

Event Application

***All applications must be submitted a minimum of 45 days prior to date of event to avoid a fee for expediting the application.**

How to apply for the community event permit:

1. The Idea: Plan your community event with partners and surrounding neighbors. Questions? Contact our community event support team. CommunityEvents@GreshamOregon.gov

2. Application: Complete the application, traffic control plan, site plan, pay applicable fees and submit proof of insurance. Review and agree to the Gresham Fire Code and the Gresham Police Safety Plan.

3. Finalize Application: Notify applicable neighbors of event. Notify Tri-Met of possible street closures and abide by City of Gresham Revised Code, and Gresham Fire and Police plans.

Contact Information

Name of organization applying for permit: _____

Name of contact: _____ Email: _____

Primary phone number: _____ Address: _____

Event Description

Name of event: _____

Event date(s): _____ Is this an annual event? Yes No

Purpose of event: _____

Street closure times Set-up start: _____ Event start: _____

Event end: _____ Street cleaned and opened: _____

Website or Facebook event site: _____

Event beneficiary (if applicable): _____

How will they benefit from this event?

Location

Location of closure (ex. Main Avenue from Powell to 5th Street.) :

What part of the right of way do you propose to close? (Include sidewalk, parking spaces, traffic lanes, or entire street curb to curb, if applicable).

Are there areas on the street designated for legal parking? Yes No

Are you currently working with any City of Gresham staff? Please explain.

Are any of the proposed street closures on a Tri-Met bus or MAX route? Yes No
(If yes, please call 503-962-4949 to coordinate with their team.)

Attendance

Number of expected attendees: _____

Is this a neighborhood local event, or a citywide/regional event? _____

Is this event free and open to the public? Yes No

Are you selling tickets for this event, or collecting any profit for this event? Yes No
If yes, please include ticket prices or how you plan to collect profit:

Controlled Substances

Alcohol

Do you plan to have alcohol served or consumed at your event? Yes No

If yes, the applicant is responsible to obtain an Oregon Liquor Control Commission permit and abide by OLCC laws. Applicant is required to submit the OLCC permit at least 30 days prior to the event to the City of Gresham to file with application.

Safety

Will items, goods, services, and/or food be sold at your event? If so, please describe and list all food vendors:

Please contact Multnomah County Health Department to ensure each vendor is compliant with all applicable health codes. All vendors must receive the Gresham Fire and Emergency Services Event Planning Guide to ensure they are in compliance with the fire code and the applicant's permit.
<https://multco.us/services/temporary-food-events>

Gresham Fire & Emergency Services requires each applicant to review the event planning guide and acquire a fire permit issued by the Fire Marshal. Please call 503-618-2355 for all fire permit questions. <https://greshamoregon.gov/WorkArea/DownloadAsset.aspx?id=1064>

_____ (Initial)

Gresham Fire & Emergency Services requires an 11 ft. emergency lane on all streets that are closed for an event. The emergency lane(s) must always be free from obstructions. All fire hydrants and fire connections on buildings will maintain a 3 ft. diameter clearance.

_____ (Initial)

No event applications will be approved without verified public safety, traffic control and site plans.

_____ (Initial)

Will this event host more than 1,500 people? Yes No

If yes, public safety barricades are required and can be rented through local barricade businesses. Please provide vendor confirmation of barricade rentals within 30 days of the event. Failure to provide safety barricades will void this application approval.

Portable restrooms are required for events closing any streets in Historic Downtown Gresham. Please show restroom locations on site map and detail below which portable restroom contractor you have secured for your event; please include contractor confirmation.

_____ (Initial)

List any additional and relevant information about your event:

Insurance Requirements

If assistance is needed identifying insurance options, contact City of Gresham Risk Management at 503-618-2436. Except for neighborhood block parties, the City of Gresham requires permittee provide the following:

- Certificate of Insurance must accompany application. Date of issue must be within 20 days of the application submission and must be in effect for the duration of the permit.
- Commercial General Liability insurance with combined single limit per occurrence of \$1,000,000 with an annual aggregate of \$2,000,000.
- Add food products liability, if applicable, with a limit of \$1,000,000.
- Commercial auto liability insurance with a limit of \$1,000,000.
- Add liquor liability, if applicable, with a limit of \$2,000,000 and a \$2,000,000 annual aggregate; increase general liability requirement to \$2,000,000. See rules and regulations below for additional requirements related to alcohol.
- City of Gresham must be named as an additional insured by endorsement attached to the certificate for General Liability.
- Insurance companies or entities must meet City standard financial rating of an "A" or better.
- Filming may require additional insurance depending upon the potential impact on person(s) and property. Determined by City's Risk Management.

_____ (Initial)

Event Notification

Residences and/or businesses adjacent to proposed closure **must be notified prior to application**. A Notification Sheet must **accompany** application and must provide contact information of applicant. (example attached)

_____ (Initial)

If signature from business/residence is not possible, leave notification, and note address and date on notification sheet.

_____ (Initial)

Events planned for **Main Street** in downtown Gresham: Contact City events staff for streamlined process as this may have already been done through a postcard mailing.

_____ (Initial)

**ALL businesses/residences between Powell and 5th must be notified if event is on Main Street.*

Recycling and Waste

Preserving the environment and protecting livability is a City priority. All events must use waste and recycling devices and properly dispose of recycling and waste at their own expense. Contact 503-618-2518 to borrow recycling containers from our Recycling and Solid Waste Department.

_____ (Initial)

Site Plan

Submit a site plan specific to the provided traffic plan, drawn to scale and with as many details as possible, (tents, tables, stages. . . etc.) Please include restrooms and public parking on the site plan.

Rules and regulations for street closure event site plan:

1. 11 ft. emergency lane must always be maintained for emergency vehicles when a street is closed. This lane is to be identified on the site plan and be clear of all immobile barriers.
2. Fenced outdoor events exceeding 49 people requires a permit from the Gresham Fire Marshal.
3. One of the two sidewalks along a proposed street closure may be incorporated into your event space. One sidewalk must remain clear and open to allow pedestrians to walk through the block who do not wish to participate in the event. The sidewalk must be wheelchair accessible.

Identify all the following on the site plan:

1. Any and all fencing used at the event.
2. OLCC fencing, if required.
3. Location and dimensions of items to be placed on the street: outside tents, booths, tables, chairs, stages and fire clearances.
4. Label street names, private property lines, sidewalk and curb lines.
5. Entrances and exits.
6. If alcohol is served, the location of the ID and alcohol monitors on the street.
7. Mark all fire hydrants.

Security and Access

You are applying for a permit for temporary use of public space, but you are always required to allow for the public to have access through the space.

_____ (Initial)

Please describe your crowd control and internal security plan:

Traffic Control Plan

You are required to provide a traffic control plan with this application. If the closure is complex or you would like assistance, please contact Don Bilyeu, Don.Bilyeu@GreshamOregon.gov.

Traffic Control Plan Requirements:

1. Legend.
2. North arrow.
3. Street names with 300 ft. of closure in all applicable directions.
4. Existing street configuration identifying travel lanes and sidewalks.
5. Physical features such as medians, bikes lanes, MAX line tracks, public art, etc.
6. Labeled barricades* and no parking signs.
7. Name of event.
8. Event coordinator name and number.
9. Dates and times of proposed closure.
10. Name, phone number and email address of the person who prepared the traffic control plan.

**Don Bilyeu will review and suggest barricade use to comply with the public safety plan.*

Checklist of required items to provide with application to acquire permit

1. OLCC permit
2. Copy of Fire Marshal application
3. Proof of Insurance
 - a. Proof of insurance resubmitted within 20 days of event.
4. Site Plan
5. Traffic Control Plan
6. Event Notification Form

*If changes or additional information are required by the City's community events team, applicants have 7 days to resubmit their application.

Hold Harmless Agreement/Waiver of Liability

I agree to reimburse, defend, save, hold harmless, and indemnify Gresham, its elected officials, officers, agents, and employees from any and all threatened or actual claims, suits, or actions, damages, losses or expenses, including attorneys' fees, but only to the extent caused by, resulting from, arising out of, or relating to the intentional or negligent activities or omissions of the applicant, their officers, employees, subcontractors, agents, or anyone for whose acts Applicant is responsible. This obligation applies during preparation for my event, during the event, or during post-event activities. Applicant waives any and all statutory or common law rights of defense and indemnification by Gresham. Nothing in this paragraph requires the Applicant or their respective insurers to indemnify Gresham for claims of personal injury or property damage caused by the negligence of Gresham.

Signature of Applicant/ Title

Date

Office Use Only

Application Complete: Yes No

Expiration Date: 30 days 60 days Other

Application Number: _____

Issued by: _____

Date: _____

Notes:



**Department of Environmental Services / Transportation Operations & Maintenance
Agreement for Use of Traffic Control Devices**

Some device loans, depending on quantity, may require a full-size truck bed and or trailer for pick-up/return. The City does not offer delivery/pick-up services.

Organization/Contractor/Agency:

Billing Address:

Responsible Person/Phone:

Purpose & Location of Use:

Note: PICK-UP & RETURN of devices between 8 a.m - 2 p.m. / Mon-Fri ONLY

Pick-up Date/Time

Return Date/Time

TRAFFIC CONTROL DEVICES					
Traffic control devices are the property of the City of Gresham, Transportation Operations and Maintenance Division. It is agreed that the responsible person is subject to all costs incurred to any traffic control devices that are damaged or not returned and will be billed for such costs.					
#	Devices	Rep Cost \$	#	Devices	Rep Cost \$
	Type I Wood/Metal Barricade	52		"Road Closed" Sign	58
	Type III, 6' Barricade	256		"Road Closed Ahead" Sign	36
	18" Green Cone W/O Reflective Stripe	12		NO left / right turn sign	31
	28" Orange Cone W/Reflective Stripe	14		Sandwich Boards NO PARK	30
	6' Water filled barricade 180 Gallon	335		Roll up sign	163
	Safety Vests	11		roll up sign stand	116
	trash picker	11			
Person Receiving Devices:			Date/Time:		

Device Return	Date/Time
COG Staff:	All Accounted For ? Yes/No
DAMAGED OR MISSING DEVICES	
Device	
#	Rep Cost\$
	Total

City of Gresham Operations Center, 2123 SE Hogan Rd., Gresham, OR 97080 (503) 618-2626

Phone: (503) 618-2518

NOTIFICATION SHEET (Attach flyer created for notification)

I have been notified of the _____ (event name) to be held:

_____, at _____ @ _____
Date Time

Location of event (write on line above)

If possible, neighbors and/or businesses sign and complete the following – otherwise applicant makes a note of the address where the notice was left.

<u>Owner / Tenant / Business Name</u> (Signature or note of leaving notice here)	<u>Address</u>	<u>Date Notified</u>
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Make copies as needed.