



## CITY-PERMITTED EVENT APPLICATION

**Permit must be available for inspection at the premises of the event.**

*Each Permit has its own fee based on the City's current Fee Schedule.*

*Please allow at least fourteen (14) business days prior the event to process this permit.*

**I (WE), HEREBY REQUEST CITY PERMIT(S) AS DESCRIBED BELOW (check all that apply):**

**EVENT PERMIT Code Sec 72.31**

A Permit is required for parades and/or processions-related events consisting of 25 or more persons, including animals and vehicles, which is to travel or use in unison or for a common purpose any public street which use does not comport with the normal or usual traffic regulation or control thereof.

**TEMPORARY STREET CLOSURE Code Sec 70.16**

A permit is required for local and residential City street closures. Access must be provided to businesses, residences and emergency vehicles. Requests for major street closures will be directed to City Manager for final review and approval.

### SECTION 1 – APPLICANT (Fill in completely)

1. Event Name/Event Type: \_\_\_\_\_

2. Event Sponsor/Organizer: \_\_\_\_\_

3. Primary Contact Person (s) responsible for and authorized to represent this permit on all matters:

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### SECTION 2 – EVENT (Fill in all that apply)

4. Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_  AM  PM

Start Point: \_\_\_\_\_ End Time: \_\_\_\_\_  AM  PM

End Point: \_\_\_\_\_ # of Participants: \_\_\_\_\_

# of Vehicles: \_\_\_\_\_ # of Animals: \_\_\_\_\_ # of Barricades: \_\_\_\_\_

**CONTACT PUBLIC WORKS, 2551 23<sup>RD</sup> AVE, M-F, 8AM-4:30PM, 503.992.3258, TO ARRANGE FOR BARRICADES.**

### SECTION 3 – ATTACHMENTS

5. Failure to submit this application with the required attachments may result in denial of this permit.

**APPLICANT CHECKLIST REQUIREMENTS:**

<input type="checkbox"/> Site/Route Plan	<input type="checkbox"/> Traffic Control Plan
<input type="checkbox"/> Safety/Emergency Plan	<input type="checkbox"/> Public safety personnel or services needed
<input type="checkbox"/> Certificate of Insurance (Required for Event Permit Only)	<input type="checkbox"/> Other Local, State or Federal Permits

**SECTION 4 – CONDITIONS OF THIS PERMIT**

In accordance with the provisions of Forest Grove City Code:

1. The Permit Holder shall be responsible for notifying all businesses and residents whose sole route for ingress and egress from their businesses or residences is affected by the street closures associated with the event.
2. The Permit Holder shall make the necessary arrangements with the Public Works Department, 2551 23<sup>rd</sup> Ave, M-F, 8am-4:30pm, 503.992.3258, for barricades, cones and/or street signs and shall remove the barricades at the conclusion of the event and return barricades to Public Works.
3. The Event Permit Holder (parades and/or processions consisting of 25 or more persons, including animals and vehicles) shall, at its expense, secure and keep in force at all times, general liability insurance in the amount of \$1million/\$2million Aggregated and provide the City with a Certificate of Insurance naming the City as the Certificate Holder and an Additional Insurer.
4. The laws of the City of Forest Grove and State of Oregon must be observed, including, but not limited to, safety, litter, noise, liquor and conduct.
5. The issuance of a City Event Permit does not obligate the City to provide municipal services, equipment or personnel thereof. Should the City provide municipal services, an estimate of the city-related services will be provided prior to the event. These costs may include expenses from Police and Fire Departments. Event Security – Officer Reimbursement is based on per officer hourly rate, plus 10% overhead fee, and a 4-hour minimum per officer. By signing this permit, you agree to pay the City for any costs the City incurred due to your event.
6. The City of Forest Grove will be held harmless from any claim for damage that might arise by reason(s) of the issuance of this permit.
7. This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant’s possession at the time of the event.
8. The City of Forest Grove Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of this permit or in an emergency or hazardous situation.

6. Signature of Applicant/Authorized Person: \_\_\_\_\_

7. Date: \_\_\_\_\_

**SECTION – 5 PERMIT REVIEW (City Use Only)**

In accordance with the provision of Forest Grove City Code, the Police Chief or designee has reviewed this permit application and hereby recommends to the City Manager to:

**RECOMMENDED ACTION:**

**GRANT** (Additional Conditions): \_\_\_\_\_

Officer Required #: \_\_\_\_\_

**DENY** (Memorandum Required): \_\_\_\_\_

Officer Hourly Rate: \$ \_\_\_\_\_

\_\_\_\_\_  
*Chief of Police/Designee:*

\_\_\_\_\_  
*Date:*

**Department Notification:**

- POLICE (ORIGINAL)
- Engineering (copy)
- Public Works (copy)
- Fire Department (copy)
- City Recorder’s Office (copy)

**FINAL APPROVAL:**

\_\_\_\_\_  
*City Manager/Designee:*

\_\_\_\_\_  
*Date:*

<b>Rec’d by:</b>	<b>Date Rec’d:</b>	<b>Fee(s) Paid/Receipt No.:</b>
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