



CITY OF KEIZER

PARADE, SPECIAL EVENT, OR BLOCK PARTY PERMIT

Applications for permits must be submitted 75 days prior to the date of the event. This permit is pursuant to City of Keizer Code, Chapter 36, Article IV , a copy of which is attached to this application for the information of the applicant. A fee of \$50.00 must accompany this application.

_____	_____
Name of Applicant/Person Responsible	Name of Organization/Group
_____	_____
Applicant's Address	Date Application Submitted
_____	_____
Preferred Phone Number	Email Address

Type: Parade () Walk () Run () Bike Race () Block Party () Special Event () _____

Name of Event: _____

Date of Event: _____ Beginning and Ending Time of Event: _____

Description / Purpose of Event/Name of Street to be Closed:

If applicable, describe in detail the portion of the street to be closed: _____

Number of Persons expected to participate: _____ Number of Vehicles: _____

Number of Animals: _____ Will charity, gratuity, or offerings be solicited or accepted? _____

Will sales of food, beverages, or other merchandise occur? _____

Will event include mobile food trucks?

Is parking requested to be restricted or prohibited during the event? _____

Will sound amplification equipment be used? _____ If yes, describe the equipment:

Clean-up Arrangements: _____

Proposed Route: _____

Assembly Location: _____

Disassembly Location: _____

***Attach Map/Drawings showing route/ location, including the assembly and disassembly points, location of activities, proposed signing/ traffic control plan and the specific location of streets to be closed (if applicable).**

Complete this section for Long Term Events

An event that may be disruptive to neighboring properties for more than 1 day

Have you had this event in the same location previously? _____ If yes, has the Affected Area or the type/size of event changed from the last event? _____

Date map was submitted to the City Manager for approval? _____ Please note this must be done prior to conducting public engagement per Keizer Code, Chapter 36, Article IV, Section 36-103.

If applicable, attach written approval from the homeowners' association board to this application.

Dates you conducted public engagement to garner responses from residents, businesses, and neighborhood associations in the Affected Area? _____

Date you placed signs at each location of entry to the Affected Area? _____

Dates you actively solicited input from residents and businesses by means of social media or other methods? _____

Provide evidence that at least fifty (50%) of the responses received are in favor of the application.

This permit is subject to the following conditions:

1. No alcoholic beverages are permitted on City-owned streets unless an OLCC license has been issued for the event, liquor liability insurance has been issued acceptable to the City, and the event has been permitted by the City with alcoholic related conditions.
2. All residents living adjacent to the proposed closure or businesses located adjacent to the proposed closure have been notified of the event.
3. If determined by City Manager, barricades, cones or other devices may be required. Applicant must work with City staff to ensure placement, maintaining and removal of any devices.
4. Signage must comply with the current Keizer Sign Regulations. If signage does not comply with the Keizer Sign Regulations, Applicant must request staff to request Council to consider the signage requested.

5. Applicant is responsible for monitoring of sound during event. Applicant must comply with all applicable regulations and law, including, but not limited to the Keizer Noise Ordinance.
6. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
7. The event will be conducted in such a manner as outlined in the ordinance to ensure the safety of the participants and spectators.
8. Permittee shall be responsible for clean up of areas and removal of all paraphernalia and debris as a result of this event.

****NOTICE****

Permittee shall defend, indemnify and hold harmless the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the Permittee of such events carry commercial single limit liability insurance in the minimum amount of \$2,000,000 and name the City of Keizer, its officers, agents, and employees as an additional insured for this event. Claims made in excess of the policy will be the responsibility of the Permittee of the event. The certificate of insurance and additional insured endorsement shall be provided to City within five (5) days of Permit issuance. If acceptable certificate of insurance and additional insured endorsement is not received, the City reserves the right to revoke the Permit and cancel the event

INSURANCE CO. _____ POLICY NO. _____

COVERAGE LIMITS _____

****PERMIT REVOCATION****

The City Manager or Chief of Police may revoke this permit at any time by reason of emergency, disaster, calamity, disorder, riot, extreme traffic conditions, violation of any permit conditions, undue burden on public service, or if circumstances reasonably show that special event, parade, or block party can no longer be conducted consistent with public safety.

****APPLICATION SIGNATURE****

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

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. I understand the City of Keizer as a public entity is subject to Oregon Public Records Law and this Application is a public record and subject to disclosure upon request.

SIGNATURE
 Name of Applicant: _____

DATE
 Name of Event: _____

FOR CITY USE ONLY

APPROVED ROUTE AND/OR POLICE, PUBLIC WORKS, AND FIRE DISTRICT COMMENTS:

Approved by: _____
Keizer Police Department

Date: _____

Approved by: _____
Keizer Public Works Department

Date: _____

ADDITIONAL CONDITIONS:

Approved by: _____
City Manager

Date: _____