



# THE CITY OF MADRAS

**Official Use Only:**

Event: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_  
 Deposits Refunded: \_\_\_\_\_

125 SW "E" Street, Madras, Oregon 97741  
 Phone: 541-475-2344 ▪ Fax: 541-475-7061  
 Email: mhansen@ci.madras.or.us

## SPECIAL EVENTS PERMIT

\*\*All activities on city property that will have more than 30 people in attendance are required to have an approved special events permit. In addition, all private activities which will impede public right a ways, require an approved permit. Applicants must attach all required documents to the application and pay all required fees before an application will be considered.

Application For: [ ] Parade / Race    [ ] Park Event    [ ] Private Residence    [ ] Other \_\_\_\_\_

Type of Event/Activity: \_\_\_\_\_  
 (e.g. Concert, Bicycle/Race, Birthday Party, Wedding)

Name of Event/Activity: \_\_\_\_\_  
 (Name that will be used to advertise the event, if applicable)

Location of Event/Activity: \_\_\_\_\_  
 (e.g. Specific City Park, Private Residence, Airport)

Date(s) of Event: \_\_\_\_\_ Event Hours: From \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance:    Participants: \_\_\_\_\_    Event Set up Date & Start Time: \_\_\_\_\_  
 Spectators: \_\_\_\_\_    Event Clean Up Date & End Time: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 (Last, First)

Email Address: \_\_\_\_\_  
 (Email is recommended for primary contact purposes for status of application)

Applicant Address: \_\_\_\_\_  
 (Number, Street, City, State, Zip Code)

Sponsoring Organization: \_\_\_\_\_ Non Profit (circle one): Yes or No

Does the event affect public right of ways (i.e. streets, trails, bike paths) Yes or No **If yes, attach a traffic control map.**

List all streets, trails, and bike paths to be used: \_\_\_\_\_

*If traffic control devices are required for your event (such as cones), and applicant desires to rent equipment from the City, then applicant must complete Equipment Rental Request form. A \$200.00 refundable deposit is required for equipment rentals and will be collected at time of application.*

Will you be providing additional restroom/hand washing facilities on site: Yes or No How many: \_\_\_\_\_

Date/time facilities will be delivered \_\_\_\_\_ Date/time removed: \_\_\_\_\_

**PUBLIC EVENTS INVOLVING FOOD DISTRIBUTION**

Will food be served at the event? Yes or No

Name (s) of food vendors who will be participating in the event: \_\_\_\_\_

*Attach food handler's permit(s) or temporary food handlers permit(s) for each vendor. For temporary food handlers a separate form will need to be filled out and submitted with this application. Questions regarding food handler permits and requirements can be directed to Max Hamblin at the Jefferson County Health Department at 541-475-4456 ext. 4226.*

**PUBLIC EVENTS INVOLVING SERVICE OF ALCOHOL**

**Consumption of alcoholic beverages city parks is permitted with an approved special events permit.**

Will alcohol be served at the event? Yes or No Hours Served: From \_\_\_\_\_ to \_\_\_\_\_

Name(s) of Licensed Servers: \_\_\_\_\_

**\*\*Attach a copy of the applicable liquor licenses. Applicant is responsible for obtaining all required OLCC permits. (OLCC: 1-800-452-6522)**

Please describe your security plan for the event: \_\_\_\_\_

**\*\*OLCC requires food to be served when alcohol is present. See OCLL for requirements.**

**REQUEST TO USE CITY WATER AND ELECTRICITY UTILITIES FOR EVENTS**

Are you requesting the use of City water or electricity for your event? Yes or No

Please list the time and date when the services need to be turned on \_\_\_\_\_

Please list the time and date when the services need to be turned off \_\_\_\_\_

**\*\*There is a \$25 utility fee for the request of services. This fee will be collected at the time of application. Does not apply to Non-Profit organizations.**

**PERMIT REQUIREMENTS CHECKLIST FOR APPLICANT:**

Parade/Race Route Map	[ ]	Yes/Attached	[ ]	No	[ ]	NA	PW/ODOT
Traffic Control Plan	[ ]	Yes/Attached	[ ]	No	[ ]	NA	PW-Streets
Flagger Certifications	[ ]	Yes/Attached	[ ]	No	[ ]	NA	Finance
Event Insurance	[ ]	Yes/Attached	[ ]	No	[ ]	NA	Finance
Scaled Site Plan-Parks	[ ]	Yes/Attached	[ ]	No	[ ]	NA	PW-Parks
Temporary Food License	[ ]	Yes/Attached	[ ]	No	[ ]	NA	JC Health Dept.
Liquor License or TSL	[ ]	Yes/Attached	[ ]	No	[ ]	NA	OLCC
Security Plan	[ ]	Yes/Attached	[ ]	No	[ ]	NA	PD
Parking Plan Map	[ ]	Yes/Attached	[ ]	No	[ ]	NA	PD
Fire Safety Plan	[ ]	Yes/Attached	[ ]	No	[ ]	NA	JC Fire Dept.
Medical Services	[ ]	Yes/Attached	[ ]	No	[ ]	NA	JC Fire Dept.

**INSURANCE REQUIREMENTS:**

If applicant needs assistance acquiring event insurance, TULIP (Tenant User Liability Insurance Program) is available through <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>. Please request a form if you are interested in acquiring event insurance through this program. Venue ID is 0501-ACG

- A. The Permittee agrees to indemnify, save harmless, and defend the City of Madras and their officers, agents, and employees from any and all claims, causes of actions and suits accruing or resulting from any damage, injury, or loss to any person or persons including, but not limited to, persons to whom the Permittee may be liable under any Workers’ Compensation law and the Permittee himself and from any loss, damage, cause of action, claims or suits for damages, including, but not limited to, loss of property, goods, wares, or merchandise caused by, arising out of, or in any way connected with the exercise by the Permittee of the privileges granted herein.
- B. Events on City Property, including public Right of Ways (i.e. streets, highways, bike paths, trail systems): Permittee shall provide proof of liability insurance with the City of Madras and its officers, agents and employees named as additionally insured in the amount of at least **2,000,000** for any event authorized by this permit on city property.
- C. Events involving liquor: Permittee shall provide proof of Liquor Liability insurance in the amount of at least \$300,000 with the City of Madras and its officers, agents, and employees named as additional insureds.
- D. Events on Private Property: Permittee shall provide proof of liability insurance with the City of Madras as the additionally insured in the amount of at least **\$2,000,000** for any event authorized by this permit.

Permittee hereby acknowledges that they have read and understand these insurance requirements. Permittee acknowledges that Permittee shall be responsible for all damages occasioned by its use of the premises.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant / Date

**ACKNOWLEDGEMENT:** Permittee acknowledges that this permit application is not approved until an “approved” permit has been issued to the applicant. The City assumes no responsibility for any advertising for events before an “approved” permit has been issued. It is recommended that applicants submit requests at least 45 days in advance for first time events and 30 days for repeat events. Applicant agrees to abide by the terms and conditions specified by this application and permit once approved. I/We understand that failure to comply with the terms and conditions shall result in the revocation of this permit.

It is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is further responsibility of the permittee to clean up the entire areas immediately following the event. Permittee is responsible and liable for any damages that occur to City of Madras structures or grounds from the permitted activity. Any damages noticed prior to use should be reported to the City of Madras, Parks and Open Spaces Supervisor at 541-410-7125 and/or [jburchell@ci.madras.or.us](mailto:jburchell@ci.madras.or.us).

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant / Date

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injuries, death or property damage that arises out of use of the land for recreational purposes (known as “recreational use immunity”). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the Event Location and for the Event Activity specified above. Other uses of the Event Location, or any use of the property outside the Event Location are not subject to a charge and, therefore, the City of Madras is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

**OFFICIAL USE ONLY**

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APPROVALS NEEDED	DEPARTMENT	RECCOMENDATION/NOTES	SIGNATURE/DATE
	POLICE DEPARTMENT		
	COMMUNITY DEVELOPMENT		
	FIRE DEPARTMENT		
	HEALTH DEPARTMENT		
	PUBLIC WORKS-STREETS		
	PUBLIC WORKS-PARKS		
	ODOT		
	FINANCE- INS & FEES		
	PERMIT FEES: _____ UTILITIES FEES: (\$25) _____ RECEIPT # _____		
DATE PERMIT RECEIVED	DATE PERMIT TO APPLICANT	FINAL APPROVAL	
Received By: _____		_____ CITY ADMINISTRATOR	_____ DATE
THIS COMPLETED AND APPROVED APPLICATION SERVES AS THE OFFICIAL SPECIAL EVENTS PERMIT.			

**FEE SCHEDULE:**

**Events involving public right a ways (i.e. streets, trails, bike paths):**

- **Non Profit and Private Events:** No charge for non-profit community events that are sponsored by legally established non-profit organizations or by a group of individuals that is sponsoring the event for community benefit and without profit making intent.
- **For Profit Events:** Private “for profit” organizations will be assessed a \$50 charge for a one day event. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.

**Events involving city parks:**

- **Non Profit and Private Party Events:** There is no fee for reserving city parks for non- profit community or private events. It is the responsibility of the permittee to secure the permitted location the day of your event. The City does not rope off or sign reserved areas. Community events that benefit the residents of Madras will take precedence over private party applications.
- **For Profit Events:** The City of Madras reserves the right to charge “For Profit” entities a fee for utilizing city parks for money making events. Private “for profit” organizations will be assessed a \$50 charge for a one day event. Additional event days will be charged at a rate of \$25 per day. Events over 100 persons may be charged additional fees as determined appropriate by the City Administrator.
- **Use of city water and electricity for events:** There is a \$25 fee per event for the use of city utilities for events. Does not apply to Non-Profit Organizations.