

Event title: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF JACKSONVILLE

### APPLICATION FOR SMALL EVENT PERMIT ON PUBLIC PROPERTY

*An event is any activity upon public property that will affect the ordinary or permitted use of that property, public streets, rights of way or sidewalks; or will incur extraordinary costs for personnel, materials, and services by the City. A permit is needed if it generates impacts greater than the normal and customary use of City property, parks, streets, rights of way or sidewalks.*

*If an event occurs on private property with anticipated attendance greater than 300 participants, an event packet will need to be filed with the City. If an event occurs with fewer than 300 participants the property owner/sponsor must notify the City in writing, 14 days in advance. This will be to work with the City to be sure that public safety issues such as traffic, parking and noise are mitigated and that public safety personnel can be notified in case of an emergency. This can be done by a letter or email to the Recorder at [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us) or PO Box 7, Jacksonville OR 97530. Please include date, start and end time, anticipated number of participants and contact information for the event coordinator. No permit is required as long as the entire event occurs on private property.*

#### PERMIT PROCESS

This Event Permit Application serves a dual purpose. First, it is intended to provide the City of Jacksonville with information needed to evaluate your application as it relates to public health and safety. It is also to help you plan and organize your event. If questions do not apply to your event simply indicate so by writing “**not applicable**”.

The permit application process begins when you submit a completed application along with the base fee to the City of Jacksonville. Acceptance of your application does not constitute final approval of your request. The application will be reviewed in accordance with all applicable chapters of the Jacksonville Municipal Code. The applicant is responsible for compliance with all applicable federal, state and local laws and regulations.

**Applications shall be submitted no later than 30 days prior to the scheduled event.** In many cases an event request might be reviewed by the Planning Department, Public Safety Departments and the City Council. It is the applicant's responsibility to provide the requested documentation in a timely manner.

**No application will be accepted without the base \$30 fee. The applicant will be notified if Council approval is needed. Any additional fee will due at time of notification. Items needing Council approval have been indicated on this permit application in order to help you plan.**

An increased volume of vehicular or pedestrian traffic, parking issues, trash, noise or refuse is an example of an increased impact as identified in the first paragraph. Events may include, but are not limited to, fairs, art and hobby shows, farmer's markets, educational or cultural events, festivals, and block parties. Demonstrations and other lawful assemblies, including but not limited to private social gatherings that will make no use of City streets, parks or rights-of-way other than for lawful parking do not need an Event Permit.

Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates in order to complete the review process. (Contact: City Recorder, at PO Box 7 or 110 E Main St, Jacksonville OR 97530. Email [recorder@jacksonvilleor.us](mailto:recorder@jacksonvilleor.us), Phone 541.899.1231 and Fax 541.899.7882)

#### INTERNET/SPECIAL EVENTS CALENDAR

The City provides a calendar of upcoming special events on the internet at [www.jacksonvilleor.us](http://www.jacksonvilleor.us). You may wish to consult this calendar to minimize conflicts with other scheduled events at [www.jacksonvilleor.us](http://www.jacksonvilleor.us).

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## APPLICANT AND HOST ORGANIZATION INFORMATION

**A written communication from the Chief Officer of the Sponsor Organization authorizing the applicant and/or professional event organizer to apply for this Event Permit on their behalf must be submitted with your permit application and their signature is required on this form if the Chief Officer is not signing this permit application.**

NOTE: until a permit is issued by the City, the Event has not been officially approved and is subject to all applicable fees, fines and violations as listed within the Municipal Code of the City of Jacksonville.

### AFFIDAVIT OF APPLICANT

On behalf of the sponsor(s) I certify that the information contained in the permit application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event under the Jacksonville Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Administrator or the Administrator's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I/we agree to abide by these rules, and further certify that I, on behalf of the Sponsor Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event and associated vendors or business participants to the City of Jacksonville.

On behalf of Sponsor Organization: \_\_\_\_\_

Print Name of Sponsor Representative: \_\_\_\_\_

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

Sponsor contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor Representative Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*my signature as sponsor representative indicates that I an lawfully able to enter into a contract on behalf of this sponsor

On behalf of Co-Sponsor Organization: \_\_\_\_\_

Print Name of Co-Sponsor Representative: \_\_\_\_\_

Co-Sponsor Address: \_\_\_\_\_

Co-Sponsor contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor Representative Signature\*\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Event Organizer if different than sponsor(s): \_\_\_\_\_

Title: \_\_\_\_\_

Event Organizer Address: \_\_\_\_\_

Event Organizer contact phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Organizer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## INSURANCE REQUIREMENTS AND SPONSORSHIP INFORMATION

**No Event Permit will be issued without the required evidence of insurance submitted and approved in a timely manner.**

### Insurance Requirements.

- The **Sponsor(s)** must provide the City with a Certificate of Insurance, with copies of any endorsements, evidencing commercial general liability insurance, in the minimum amount of one million dollars (\$1,000,000) per occurrence
- Name the "City of Jacksonville and its officers, volunteers, City Council, employees and agents" as additional named insured.
- There must be an "x" or "y" for yes in the additional insured column
- If alcohol is served, Liquor Legal Liability Rider in the same amount is also required. The City reserves the right to increase insurance requirements depending on its assessment of level of risk. It must be indicated with the "x" or "y" also.

Name of Insurance Agency of Sponsor: \_\_\_\_\_

*\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.*

Address of Insurance Company: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Name of Insurance Agency of Co-Sponsor: \_\_\_\_\_

*\*\* NOTE: The insurance must be issued in the name of the sponsor. Whoever is named on the insurance policy will be required to be listed as the sponsor and sign all documents.*

Address of Insurance Company: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

**Special Insurance Requirements for Vendors.** The **Sponsor(s)** are responsible for obtaining from each vendor serving food and/or alcohol and/or offering activities (bounce houses, or similar) a Certificate of Insurance, with copies of any endorsements, from each such vendor, for the sponsors benefit. The City of Jacksonville does not require them from vendors.

**All vendors must have a valid business license with the City of Jacksonville.**

Sponsor signature \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

**Hold Harmless.** Only to the extent of the amount of the required insurance, the Sponsor(s) agrees to defend, pay, save and hold harmless the City, its officers, volunteers, City Council, employees, and agents from any and all claims as lawsuits for personal injury or property damage arising from the Event, except any claims arising solely out of the negligent acts of the City, its officers, volunteers, City Council, employees, and agents.

Sponsor signature \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

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**General.** Until the requested Event Permit is issued, the Event is deemed not approved and Sponsor(s) is subject to applicable fines, fees and charges for unpermitted activities under the Jacksonville Municipal Code.

- Sponsor(s) will be charged for any cleanup of property not left in same or better condition after the Event.
- By execution by its Coordinator, Sponsor(s);
  - warrants the above to be true and correct;
  - this application is subject to rules and regulations of the City, its Administrator or designee thereof;
  - will comply with all other city, county, state and federal laws applicable to the Event conduct and its venue;
  - understands that the issuance of the Event Permit is contingent on Sponsor supplying all documentation and the payment of applicable fees required by the City; and certifies that the Coordinator has been duly authorized to execute this Application and bind the Sponsor(s) accordingly.

Sponsor signature \_\_\_\_\_ Co-sponsor signature \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Event title: \_\_\_\_\_ Date: \_\_\_\_\_

1. Date: \_\_\_\_\_ Day of the week \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

**2. Name, Description and Location(s) of Event:**

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**3. Please supply the following information – Please answer all questions:**

a) Admission fee being charged? Amount:  
Anticipated numbers of attendees PER day/session:

b) Does the Event require blocking or closing any street before, during or after Event? (may require council approval – increases cost of permit to \$200 per §3.25 of Jacksonville Municipal Code)\*

c) As an organized part of the Event, do participants cross streets or highways? (may require certified flaggers paid for by event sponsor)

d) If the Event is a run, hike, cycle or other similar with a defined route please **attach route map** with application.

*NOTE: ROUTES **MAY NOT** BE MARKED WITH ANY TYPE OF PAINT OR OTHER TEMPORARY MARKINGS WHICH ARE SPRAYED, OR THE LIKE, ON THE GROUND OR SURROUNDING AREAS. PLEASE USE TAPE, LANDSCAPE STAKES, ARROWS ON AN OBJECT THAT WILL BE PICKED UP AND REMOVED AT THE END OF THE EVENT. IT IS THE SPONSORS RESPONSIBILITY TO IMMEDIATELY CLEAN UP THE ROUTE AFTER THE EVENT REMOVING ALL ROUTE MARKINGS AND DEBRIS. ANY MARKINGS OR DEBRIS LEFT WILL BE CLEANED UP BY THE CITY AND CHARGED TO THE SPONSOR THE COST OF CLEAN-UP (§3.24.150)*

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e) Are Electricity and/or water required, please explain need and location?

f) Will the sponsor have any vendors or businesses selling food, goods and/or services? (all vendors must have a valid business license)\*

g. Will alcohol be served and/or sold by sponsor or assigned vendors at the Event on any public property? (Additional permits through the city may be required – may require council approval which would increase the price of the permit to \$200)\*

h) Will security guards, parking attendants and/or crowd managers be required? (please describe the parking mitigation and crowd control plan – remember all traffic direction must be done by a certified flagger)

i) Will tents or temporary structures be used? (may require approval from the planning and or building department and may entail a field review if greater than 12 x 12)\*

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j) Are adequate sanitation facilities provided by the sponsor to meet health standards?  
(Any port-a-potties on site must be removed the following day).\*

**NOTE: sound amplification of any kind is not allowed in city parks.**

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OFFICE USE ONLY

Fee paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Intials \_\_\_\_\_

Recorder:

Permit Application date approved: \_\_\_\_\_

Signature of Recorder \_\_\_\_\_