



CITY OF TOLEDO OREGON

APPLICATION FOR OUTDOOR EVENT PERMIT

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

INSTRUCTIONS

1. Please read the attached section of the City of Toledo Municipal Code – 8.12, which relates to Outdoor Public Events, Entertainments and Assemblies within in the City.
2. Complete the attached application form, including the map page. Please use the attached map to indicate any proposed street closures and include time and dates requested.
3. NOTE: Street closures are subject to City Council approval, and may require additional time.
4. You must provide a copy of proof of liability insurance for your event. If you do not currently have event insurance, please see the attached Tenant User Liability Insurance Program (TULIP) Flier.
5. Outdoor Event Permit applications require the review of multiple departments within the City. Per Toledo Municipal Code (8.12.020), please submit your application at least forty (40) days prior to the intended date of the parade.
6. Return your application to: Toledo City Hall 206 N. Main Street, Toledo, OR 97361
7. You will receive written notification of the City Managers decision within 15 business days of the receipt of the application (8.12.020).

Chapter 8.12

OUTDOOR PUBLIC EVENTS, ENTERTAINMENTS AND ASSEMBLIES

Sections:

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8.12.010 License required.

It is unlawful for any person, persons, corporation, organization, landowner or lessor, except regularly organized and supervised school district activities or programs such as local Toledo civic organizations which are generally recognized as such and are first approved by the Toledo city council, to allow, encourage, organize, promote, conduct, permit or cause to be advertised an outdoor event, entertainment, amusement or assembly of persons which would probably attract fifty (50) or more persons unless a valid city permit has been obtained for the operation of said assembly.

(Ord. 872 § 1, 1971)

8.12.020 Permit application.

Written application for a permit to hold outdoor assemblies as herein defined and catering to the general public shall be made to the Toledo city recorder forty (40) or more days prior to the date upon which such assembly is scheduled to be held. Written notice of approval or disapproval of said application shall be given the applicant no later than fifteen (15) days after the application has been filed. Permits shall not be denied providing the conditions enumerated in Section 8.12.040 are met by the applicant and the permit fees as required by Section 8.12.030 are paid. No permit shall be granted to anyone who has not reached the age of twenty-one (21).

(Ord. 872 § 2, 1971)

(Ord. No. 1328, § 1, 8-5-2009)

8.12.030 Fee.

The fee required to be paid to the city recorder with the filing of the application shall be in an amount set by resolution of the Council. No permit shall be granted for a period of more than three days expiring at midnight of the third day. The permit fee shall be retained by the city whether a permit is granted, denied or withdrawn.

(Ord. 872 § 3, 1971)

(Ord. No. 1328, § 2, 8-5-2009)

8.12.040 Permit--Conditions for issuance.

A. Location. No permit for an outdoor assembly shall be granted unless said assembly is to be held in those areas of the city zoned or otherwise designated for parks and recreation, or unless the owner of any private property where said assembly is to be held files with the city recorder as a part of the application his written consent to the use of his property for such purpose and furnishes evidence of his ownership, together with a description and map of the property to be used for the proposed assembly.

B. Sanitary Facilities. No permit shall be granted unless the applicants obtain the written approval of the Lincoln County health department indicating that sanitary facilities are satisfactory at the location and for the size and purpose of the assembly.

C. Fire Protection Required. No permit shall be granted hereunder unless the applicants have shown that the fire chief has approved fire protection devices and equipment available for and at the location of the assembly.

D. Public Safety. No permit shall be granted hereunder unless the applicants have obtained the written approval of the Toledo police department indicating that adequate traffic control and crowd protection policing have been contracted for or otherwise provided by the applicants.

E. Parking Facilities. Application for a permit hereunder shall be accompanied by a scale drawing showing adequate parking facilities have been made available within or adjacent to the location for which the permit is requested. Such parking facilities shall provide parking space for one vehicle for every four persons expected or reasonably to be expected. Adequate ingress and egress shall be provided to or from such parking area to facilitate the movement of any vehicle at any time to or from the parking area.

(Ord. 872 § 4, 1971)

8.12.050 Hours of operation.

A. No entertainment assembly shall be conducted in the incorporated areas of Toledo within one thousand (1,000) feet of any residence between the hours of 12:01 a.m. and nine a.m. and in all other areas between the hours of two a.m. and nine a.m.

B. The use of amplified noise shall be regulated in such a manner that it shall not interfere with the normal usage of any school, church, residence or other permanent place of human habitation unless prior written consent is obtained from all affected persons.

(Ord. 872 § 5, 1971)

8.12.060 Intoxicating liquor prohibited.

No firm, person, society, association or corporation conducting an entertainment assembly, nor any person having charge or control thereof at any time when an entertainment assembly is being conducted shall permit any person to bring into said entertainment assembly, or upon the premises thereof, any intoxicating liquor, nor permit intoxicating liquor to be consumed on the premises, and no person during said time shall take or carry onto said premises or drink thereon intoxicating liquor. This provision shall not apply to the sale and consumption of intoxicating liquor from a facility located on the premises of an entertainment assembly when licensed by the state of Oregon.

(Ord. 872 § 6, 1971)

8.12.070 Violation--Penalty.

Any violation of, or failure to comply with, any provision of this chapter, will constitute a Class A infraction.

(Ord. 1244 § 11, 1996; Ord. 872 § 7, 1971)

8.12.080 Failure to comply.

Compliance with the terms and conditions of this chapter shall constitute the minimum health, sanitation and safety provisions, and failure to comply with the terms and conditions shall constitute a public nuisance, and the sponsors of said event shall be subject to all criminal and civil remedies as such.

(Ord. 872 § 8, 1971)

**APPLICATION AND PERMIT AUTHORIZING
OUTDOOR PUBLIC EVENT IN PUBLIC AREA
CITY OF TOLEDO**

APPLY AT LEAST 40 DAYS PRIOR TO EVENT

Name of Applicant

Email

Address

Telephone

Date of Event

Hours of Event

Event Location/Address

Expected Number of Attendance

Describe the Event (*Please attach any applicable flier or brochure about the event*)

If city services are requested for this event please check the appropriate box and explain below.

Street Closure

Barricades

Date: _____

Time: _____ to _____

(Use the attached map to clearly mark the requested street closure and barricade placement. City street closures require approval of the City Council.)

Other (please describe the service requested in detail)

Name of Alternate contact person for this event

email

Telephone

I have attached proof of insurance for this event. (*Proof of insurance is required for events that occur on City property or in City facilities.*)

I certify all information submitted is complete and correct to the best of my knowledge. I understand a false answer may be reason to deny this application.

Signature of Applicant

Date: _____

Recommendation of Public Works Director

Grant

Deny

Comments:

Public Works Director Signature

Date

Recommendation of Police Chief

Grant

Deny

Comments:

Police Chief Signature

Date

Recommendation of Fire Chief

Grant

Deny

Comments:

Fire Chief Signature

Date

Recommendation of Facilities Coordinator

Grant

Deny

Comments:

Facilities Coordinator Signature

Date

Authorization by City Manager. The City owns the property where this event will be held. The City authorizes the outdoor public event as requested above.

Signature of City Manager

Date: _____

Completed cc:

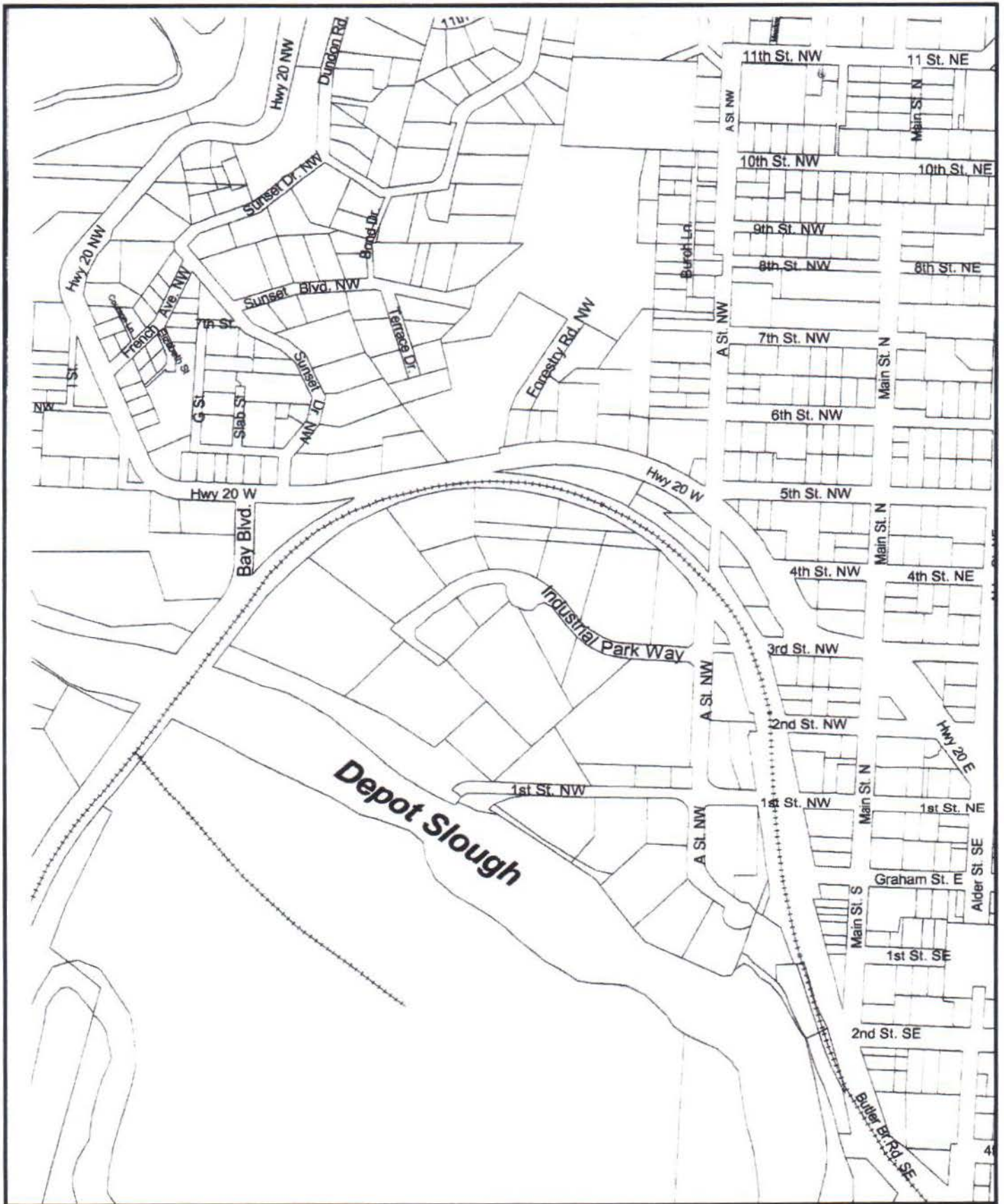
Public Works

Grounds

Police

Applicant

Toledo, Oregon



TULIP

Tenant User Liability Insurance Program

Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.

You can buy insurance through the city-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.



Protect yourself and your guests with TULIP coverage

Get a free quote for your event!

■ **Step 1: Visit www.ebi-ins.com/tulip**

■ **Step 2: Enter facility code**

0501 - AFT

Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.

■ **Step 3: Describe event or activity**

Select from drop-down menu. Click next.

■ **Step 4: Get your quote**

Answer some basic questions and enter your contact and billing information.

■ **Step 5: Purchase when ready**

For more information contact Carole Stapleton at (978) 661-6874 or Theresa Lee at (978) 661-6642
Web Address: www.ebi-ins.com/tulip