



CITY OF EAGLE POINT SPECIAL EVENT PERMIT REQUEST

ALL PERMIT REQUESTS MUST BE COMPLETED IN FULL AND
SUBMITTED WITH A MAP DETAILING THE EVENT AREA OR ROUTE

Organization Name:		Applicant Name:	
Mailing Address		Applicant Phone:	
Event Date:	Start Time:		
Event Address:		Fed ID#	
		End Time:	Expected #
		Event Contact Person:	Event Contact Phone:
AMPLIFICATION REQUESTED? Y/N		Type of Amplification:	
Event Details (streets involved, event purpose, special arrangements, etc.):			
PARADE SPECIFICS:		Formation Area:	
Duration:			
Number of Mobile Units:			
Number of Marching Units:			
<p>NOTE: Uniform Fire Code: (a) Decorative material. Decorative material on parade floats shall be non- Combustible or flame retardant. (b) Fire Protection. Motorized parade floats and towing apparatus shall be provided with a minimum 2-A, 10-B: C rated portable fire extinguisher readily accessible to the operator. Upon issuance of an Amplification Permit, if any complaints are received by the Police Department, you will be notified and requested to either turn the volume of the amplification down or discontinue its use. Bounce houses are not allowed on City property to include parks and parking lots.</p>			
<p>I HEREBY CERTIFY that I/we are the authorized representative(s) of the above organization, that the above statements are true to the best of my knowledge and I/we agree on the behalf of our group to assume liability at all costs for any misuse or damage to public property, to be bound to the policies and regulations of the City of Eagle Point, and to adhere to any additional requirements imposed by the City of Eagle Point. If further understand that if any information on this permit request is found to be fraudulent or a misrepresentation of the facts, the permit may be revoked. I agree to indemnify, defend, and hold harmless the City, its officers, representatives, employees, agents and assigns from any and all claims solely attributable to a permittee's activities conducted during the event.</p>			
<p>Signature: _____ Date: _____</p>			
Routing Information/Approvals:			
<p>PW/Eng.: _____ EPPD: _____</p>			
<p>City Administrator: _____ Date: _____</p>			

CITY OF EAGLE POINT SPECIAL EVENT POLICY INFORMATION

As affirmed by the City Council and pursuant to the authority vested in the City Administrator by the City of Eagle Point, Eagle Point Municipal Code 12.20.080, (A) which states "...The city administrator, or his designee, shall be responsible for approving all park and public property use proposals and issuing permits for such property use." The following policy is established to direct the application and granting for special event permits.

1. It shall be the policy of the City to allow certain uses of city-owned property where the City Administrator has determined that the proposed use would not have an adverse impact on City operations or the general public.
2. The City Administrator, in permitting such use, may establish any conditions he/she deems appropriate.
3. Use of City property by public bodies, including all boards, committees and commissions of the City and other governmental entities must, of course, be given priority.
4. Subject to prior and superior rights of public bodies, any person, association or organization may apply for use of City property. All requests will be considered on a "first-come" basis.
5. All City property shall be returned to its original condition, including the replacement of equipment and the disposal of trash.
6. City Administrator's staff will determine the "event type" based on the information presented in the Special Event Permit Request based on the following criteria:

SMALL EVENT – is defined as an event that has a nominal affect on city operations or the general public, such as block parties (not requiring a street closure), special parking requests.

MEDIUM EVENT – is defined as an event that has a minor affect on city operations or the general public such as parades or street closure requests.

LARGE EVENTS – is defined as an event that has a major affect on city operations or the general public, such as multiple street closures (for example, the 4th of July, Centennial Events, Vanity fair, etc.). Large events will require applicant attendance with appropriate City Staff at event preparation and planning meetings. Applicant will also be required to provide an adequate number of volunteers to assist with the event. The City reserves the right to require extra security to be provided, at the expense of the permittee(s) when such a need is determined to exist.

7. Depending on the "event type" submission deadline of Special Event permit Request must be made as follows:

SMALL EVENT – two weeks prior to the event

MEDIUM EVENT – two months prior to the event

LARGE EVENT – six months prior to the event

8. The applicant may also be required to obtain permits as currently required or approvals from other governmental entities.
9. Liability and property damage insurance, as well as other forms of insurance, bonds, or cash insurance, may be required depending upon the type of event proposed and the number of participants/spectators anticipated. In all cases, a statement shall be provided by the private party holding the City harmless.

Additional Conditions:

<p>Additional Conditions:</p>		
<p>Applicant's Signature Acknowledging Additional Conditions</p>		<p>Date</p>