

City Property Event or Street Closure Request Application

Applicant Information – Responsible Party			
Name:		Phone:	
Address:		Alt Phone:	
City:	State:	ZIP Code:	
Email:			
Alternate Contact Name:		Phone:	
Event Information			
Requested Event Location(s):			
Event Date(s) and Time(s):			
Event Description (indicate anticipated attendance): use separate sheet			
Event Details			
Parking Impact?	Y / N	If yes, please attach parking and sign placement map with any additional information.	
Traffic Impact?	Y / N	If yes, please attach traffic plan with any additional information.	
Will the event involve Alcoholic Beverages?		Y / N	Responsible Party:
Will the event include Live/Amplified Music?		Y / N	If yes, please attach onsite location of music.
Business/Residents Notified?		Y / N	If yes, please attach list of names and addresses notified.
Could the event have an impact on city storm drains or wastewater?		Y / N	Explain in separate letter.
Any items requiring surface penetration on site? (i.e. inflatables, coverings, tents, etc.)		Y / N	Explain in letter.
Will you provide restroom facilities?		Y / N	If yes, please attach onsite location of restrooms.
Please attach any other pertinent information to this application. By signing this form, the Applicant acknowledges the City requirements and conditions as listed on the reverse side of this page.			
Applicant Signature:		Date:	
OFFICE USE ONLY			
City Manager Signature:			Date:
Public Works: APPROVED [] DENIED [] Comment:			Date:
Police Department: APPROVED [] DENIED [] Comment:			Date:
City Council (City property or street closure): APPROVED [] DENIED [] Comment:			Date:
Fire District: APPROVED [] DENIED [] Comment:			Date:

Requests to reserve the 2nd Street Plaza should be completed and filed with the City Administrative Offices a minimum of 30 days prior to the event to allow time for review by all concerned departments. Street closure and City property usage requests require a minimum of 45 days prior to the event for approval. Incomplete applications will be returned. Applicants will be notified by the City when their request has been approved or if further information is required. A copy of the approved form will be sent to the applicant to have available on site during the event. Questions should be directed to the City Administrative Offices, 503-842-2472. Return completed forms to: City of Tillamook, 210 Laurel Avenue, Tillamook, OR 97141.

REQUIREMENTS:

BLOCK NOTIFICATION: A block event is a temporary gathering of people held on a blockaded portion of a public street or alley in the City. If an event requires closure of a Business District Block, the application form must be submitted and approved at least 45 days before the event. A list of names and addresses of those notified of the event is to be submitted with the application. Before approval, all of the affected businesses on the block being closed off must be notified by the applicant of the proposed event and the temporary closure of the street .

PARKING: If your event affects or impacts public parking, posting of 72-hour NO PARKING notices is required. Contact the City for direction and coordination of signage. Posting of signs is done by the requesting party.

PARKING, TRAFFIC, SIGN, AND RESTROOM PLANS: Plan(s) shall include locations, routes, dates, hours, sign list and barricade resources to be used. Sign plan shall indicate wording, wording size, sign size, shape, and colors used, locations to be placed, resources to be placed on, dates and hours to be posted, compared to actual date(s) and time(s) of event(s). Traffic plan will include streets impacted, to include date(s) and time(s), Sign plan and parking impact(s). Parking Plan will include number of anticipated vehicles to be parked for event as well as negative and positive impacts to normal parking for the area(s) impacted as well as Sign plan. All resources shall meet local, state and federal guidelines as well as A.N.S.I. standards.

ALCOHOLIC BEVERAGES: The sale or consumption of alcoholic beverages on City property is not allowed unless Alcohol Use Permits are issued by the OLCC and City Police. If you have questions or wish to apply for an alcohol permit, call the Police Department at 503-842-2522.

MUSIC: If your event includes Live Music, Bands, or amplified music, a site plan is required.

CLEAN-UP: The Applicant is responsible for all garbage removal at the conclusion of the event. The Applicant is also responsible for any sidewalks and/or pavement area requiring cleaning after the event.

DAMAGE: The Applicant is responsible for any damage to the event area, whether public or private property, and must provide proof of insurance and indemnify the City for a minimum of \$2,000,000 aggregate.

NOISE: The Applicant has received, read, and will abide by the City Noise Ordinance, Title XIII General Offense; Chapter 130.08 Noise.

CONDITIONS: (Please initial each condition)

- _____ The Applicant certifies that answers are true and complete to the best of my knowledge.
- _____ The Applicant states the event does not present a danger to the public health, safety, or general welfare of the citizens of Tillamook.
- _____ The Applicant and event is compliant with all local, county, state, and federal laws.
- _____ The Applicant and event is compliant with all relevant federal, state, county and city bonding and licensing requirements.
- _____ The Applicant and event operations shall conform to statements made in this application and with any special conditions of operation imposed by the City.
- _____ The Applicant understands the permit and/or agreement is not transferable or assignable.
- _____ The Applicant understands that false or misleading information in my application may result in denial of this application or declaration of a nuisance violation.
- _____ The Applicant understands that the City shall have no liability for any injury, loss, or damage caused by event attendees, third parties, or by any condition arising from flooding, earthquake, or other acts of nature beyond the control of the City.

****NOTE:** This application can be revoked for any reason the City deems necessary. Any street classified as an Oregon State Highway will require approval from the Oregon Department of Transportation.