



CITY OF TOLEDO

Outdoor Public Events, Entertainments and Assemblies Permit Application

Overview

The City of Toledo appreciates your interest in organizing an event in the City. Completing and following the conditions of this application ensures the event is approvable, safe and is considerate of your neighbors. Toledo values special events as a means of bringing people together to enrich lives and strengthen the community through the celebration of arts, culture, commerce and more.

Per Toledo Municipal Code (TMC) Chapter 8.12, a special event means any outdoor event, entertainment, amusement or assembly of persons which would probably attract fifty (50) or more persons.

Some examples of common special events are: running events, street fairs/festivals, cycling events, and family reunions. The City of Toledo 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 to clarify the use of the public rights-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 organizers; and to minimize safety risks to the event participants and the general public.

The use of City parks and/or buildings for private events may require that a separate Facilities Use form be completed and submitted.

Permit

Permits are required for all special events conducted on publicly owned property or facilities. 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. Applicants requesting use of roads under the jurisdiction of Lincoln County or Oregon Department of Transportation (ODOT) must secure a permit from the appropriate agency in addition to a permit from the City of Toledo.

Application Instructions and Deadlines

The application for a Special Event Permit is available online at www.cityoftoledo.org.

1. **Applications are accepted as of January 1 for the current year's events.**
2. Applications must be received by the City at least 40 days prior to the event. Including all required fees, certificates of insurance and other required documentation.
3. Outdoor/Special event requests cannot conflict with City programs or activities.
4. **Events are scheduled on a first come, first served basis.** You are encouraged to submit your application as early as possible to ensure enough time is available to review your application.
5. The Outdoor Event Permit application requires a review by multiple departments and the review period may take up to 60 days **depending on the size and nature of the event**. Your application may be denied if it is determined that you did not comply with all the criteria or not enough time is available to thoroughly review your request and work through issues and concerns. **NOTE:** Street closures are subject to City Council approval, and may require additional time to process.
6. Special event structures may be erected in conjunction with an Outdoor event, however, a separate temporary use application must be completed and all the criteria met as outlined in TMC, Chapter 8.080.60.
7. For event requests to use Memorial Field - use the map to illustrate and detail proposed map including, locations of food booths, porta potties, vendor booths, etc.
8. Applications may be submitted by e-mail to lisa.figueroa@cityoftoledo.org or by mail or hand delivery to: City of Toledo – Special Events, Attention City Recorder, 206 N. Main Street, Po Box 220, Toledo, OR 97391



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Fees

All required fees for facility use, street closure, alcohol permit, etc. must be received when the application is submitted.

Event Requirements

If the City determines that an event may have a potential significant impact to a site and/or be for large scale commercial use, certain items or conditions may be required for the event. These may include items such as, trash and litter pick-up, recycling program, signage, promotional materials, security, traffic control, portable restrooms, first aid, etc.

Meeting with City Staff

After receiving the completed Special Event Permit, a meeting between City staff and the applicant may be required so both parties can review the application and plans, to be clear on the expectations and limitations.

Street Closures

All applicants requesting a street closure are required to submit a traffic safety plan indicating the locations of barricades, traffic safety cones, event signage, restricted parking signage, and traffic control locations where flaggers will be used. City staff will review the route and traffic safety plan to determine if the plan is complete and addresses all traffic and parking issues. The event organizer is responsible for submitting the traffic safety plan and securing and placing barricades, signage, cones and flaggers at each designated location.

The City has a limited number of barricades which may be loaned out, depending on availability. City Staff will coordinate with the event organizer to determine availability prior to the event. If barricades are not available for check-out, the event organizer will be responsible for providing required barricades for the event, at the applicant's expense.

Notifications

For events which have obtained an approved Street Closure Permit, the event organizer will be responsible for notifying and/or getting approval from the adjacent properties, businesses and/or other organizations such as the Lincoln County (LC) School District or LC Transit to the event location, as determined by the City.

Public Safety and Security

Safety of participants and the general public is the highest priority. The final decision on public safety requirements rests with the City of Toledo and may be a reason for denial. Security may be required at the applicant's expense. The applicant is responsible to coordinate necessary security and provide plans for review and approval by the City. The City reserves the right to deny an Outdoor Event permit and reserves the right to shut down the event when, in the opinion of the City Manager and/or Chief of Police, it is deemed necessary in order to ensure public safety. Depending on the size and type of the event, a first-aid station and/or emergency medical technician may be required at applicant's expense. Private Security must be certified and licensed as an Event and Entertainment Professional by the Oregon Department of Public Safety Standards and Training.

Venue Setup

As part of the application process, a site plan for your event may be required. The site plan will determine the placement of stages, vendor booths, portable toilets, trash totes, vehicle access routes and parking, utility hook-ups, alcohol sales and consumption location, etc. Venue set-up must meet all requirements set forth by the State Fire Code and/or the City of Toledo, and is the responsibility of the applicant.

City staff will coordinate all items with the event organizer and will be involved as expressly set out in the Special Events Application. Plans will be reviewed for compatibility with other scheduled events at the same venue or in the same vicinity. If the City determines events are incompatible, the application will not be approved.



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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:

1. The applicant has obtained a special retail beer or wine license from the Oregon Liquor and Cannabis Commission (OLCC) with City approval for the plan.
2. The applicant must pay the fee set by City Council Resolution.
3. The applicant must submit a certificate of liquor liability coverage as specified in this policy.
4. The event organizer is responsible to assure that all OLCC and City of Toledo regulations are observed and followed.

Sanitation and Clean-up

The permit application may require the applicant submit a plan for clean-up. Depending on the size and type of event, additional trash and recycling receptacles may be required at applicant's expense. Applicants shall be responsible for removing trash and recycling from the location unless otherwise approved by the City. The City may supply trash/recycling receptacles and bags. Hand washing stations are recommended.

Insurance Requirements

A certificate of liability insurance is required for all special events. An applicant must furnish the City of Toledo with a certificate of Commercial General Liability in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, specific to the event naming the City of Toledo, its officers, agents, employees and volunteers as an additional insured by endorsement and provide 30 days' notice of cancellation or material modification. The additional insured insurance shall provide the City with primary and non-contributory coverage. A copy of the certificate must be on file at least 30 days prior to the event, or the application will be cancelled. If alcohol will be present at the event, Host Liquor Liability in the amount of \$1,000,000 per occurrence is required. If alcohol is to be served or sold where an OLCC permit is required, liquor liability coverage in the amount of \$1,000,000 per occurrence is also required. The City may require additional coverage depending upon the nature of the event. The City reserves the right to increase coverage minimums.

Additional Permits Required

The event may need additional permits or waivers from other jurisdictions or governing bodies. The following questions will help determine if the event may require additional permits.

Question	Requirement or Permit Needed	Contact
Will a public address system or amplified music be used?	A permit may be needed	City of Toledo 541-336-2247 extension 2060
Will your event interfere with a bus route or schedule?	No, but applicant must notice the Lincoln County (LC) Transit and/or school bus service if there is any impact	LC Transit 541-265-4900 or LC School District 541-336-5101
Will food be served at the event?	Food Handlers Permit or Food Service Permit	LC Health 541-265-4127
Will alcohol be served at the event?	Temporary Event License and OLCC Licensed Server and City of Toledo Alcohol Permit	OLCC (LC office) 541-265-4522 City of Toledo 541-336-2247 extension 2060
Will your event include tents, booths, cooking?	Fire Department inspection and approval	Toledo Fire Dept.
Will your event include pyrotechnics?	Toledo Fire Dept and State Fire Marshal Approval	Toledo Fire Dept. 541-336-3311
Is your event a film or video?	Pre-meetings, discussion	City of Toledo 541-336-2247 extension 2060
Will your event require trash or recycling?	Dahl Disposal Services	Dahl Disposal Services 541-336-2932
Will your event have a shuttle?	Review of transportation plan and routes with staff	City of Toledo 541-336-2247 extension 2060



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Site Layout Plans include at a minimum the location of tents, stages, portable restrooms, fencing, food booths, alcoholic/non-alcoholic beverage booths as well as adequate parking facilities...

Traffic Control Plans include at a minimum, the location of barricades, directional signs, certified flaggers, course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, trash and recycling receptacles, parking and any other components of the event.

*Note: Approved temporary events that require City resources (e.g. staffing, supplies, barricades, etc.) may require fees, which will be assess on a case by case basis.

Do you intend to use a City owned parking lot? If yes, please name the location: [checkbox] Yes [checkbox] No

ADDITIONAL CONSIDERATIONS

Will food be served or prepared at your event? [checkbox] Yes [checkbox] No

Will alcoholic beverages be available at your event? [checkbox] Yes [checkbox] No

If so, you or the alcoholic beverage provider must obtain an Oregon Liquor and Cannabis Commission (OLCC) permit by calling 541-265-4522 or visit www.oregon.gov/olcc for more information.

Will there be any live or amplified entertainment, music or noise generated at your event? [checkbox] Yes [checkbox] No

*Note: Amplified music or noise is prohibited within one thousand (1,000) feet of any residence between the hours of 12:01 a.m. and 9:00 a.m. and in all other areas between 2:00 a.m. and 9:00 a.m.

*Note: The event sponsor shall obtain all music licensing and copyright licenses required for all music presentations and performances.

Will you need access to power/electricity for your event? [checkbox] Yes [checkbox] No

Will you need access to water for your event? [checkbox] Yes [checkbox] No

Will your event require restroom facilities? [checkbox] Yes [checkbox] No

Do you plan to setup a structure (e.g. Recreational Vehicle) as a living quarter or to conduct business at your event? [checkbox] Yes [checkbox] No

If so, a Temporary use permit application will need to be completed and submitted with the associated fee for your special event structure.

Will your event have overnight camping/sleeping? [checkbox] Yes [checkbox] No

Have you arranged for certified security at your event? If so, who will provide security? [checkbox] Yes [checkbox] No

Phone number: Details of security plan: E-mail address:

*Note: Private Security must be certified and licensed as an Event and Entertainment Professional by the Oregon Department of Public Safety Standards and Training.

Describe your Emergency Medical Services Plan (including first aid stations, first aid kits, equipment such as AEDs, etc.)

The City recommends at least one trained emergency services provider (Advance Life Support ALS, Basic Life Support BLS or First Aid CPR) be present on-site throughout the temporary event.



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Describe your plans for trash minimization and removal. Recycling is strongly encouraged. (Include information such as to the number, types and locations of all recycling and trash receptacles, a schedule for monitoring and emptying receptacles and plans for cleaning up debris not placed in receptacles and who will provide trash related services. Attach additional sheets if necessary.)

APPLICANT ACKNOWLEDGEMENT

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL ADDITIONAL PERMITS, LICENSES, AND INSURANCE CERTIFICATES REQUIRED UPON THE ISSUANCE OF THIS TEMPORARY EVENT PERMIT. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete you must place your initials in all of the designated areas marked with a () and then sign and date at the bottom.

() **CLEAN UP:** Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. The City reserves the right to deny future Outdoor Event Permit requests should applicant not fulfill all conditions of this permit application.

() **INSURANCE:** Applicant agrees to provide a policy of liability insurance, specific to the Event, as above-described in the Insurance Requirements Section, and further described in this Paragraph. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to maximum limits of liability imposed on municipalities of the State of Oregon. This insurance shall be without prejudice to coverage otherwise existing insurance and shall name as additional insured the City of Toledo and its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The sponsor agrees to maintain continuous coverage for the duration of the permit.

() **INDEMNITY:** Applicant agrees to defend, indemnify and hold the City of Toledo harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

() **CITY CODES/PERMITS:** Applicant agrees to obtain all city permits and licenses that may be required, and shall comply with all other city laws and other conditions that the City Manager determines necessary.

() **CONDUCT/NUISANCES:** Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. *insert statement about public safety and shutting down an event.

() **SITE /TRANSPORTATION MAP:** This application will not be processed unless a detailed site map is included. Indicate location of tents, stages, portable restrooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Transportation/route maps should include: location of barricades, directional signs, certified flaggers and course marshals, assembly and/or production facilities, emergency access routes, aid and first aid stations, porta-potties, trash and recycling receptacles, parking, etc.

() I have read all information contained within the City of Toledo's Temporary Event Permit Application Packet and agree to abide by the terms and conditions contained herein.



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INDEMNIFICATION AGREEMENT

GRANTEE ACKNOWLEDGES AND AGREES AS FOLLOWS:

The Applicant named below, its officers, employees and members shall, through the signing of this agreement by an authorized party or agent, hereby agrees, for and in consideration of the approval of the Event listed below, to be held on the date listed below, and to be held within the City of Toledo, to indemnify, defend and hold harmless the City of Toledo, a political subdivision of the State of Oregon, its officers, agents, directors, employees and volunteers, herein called "City," from any and all suits and claims, losses and liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act or omission arising out of or any way related to the event as described above, without limitation, or participation in the event as a participant, spectator, sponsor, promoter, agent or official. Applicant acknowledges that applicant has carefully read the foregoing and understands its contents. Applicant warrants that they are authorized to sign this document personally and on behalf of the organization or corporation sponsoring the event and does so freely and without reservation.

Applicant's Name: _____

Sponsor Name: _____ Date: _____

Sponsor Signature by
authorized party: _____

Name of the event: _____

Date(s) of the event: _____