

Special Event Policy

Overview

Creswell values special events as a means of bringing people together to enrich lives and strengthen our community through the celebration of arts, sports, culture, commerce and more. A Special Event is an organized activity, such as a parade, race, street fair, athletic event, etc. that requires the exclusive use of **public right of ways or city-owned property** including but not limited to sidewalks, streets, parking spaces, parking lots, alleys etc. and/or substantially impacts or impedes traffic flow.

The City of Creswell regulates these types of events to ensure the safety of the event participants, spectators and the general public and to minimize inconvenience to the general public and disruption of public services.

Purpose

The purpose of this policy is clarify the use of the public right of way and city property for special events; to minimize City expenses associated with special events; to provide options and minimize expenses for special event coordinators; and to minimize safety risks to the event participants and the general public.

The use of City parks and/or buildings requires that a separate Public Facilities Use Permit be submitted.

Community-wide events

The July 4th celebration and annual Tree Lighting Ceremony are significant and historical community-wide events hosted by the Creswell Chamber of Commerce. These events have activities occurring at several locations and venues throughout Creswell. All activities associated with these events shall be covered under a single Special Event Permit.

Temporary Use Permit

Special events held on private property may require a Temporary Use Permit as described in Chapter 4.9.100 of the Creswell Development Code. Please contact the City Planner for special events which will be held on private property.

Permit

Permits are required for all special events conducted on publicly owned property or facilities. Special Event Permits are available on line at www.ci.creswell.or.us.

An event may require additional permits from other agencies or organizations. It is the responsibility of the event organizer to assure that all required permits are secured prior to their event. Note: Applicants requesting use of State Highway 99 and/or Highway 222 (Cloverdale Road) must secure a permit from the Oregon Department of Transportation, in addition to a permit from the City of Creswell.

Application and Deadline

The application for a special use permit is available on line at www.ci.creswell.or.us. Completed applications should be submitted to the City no later than 45 days in advance of the event date to allow City Departments to coordinate traffic plans, Public Safety services, public work services and more. Applicants will be notified of permit approval 30 days before the event.

Rush Fee: With the exception of rolling road closures, applicants for a special event permit who cannot meet the 45 day requirement will be charged a Rush Fee of \$275 in addition to the base fee of \$75 if the requisite City staff can be made available within the time frame requested.

Otherwise the permit will be denied and the \$275 will be refunded.

Fees

All applicants pay an administrative fee of \$75 when the application is submitted. If the application is not approved, or if the applicant withdraws the request, the City Administrator and/or staff designee will evaluate and subsequently determine if a refund is appropriate.

1) Events that do not require City staff overtime (determined by the City):

City staff will review the route proposed in the permit application and determine the location of barricades, traffic safety cones and traffic control locations where an ODOT certified flagger can be used. The event coordinator is responsible for submitting a traffic safety plan, and securing and placing barricades, cones and flaggers at each designated location at least 60 minutes in advance of the start of the event. If event organizers are unable to secure the required number of ODOT certified flaggers and city staff must be used for traffic control, the applicant will pay actual cost for staff overtime.

2) Events that require City staff overtime (determined by the City)

City staff will review the proposed route and determine how much City staff overtime will be needed. In addition to the base permit fee of \$75, the event applicant will be charged actual costs.

The City cannot guarantee city staff will be available to work the event with less than 30 days notice from the date of the event. If the applicant cannot secure the required number of certified flaggers and city staff is not available the event cannot proceed.

Meeting with City Staff

After receiving the completed Special Event Permit, a meeting between City staff and the applicant will occur so both parties can review the proposed route and traffic management plan and are clear on the expectations, limitations and costs of the event.

Rolling Road Closure

Some special events on roadways with two or more lanes of traffic in each direction can be accommodated with a rolling road closure of one lane of traffic. A rolling road closure event is

one that occurs during daylight hours, lasts 45 minutes or less, does not block intersections for more than 5 minutes and can be managed with on-duty city staff. These events are subject to the \$75 base fee only and will not be charged a Rush Fee (see below). Permit approval is subject to staff availability. The City will respond to a request for an expedited rolling road closure permit within three business days of receiving the permit application.

Road Closures

Road closures, particularly in the downtown and business areas of the community, impact local businesses and can impede customer access. Event organizers are responsible for posting notification signs along the event route no less than 48 hours in advance of the event. In addition, event organizers must notify businesses and homes along the route of the street closure, as well as cul-de-sac streets that intersect with the route, fourteen days in advance. At a minimum, the notification must include the date and times the road will be closed. Public Works may require signatures to be collected indicating the property owners have been advised of the closure. Additionally the event organizer is responsible for notifying the US Post Office, school buses, Lane County Transit and South Lane County Fire and Rescue of any road closures.

Race Start Times

The downtown area, becomes extremely busy with pedestrians, vehicles, merchants, etc. For the safety of the general public and participants, races must start and clear the downtown commercial area no later than 10:00 a.m.

Neutral Start for Bicycle Races

A neutral start is the preferred option and will be used until the event reaches a location predetermined by City staff. A neutral start is used at the beginning of bicycle races to create a parade atmosphere as the event gets underway. This controlled pace protects riders, pedestrians and vehicles in highly congested traffic zones. City staff will determine at what point the neutral start ends and the racing begins.

Special Event applicants may be denied future permits if racers pass the lead Public Safety vehicle.

Public Safety

Safety of participants and the general public is the highest priority. The final decision on public safety requirements rests with Creswell Public Safety and Public Works departments.

The Oregon Department of Transportation requires certified flaggers or Public Safety personnel at locations that require traffic control.

Beer & Wine Gardens

Alcohol may be served in conjunction with a special event only in an approved beer and wine garden, under the following conditions:

- A. The applicant has obtained a special retail beer or wine license from the Oregon Liquor Control Commission and City approval.
- B. The applicant must pay the fee set by Council resolution.
- C. The event organizer is responsible to assure that all OLCC regulations are observed and followed.
- D. All beer gardens will provide monitoring of the City-approved perimeter.

Sanitation and Recycling

The permit application requires the applicant submit a plan for clean-up and recycling.

Certificate of Insurance and Hold Harmless Agreement

The City of Creswell requires a Certificate of Insurance in the amount of no less than one million (\$1,000,000) dollars to protect the City against claims for personal injury or property damage that could occur because of the event. The certificate will name the City as an additional insured. A copy of the certificate must be submitted with the completed permit application. ODOT also requires a Certificate of Insurance if the event occurs on ODOT right of way.

Events that can be accommodated with a rolling road closure are not required to secure a Certificate of Liability insurance. The City strongly recommends the organizers secure liability

insurance to protect themselves. If during the event a participant is injured and seeks damages or if private or public property is damaged by a participant, the insurance provides protection for the event organizer.

In addition, the City requires all applicants to provide a hold harmless agreement to the City in order to receive a permit.

1 The Special Event Permit covers the use of the sidewalk(s) or street(s). It is possible your event
2 may need additional permits such as a Public Facilities Use Permit. The following questions will
3 help you determine if you need additional permits or need to contact other agencies:

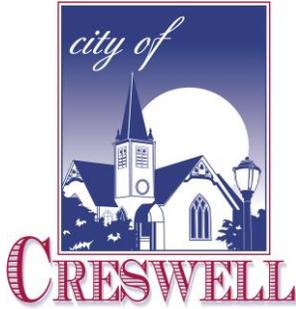
4		
5	Will the event begin, end or pass through a city park?	Contact: City of Creswell
6	Will a public address system or amplifies music be used?	Contact: City of Creswell
7	Will your event interfere with a bus route or schedule?	Contact: Lane Transit District
8	Will food be served at the event?	Contact: Lane County Health
9	Will alcohol be served at the event?	Contact: OLCC
10	Will your event include tents, booths, cooking?	Contact: Fire Marshal
11	Will your event include pyrotechnics?	Contact: Fire Marshal
12	Is your event a film or video?	Contact: City of Creswell
13	Will your event require trash/recycling?	Contact: Sanipac
14	Do you need reserved parking?	Contact: City of Creswell
15	Will your event require public restrooms?	Contact: City of Creswell

16 **Criteria for Approval/Denial of Application:**

17 In issuing a permit for a special event, the City considers whether:

- 18 1) Another event is scheduled for the same day/weekend
- 19 2) The event is reasonably likely to cause injury to persons or property
- 20 3) The event will substantially interfere with the safe and orderly movement of pedestrians
21 and vehicular traffic in the area
- 22 4) The proposed location is adequate for the size and nature of the event
- 23 5) City equipment, staff and services are available

- 24 6) All permit requirements have been met
- 25 7) ODOT and/or Lane County Permits secured
- 26 8) OLCC permit has been obtained if needed
- 27 9) All required insurance documents are submitted
- 28 10) Previously identified issues have been addressed in the application
- 29
- 30



P.O. Box 276
 13 South 1st Street
 Creswell, OR 97426
 Phone: (541) 895-2531
 Web: www.ci.creswell.or.us

OFFICE USE ONLY:	
New event: <input type="checkbox"/>	Return event: <input type="checkbox"/>
Route change: <input type="checkbox"/>	
Date Received	
On time: <input type="checkbox"/>	Late: <input type="checkbox"/>
Previous Fees Paid: <input type="checkbox"/>	

Special Event Permit Application

(Submit at least 45 days prior to first advertising date)

Fill out completely and type or print legibly. Failure to do so could result in permit denial.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON / GROUP RESPONSIBLE)			
Sponsoring Organization Name:			
Organization type: <input type="checkbox"/> For-profit <input type="checkbox"/> Nonprofit Tax Exempt Number:			
Organization Street Address:		City, State, ZIP Code:	
Organization Phone:		Organization FAX:	
Primary Contact from Sponsoring Organization:			
Contact Phone: (office)		(cell)	Email:
Name of contact person "on site" day of the event:			(cell – required)
Event coordinated through an event promotion company? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Company:			
Contact Name:		Phone:	Email:
EVENT INFORMATION			
Event Type (check all that apply): <input type="checkbox"/> Run - Distance <input type="checkbox"/> Walk <input type="checkbox"/> Bike Race <input type="checkbox"/> Parade <input type="checkbox"/> Fair <input type="checkbox"/> Party <input type="checkbox"/> Filming			
<input type="checkbox"/> Demonstration ("First Amendment" Event) <input type="checkbox"/> Other (Please specify briefly here)			
Street location: <input type="checkbox"/> Sidewalk Only <input type="checkbox"/> Street Only <input type="checkbox"/> Street and Sidewalk <input type="checkbox"/> Street, Sidewalk and Park			
City Location(s) (check all that apply): <input type="checkbox"/> Downtown <input type="checkbox"/> Holt Park <input type="checkbox"/> Garden Lake Park <input type="checkbox"/> Community Center <input type="checkbox"/> Cobalt Building <input type="checkbox"/> City Hall <input type="checkbox"/> Airport <input type="checkbox"/> Other:			
Event Name			
Requested Event Date(s)		Alternative Event Date(s)	
Event Hours		Start:	End:
Set-up	Location:	Date:	Time:
Break-down	Location:	Date:	Time:
Are participants (including floats, vehicles and bands) charged an entry fee?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Admission Cost and/or Entry Fee(s):
Is this an annual event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If annual, has the route changed from the previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Aid: <input type="checkbox"/> 911 Response <input type="checkbox"/> On Standby - Name and phone number of medical aid: (911 Emergency response and transport services are provided by South Lane Fire and Rescue)			
Attendance:	Participants:	Spectators:	Total:
Basis on which attendance estimate is made:			
Previous year's total attendance – if applicable:			

OVERALL EVENT DESCRIPTION

Briefly explain event and event details (attach additional sheets if needed):

STREET CLOSURE INFORMATION

(REQUIRED: A legible and detailed map that includes the start point, end point, direction of travel, and street names)

Names of streets to be closed (attach further closures on a separate sheet if needed)

	Between	And

Route description (i.e., held on sidewalk and/or street, changes to route, where and how you wish to travel)

The City prefers to reopen streets as soon as possible. Are you requesting a complete street closure? Why?

Time of Street Closure	Start:	End:
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Participant type and number of entries of each type (check all that apply): Participants/Spectators _____ Animals _____

Vehicles _____ Floats _____ Bands _____ Bikes _____

If you have vehicles, animals, floats, fire-related entries and/or bands, please provide details about these entries:

Parking restrictions requested:

Will your proposed route use Highways 99 or 222 (Cloverdale Drive)? Yes No (If yes, this is ODOT's jurisdiction. To avoid revocation of permit, copy of ODOT's permit MUST be received by staff two weeks before event.)

Will your proposed route affect the bus route? Yes No (If Yes, contact Lane Transit District)

Will you agree to alter your route if ODOT and the Public Works Department determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas? Yes No

EVENT DETAILS

Does your event involve the sale of alcoholic beverages? Yes No (Oregon Liquor Control: 541-776-6191) http://www.oregon.gov/OLCC/license_information.shtml#How_to_Get_a_Liquor_License. If yes, will this activity occur on (or spill into) city streets? Yes No If yes, please describe:

Will items or services be sold at your event? Yes No (If food is being served contact Lane County Health Dept) If yes, will this activity occur on (or spill into) city streets? Yes No
Please describe:

Will cooking facilities be used? Yes No (If yes, contact South Lane Fire and Rescue Fire Marshal)

Will you have booths? Yes No | How many:

Will the event have amplified sound? Yes No

Is this a fundraising event? If yes, please describe:

Do you have a recycling plan for your event? Yes No Please describe your recycling and clean-up plans for this event:

SAFETY/SECURITY/VOLUNTEERS

Please describe your procedures for crowd control and internal security:

If fences/barriers will be used, include site plan.

Are you expecting City Public Safety services at intersections and/or for crowd control? Yes No | Conformation of Public Safety services and associated fees are determined by the Creswell Public Safety Sergeant.

Do you plan on utilizing volunteers/monitors? Yes No (Note: in most cases they are required) If yes in what capacity?

Name and phone number of volunteer coordinator:

PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION

PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT. Please describe the marketing and promotional effort planned for the event (advertising, flyers, etc.). Please also include strategies for notifying affected neighborhoods and businesses (14 days prior).

I have read and agree to the notification requirements at the end of this application and understand that failure to notify the public will result in the revocation of my event permit.

INSURANCE AND INDEMNIFICATION

Insurance: The sponsor must maintain throughout the duration of this event liability insurance to protect the sponsor and the City and its officials, agents and employees from any and all claims, demands, actions and suits arising from the sponsor's street and sidewalk use. The insurance must provide either single limit coverage of not less than \$1,000,000 covering all claims per occurrence or coverage of not less than \$1,000,000 per occurrence for bodily injury (including death) to any single claimant or to multiple claimants and \$500,000 for each occurrence involving property damage. The City must be listed as an Additional Insured on a primary basis and must receive a confirming Certificate of Insurance. For a special event that involves only a rolling road closure, however, the City does not require proof of sponsor liability insurance.
Indemnification Agreement: In consideration of the City of Creswell closing one or more public streets at the request of sponsor, the sponsor of this event agrees to indemnify, defend and hold harmless the City and its officials, agents and employees against all liability, loss and costs (including attorney fees) arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of the sponsor in the course of the activity for which this permit was issued.

I have read the above insurance and indemnification requirements. My signature below affirms acceptance of the express terms of the above indemnification agreement on behalf of the sponsor.

Signature of Sponsor or Authorized Representative

Date

PERMIT CONDITIONS

If your permit is approved and issued the following conditions may apply:

1. **Fees** – Fees for events are to be paid at least 45 days prior to the event. Failure to pay fees may result in the revocation of the permit.
2. **Notifications** – Organizer will notify affected neighborhoods and businesses and copies of notifications will be sent to City Hall, 13 South 1st Street, Creswell, OR at least 14 days prior to the event and will include a list of those notified.
3. **Signage** – Parking and traffic control signage is coordinated through the City Planner. No signs may be posted on utility posts or regulatory sign posts. Call the Planning Department at 541-895-2531 for more information regarding signs.
4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of badge, arm band, bib, shirt or cap. Volunteers will remain on post until advised by Creswell Public Safety officers that they are no longer required. Proof of adequate number of monitors shall be provided upon request of the City at least 5 days prior to the event.
5. **Insurance** – Sponsors of events shall provide coverage for not less than \$1,000,000 for personal injury to each person. \$1,000,000 for each occurrence and \$500,000 for each occurrence involving property damages; or a single limit policy of not less than \$1,000,000 covering all claims per occurrence. A copy of the insurance certificate must be received by the City prior to the event.
6. **Pace** – Organizer will ensure that all participants are aware they must maintain an overall pace of 12 minutes per mile. Creswell’s Public Safety officers may adjust the pace as necessary for the safety of runners. Participants who fall behind will be required to move to the sidewalks upon request by a Creswell Public Safety officer.
7. **Route** – *Routes for events will not be changed unless specific written approval is given by the City.* The Creswell Public Safety Sergeant may approve changes on the day of the event.
8. **State Highways** – Large events utilizing areas around ramps to state highways will be required to apply for and coordinate closures with the State of Oregon Department of Transportation.
9. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the City or Creswell Public Safety Sergeant on the day of the event. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.
10. **Other permits** – Organizers are responsible for ensuring all applicable permits are in place prior to the event. Approval jurisdiction is the city limits of Creswell. Permits outside city limits are the sole responsibility of the applicant.
11. Special conditions – (list if any)

I have read these conditions and agree to fulfill any requirements therein.

By signing this application, sponsor, or sponsor’s authorized representative on behalf of sponsor agrees to all terms and conditions set forth in Creswell Municipal Code and any special conditions listed in the permit.

As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event as determined by the City Council based upon the information provided in this application.

Name of Sponsor or Authorized Representative (Printed)

Signature of Sponsor or Authorized Representative

Date

RETURN THIS COMPLETED APPLICATION AND ROUTE MAPS TO:

Special Events c/o Creswell Administration
P.O. Box 276
13 South 1st Street
Creswell, Oregon 97426
Office: (541) 895-2531
Web: www.ci.creswell.or.us

PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS

Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from the City to avoid publication of misinformation. Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.

A precondition for receipt of a special event permit is public notification and signage.

Sponsors of large athletic, large parades, extra large uses, uses with a closed course and possibly exceptions shall notify residential complexes, neighborhood groups, businesses and churches which will be affected by the street and sidewalk use (signature form enclosed).

The notification shall be made not less than fourteen (14) days before the street and sidewalk use date. The notification shall be in writing and shall include the name and telephone number of the appropriate City official to contact in case of questions or concerns. A notification form is at the end of this document. A copy of the actual form of notification shall be sent to the City Planner not less than fourteen (14) days before the street and sidewalk use date with a list of those notified.

