



# City of Keizer Application Addendum

**Keizer City Hall**  
930 Chemawa Road NE  
Keizer, OR 97303  
PO Box 21000, Keizer, OR 97307  
Phone: (503) 390-3700  
Fax: (503) 390-3787

Date of Event: \_\_\_\_\_ Title of Event: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

A Non-refundable Application Fee of \$75.00 will apply at the time this addendum is submitted with a reservation application.

### ADDITIONAL EVENT INFORMATION:

Is your event open to the public? (See below for definition of a public event)  Yes  No

*A public event is any event open to the general public whether a fee is charged to attendees or not. These events can include, but are not limited to concerts, trade shows, vendor markets, charitable, fundraising, and leisure events.*

Will attendees be paying any type of fee?  Yes  No

### FOR THE FOLLOWING PLEASE CHECK ALL BOXES THAT APPLY TO YOUR EVENT:

- Alcoholic Beverage Service:** Alcohol beverages are only permitted on City owned property if the appropriate OLCC permit/license has been issued for this event and all City requirements have been met.
  - Alcohol vendor must enter into a separate agreement with City, must provide single limit liability insurance with minimum limits of \$1,000,000 and liquor liability insurance certificate with minimum limits of \$1,000,000 naming City of Keizer as additional insured. "City of Keizer" includes its officers, agents, contractors, and employees.
  - The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. The agreement, evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.
  - Alcohol vendor must provide all Oregon Liquor Control Commission (OLCC) licenses/permits in a form acceptable to City 20 days prior to the event. Alcohol vendor must comply with all City regulations. The only Park Areas that alcohol service can be permitted are Chalmers Jones Park and Keizer Rapids Park.

Name of Alcohol Vendor: \_\_\_\_\_

Alcohol Service Times: Starting at: \_\_\_\_\_  AM  PM Ending at: \_\_\_\_\_  AM  PM

- Security:** For events with over 100 attendees, Responsible Person must provide proof that a professional Security Company has been hired. The number of guards will be determined by the security company's requirements. The proof of security must be provided to City 20 days prior to event.

- Food Service for a Public Event:** For events open to the public, all food service vendors must provide approved copies of the necessary Marion County Health Department licenses/permits to City 20 days prior to the event. All Food service vendors must comply with all applicable City and Marion County regulations and provide all the necessary licenses/permits to City 20 days prior to the event. All food service/preparation vendors must have Food Handlers License.

Name of Vendor(s): \_\_\_\_\_  
\_\_\_\_\_

- Food Service for a Private Event:** All Food Service Vendors must comply with all applicable City and Marion County regulations and provide all the necessary licenses/permits to City 20 days prior to the event. All food service/preparation vendors must have Food Handlers License. Private events may provide their own food if listed as "self-provided" below.

Name of Vendor(s) or (Self-Provided): \_\_\_\_\_

- Using Commercial Cooking Equipment and/or Generators:** A fire prevention plan must be reviewed and approved by the Keizer Fire District Fire Marshall or his/her designee. The approved plan must be provided to City 20 days prior to event.
  
- Amplified Sound:** All amplified sound must adhere to City Noise Ordinance 2004-511. Responsible Person shall be responsible for the monitoring of sound levels in the Park Area. The City recommends that the noise level not exceed 80-85 DB. However, the Keizer Noise Ordinance applies to sound levels measured at the property lines of adjoining residences. Responsible Person must comply with all applicable regulations and laws, including, but not limited to the requirements of the Keizer Noise Ordinance. Amplified sound is only permissible when approved by permit and is strictly prohibited after 9:00 p.m.  
 Type of Amplified Sound: \_\_\_\_\_
  
- Events with over 50 attendees:** The event is expecting over 50 attendees as listed on the Reservation Application and are requesting an increase of the number of allowed attendees in the reserved park area.
  
- Public Event, Ticketed Event or Concert Event:** Must submit a crowd control/security plan to the City of Keizer 20 days prior to event.
  
- Anticipated Traffic or Parking Issues:** If your event is expecting a large number of vehicles that may cause traffic or parking issues in the park a parking plan must be submitted 20 days prior to event. Include documentation of necessary equipment/volunteer staff for event parking. Sufficient parking attendants and ADA parking spaces must be provided. If any Shuttle buses will be used for the event then they must have a spotter when backing or maneuvering in the park. If your event is being held at Keizer Rapids Park you may use your own documentation or complete the City provided "Keizer Rotary Amphitheatre Parking Plan". Additional requirements may be necessary due to the size and nature of the event.
  
- City Provided Electrical Services:** A \$25.00 use fee will apply and is due at the time the application is submitted. Electrical service is limited. Please confirm details of what you require below:  
 \_\_\_\_\_
  
- Projecting still or moving pictures of any kind.**  
 Describe: \_\_\_\_\_
  
- Using posted signs for the event.** Signage for the event must comply with the Keizer Sign Regulations. Call 503-856-3441 for further information.  
 Describe: \_\_\_\_\_
  
- Using temporary structures, fencing or tents for the event.**  
 Describe: \_\_\_\_\_
  
- Listed below are other proposed accommodations requested for the event that are not permitted without the Public Works Director approval or not addressed with this addendum: (Requests will be reviewed on an individual basis)**  
 \_\_\_\_\_  
 \_\_\_\_\_

*In the space below or on a separate sheet, provide a diagram or map of the layout of the proposed event:*

**It is the Permittee’s responsibility to contact our Parks Department (503-856-3569) at least one week prior to your event date to review the following, if applicable to your event:**

- ❖ **PARKING:** Staff will review the provided parking plan to ensure parking instructions given by the City are followed. Access to any parking access gates may be arranged by the City at that time. A parking plan and a map will be provided with the approved permit.
- ❖ **ELECTRICAL USE:** If electrical use fee was paid, staff will review access to limited power.
- ❖ **ADDITIONAL REQUIREMENTS:** Some events may be required to provide fire extinguishers, additional signage or other event specific equipment. If required, arrangements will be reviewed with the permittee.

*I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.*

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

ADDITIONAL REQUIREMENTS:

Due to the nature of your event the City of Keizer is requiring at the Responsible Person or Group’s expense the following that are checked below:

**Insurance:** Provide single limit liability insurance with minimum limits of \$1,000,000 naming City of Keizer as additional insured. The insurance policy is to be issued by an insurance company authorized to do business in the state of Oregon. “City of Keizer” includes its officers, agents, contractors, and employees. The evidence of insurance and additional insured endorsement must be provided to City 20 days prior to event.  
*(Insurance is required for all events at the Keizer Rotary Amphitheatre)*

**Chemical Toilets:** The Responsible Person must provide the City with verification 20 days prior to event that the appropriate amount of portable toilets listed below have been arranged for each event. The size and nature of the event determines the number of toilets.  
*(Chemical Toilets are required for all events at the Keizer Rotary Amphitheatre)*

Number of portable toilets required: \_\_\_\_\_ Company Name: \_\_\_\_\_

**Garbage Services:** The Responsible Person must provide the City with verification 20 days prior to event that the appropriate amount of receptacles listed below have been arranged for each event. The size and nature of the event determines the number of receptacles. Contact Loren’s Sanitation (503-393-2262) for rental information.

Number of receptacles required: \_\_\_\_\_ Type of receptacles required: \_\_\_\_\_

**Other:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*THIS SECTION MUST BE COMPLETED BY CITY OF KEIZER STAFF\*\*\*\*\*

Approved as Submitted                       Approved as Amended                       Denied

By: \_\_\_\_\_ Title: \_\_\_\_\_ Dated: \_\_\_\_\_

Copy to:  Parks Manager    Police Dept.    Fire Dept.    Reserving Group    City File