



City of Tualatin Special Event Permit Application

Application must be submitted at least 60 days prior to event

APPLICANT INFORMATION

Name of Applicant _____

Name of Organization/Group _____

Organization type: Individual Commercial
 Government Non-Profit # _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone Number _____ Cell Phone _____

E-mail Address _____

EVENT INFORMATION

Name of event: _____ Date(s) of Event _____

New Event Returning Event

Type of Event: Run/Walk Parade Concert Fund Raiser
 Festival, Carnival or Market Other _____

Event Location _____

Phone Number/Website for public information _____

Event Hours: Start _____ End _____

Set up date/time: _____ Breakdown date/time: _____

Number of expected participants/attendees:

1-199 200-499 500-799 800-999 1000-1499 1500-1999 2000+

Assembly location and address: _____

Disassembly location and address: _____

A site plan must be included with application.

Please include a detailed layout of event which shows the precise location of stages, tents, power and water sources, food vendors, retail vendors, alcohol sales, and portable toilets. Run/walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed during event, and location of temporary traffic control (if applicable).



EVENT DETAILS

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the event open to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are city resources requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are street closures requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Will food be distributed, prepared or sold at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Will there be canopies or tents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will there be vendor booths?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will there be product, merchandise or service sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Will animals be on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Are portable generators needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Do you plan to provide portable toilets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Will there be volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	Are you planning to have amplified sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will you need access to water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19	Will you need access to power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20	Will you be renting a shelter or other facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21	Will there be any signs, banners, decorations, or special lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

****If "Yes" is checked for any of the above questions please complete the Special Event Supplemental Information form to provide additional details****



INSURANCE

Insurance is required for all special events. The event organizer shall furnish to the City no later than 14 days prior to the first day of event set up public liability and property damage insurance. Such insurance shall:

- 1) Protect the Permittee and the City from all claims for damage to property or for bodily injury, including death, which may arise from operations under or in connection with the permit;
- 2) Provide split limits coverage of not less than \$700,000 for bodily injury for each person and \$1,400,000 for each occurrence, and not less than \$150,000 for property damage per occurrence, or a combined single limit of \$1,500,000.
- 3) Be without prejudice to other existing coverage;
- 4) **Name as additional insureds the City, its officers, agents, and employees;** and
- 5) Provide that the policy shall not terminate or be canceled prior to the expiration of the permit term.

HOLD HARMLESS AGREEMENT

The undersigned applicant, by signature below, shall hold harmless the City of Tualatin, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

APPLICANT'S SIGNATURE

I do affirm that the foregoing statements and representations are binding upon me, or if executed on behalf of a Sponsoring Entity, are binding upon the Sponsor and are executed pursuant to authority. The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature _____

Printed Name _____

Organization _____

Title of Office _____

Date _____

Please submit check along with application.

Application may be submitted to:
City of Tualatin
Special Events Permits Attn: Heidi Marx
18880 SW Martinazzi Ave
Tualatin, OR 97062

Fax: 503-691-9786
Email: hmarx@ci.tualatin.or.us