City.

7. **Highways** – Events utilizing state highways or Marion County roads will be required to apply for and coordinate closures with the State of Oregon Department of Transportation and/or Marion County.

8. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the City. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.

9. **Other permits** – Organizers are responsible for ensuring all applicable permits are in place prior to the event. Approval jurisdiction is the city limits of Silverton. Permits outside city limits are the sole responsibility of the applicant.

10. **Special conditions** – (list, if any)

I have read these conditions and agree to fulfill any requirements therein.

I hereby submit a City of Silverton Special Event Permit Application. I further agree that I am of legal age and will be responsible for the care of all public property and/or city right of way and that I will be responsible for the repair of damage of any public property, equipment, and/or city right 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 Special Event Policies and any related facility policies 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. I understand I agree that I shall abide by all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

Name of Sponsor or Authorized Representative (Printed)

Signature of Sponsor or Authorized Representative

Date

RETURN THIS COMPLETED APPLICATION AND ROUTE MAPS TO:

City of Silverton
Special Events
306 S. Water St.
Silverton, OR 97381
503-874-2206
events@silverton.or.us

PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS

Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from the City to avoid publication of misinformation. Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.

CITY USE ONLY – DO NOT WRITE IN THIS SECTION

Fees and Deposits Paid: Yes No Facility Reservation Approved/Entered: Yes No Insurance Approved: Yes No

DEPARTMENT APPROVAL

Public Works: Approved Denied Comments: _____

Police Department: Approved Denied Comments: _____

City Manager: Approved Denied Comments: _____