



595 Main St. Aumsville, Oregon 97325  
(503) 749-2030 • TTY 711 • Fax (503) 749-1852  
[www.aumsville.us](http://www.aumsville.us)

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## **Special Event – Assembly Application and Instructions**

### **Permit Process/Considerations:**

- A special event is any activity that occurs upon public or private property that will affect the ordinary use on and off the property.
- **Special events are limited to 4 events per year on any specific private or business property.**
- **Applications shall be submitted no later than 30 days prior to the scheduled event. Review period can be from 30 to 90 days, depending on the size and nature of the event.** Your application may be denied if there is not enough time to properly review it. Applicants are encouraged to submit their applications as soon as possible to allow time for review and to allow you time to gather necessary supporting documentation.
- This temporary business license/special events application is intended to provide the City of Aumsville information it needs to evaluate your application, especially as it relates to public health and safety. If you feel that a question does not apply to your event, indicate so by writing “not applicable.”
- Have you met with the residents, businesses, places of worship, schools, and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. The list shall be provided prior to the issuance of your permit. The City requires that adjoining property owners, residents, and businesses be notified at least one week prior to your event.
- **Please ensure that you have conditional approval for your event before you begin to promote, market, or advertise your event.**

### **Safety and Site Plan (See attached example site plan)**

Please provide a safety and site plan, which shall address the items described below. The plan should include specifics as to locations of entry exits, parking space, alternative parking plans, fire lane, loading/unloading.

### **Site Plan/Route Map Checklist**

If an item does not apply to your event, please indicate so.

1. **An outline of the entire event venue**, including street names and areas that are a part of the venue. Where building, trailers, booths etc. will be located. Will your event require closure of public streets?
2. **The location of fencing, barriers and/or barricades**, including those related to traffic control. Indicate any removable fencing for emergency access.
3. **Proposed fire control, medical standby, and crowd control or security.**
4. **Adequate number of garbage cans, recycle containers, parking, restroom/porta-toilet, handwashing stations, and waste stations.** Indicate a legend for the above items, how many and where they are to be placed. ***You can reference Oregon Health Authority “Outdoor Mass Gatherings” for what is considered adequate.***
5. **Clearly defined adequate parking** provisions and access.
6. **Cleanup and removal plan** for the above items.

### **Completed Application, supplemental documentation (if applicable):**

- ☐ Host organization authorization
- ☐ Signage plan
- ☐ Certificate of Insurance (also for vendors providing food or beverage items or engaging in activities, such as bounce houses, climbing walls, etc.)

### **Other documents or permits that may be required:**

- ☐ Food handler permit
- ☐ Alcohol license (OLCC temporary sales license)
- ☐ Fireworks permit
- ☐ Written permission to use specific property which may need to include proof of insurance

**Summary of Event: Description**

**Event Title:**

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**Detailed description of your event:**

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Is the event located on public property, park or street?      Yes ☐    No ☐

Location (be specific):

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**Event Category**

☐ Open to public                      ☐ Private event

**Type of activity (check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Block Party         | <input type="checkbox"/> Festival/Celebration      |
| <input type="checkbox"/> Carnival            | <input type="checkbox"/> Flea Market               |
| <input type="checkbox"/> Circus              | <input type="checkbox"/> Live Animals              |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Museum Special Attraction |
| <input type="checkbox"/> Cultural            | <input type="checkbox"/> Parade/Procession/March   |
| <input type="checkbox"/> Dance               |  |

Does your event include any casino games, bingo games, drawings or lottery? If yes, please describe:

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**Estimated total event participants (per day):** \_\_\_\_\_

**Date/Time (set up and take down times):** \_\_\_\_\_

**Event Starts (Day/Time):** \_\_\_\_\_

**Event Ends (Day/Time):** \_\_\_\_\_

**You must provide the name and contact information who will be on site during the event who is responsible for all activities and compliance of condition.**

**Applicant Information**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Organizer/Contact Person Information**

Name: \_\_\_\_\_

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

Phone Number (cell phone **during** event): \_\_\_\_\_

Email Address/Event Website: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are there any musical entertainment features related to your event? Yes ☐ No ☐

Will any equipment be used that emits a loud noise, smoke, odor, or debris? Yes ☐ No ☐

Will sound be amplified? Yes ☐ No ☐

Do you plan to have a dance component to either live or recorded music? Yes ☐ No ☐

Does your event include fireworks? Yes ☐ No ☐ If so, what time? \_\_\_\_\_

*Please be aware that the use of fireworks must be under supervision of a licensed pyrotechnic and require a permit of approval from the Oregon State Fire Marshall.*

**Alcohol**

Does your event include the use of alcohol? Yes ☐ No ☐

If yes, please check all that apply.

☐ Free/host alcohol

☐ Alcohol sales

☐ Beer

☐ Wine

☐ Distilled spirits

Certificates of insurance will be required from all alcohol vendors.

**Food Concessions or Preparation:**

Food facilities and handing must meet state, county, and city laws and regulations. For information regarding food handler permits, contact the Health Department.

Does your event involve food? Yes ☐ No ☐

If so, how will the food be served/prepared? What will be used to cook the food (gas, electric, charcoal)?

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Do you intend to cook food in the event area? Yes ☐ No ☐

### **Neighborhood Block Party**

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

Law enforcement authority and other overlapping government jurisdictions are not limited or restricted by this Agreement.

### **Insurance Requirements**

Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance. Before final permit approval, you will need commercial general liability insurance that names “City of Aumsville” as Additional Insured, its officers, employees, and agents and any other public entities (e.g., Marion County) impacted by your event. Insurance coverage must be maintained for the duration of the event, including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Aumsville prior to the issuance of your Special Event Permit. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls, and similar activities will also be required.

You can have your insurance company or vendors fax, mail, or bring in the certificate(s) to:

Aumsville City Hall  
595 Main St  
Aumsville, OR 97325  
Phone: 503-749-2030  
Fax: 503-749-1852

Name of Insurance Agency and policy number (Address, City, State, Zip):

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- ☐ *Applicant agrees to defend, pay, save, and hold harmless the City, and its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event.*
- ☐ *Applicant agrees to promptly clean up all paper or debris caused by the event. Applicant understands that improper cleanup will allow the city the right to do the cleaning itself and charge the applicant for the actual time and expense incurred.*
- ☐ *Any changes to the persons principally involved with this event must be communicated to the City Administrator prior to the first day of the event.*
- ☐ *In addition to the permit fee of \$50, applicant agrees to reimburse the city of Aumsville for any additional costs incurred from the operation of your event, including public works, and administrative staff from the City billed at a rate of \$60/hour. If police staff are required, the starting rate is \$65 per officer per hour.*
- ☐ *Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that applicant is authorized to sign this document and does so freely without reservation.*
- ☐ *Acceptance of your application should in no way be construed as a final approval. The application will be reviewed in accordance with City of Aumsville municipal code. The applicant is responsible for compliance with all applicable federal, state, and local laws and regulations, as well as close attention to any and all conditions of approval of this application.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**For City Personnel Use Only: Do Not Write Below This Line**

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**APPROVED:**

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
**Conditions of Approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISAPPROVED:**

\_\_\_\_\_  
**Reasons for Non-Approval:**

\_\_\_\_\_  
\_\_\_\_\_

**Notes:**

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**Approval of this permit is temporary for the purpose of this single event, establishes no permanent rights, and is non-transferable.**