



EVENT APPLICATION & PLANNING GUIDE

Mailing Address

City of Carlton
191 East Main Street
Carlton, Oregon 97111

Phone

503-852-7575

Fax

503-852-7761

Website

www.ci.carlton.or.us

City of Carlton – Event Application and Planning

The City of Carlton is the location for many events throughout the year. It is very important that you fill out your applications completely. Missing information can slow the permit process or terminate the application.

Permit applications **must** be received by the City of Carlton no later than **thirty (30)** days prior to the actual date of your event, and may be submitted as early as one (1) year before your event. If your application is accepted by the City after the thirty (30) day deadline, the applicant waives his/her appeal rights. **Applications may not be accepted when the proposed event is fewer than fifteen (15) days away.**

In general, a permit is required for any organized activity involving the use of, or having impact upon public property, public facilities, including, but not limited to parks, sidewalks, streets or the temporary use of private property in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

Please use this handbook to assist you in filling out the necessary forms that pertain to your event. City staff can direct you to the forms that need to be filled out for your particular event.

If you plan on using any of the City Parks for your event, you should call City Hall to ensure the space you need will be available.

GENERAL INFORMATION

Upon submitting your Special Event Application, all information will be considered public information, and may be used by the City for promotional purposes (e.g., calendar of events on City website). The City will use all information regarding your event to approve or deny your application. It is important that the information on your application be accurate, and that your application is filled out completely.

SPECIAL EVENT PERMIT

The Special Event Permit Application is designed to gather general information about the event. The applicant will be required to provide the following information: the type of event, dates, times, locations, event background, and contact information. Remember to include a copy of your organization's IRS 501(3)C tax letter if applicable.

PLANNING INFORMATION

The Planning Information section is designed to gather important details about how the event will be run. There are many specific details to running an event, and the City needs to ensure that each event has thoroughly planned out the different aspects involved. It is very important that all information be complete and accurate, so that the City can approve your event in a timely manner. The following is an overview of the information you will need to fill out the required forms.

SITE PLAN/ROUTE MAP

Please submit a site plan/route map that will provide the City with a visual of what the event will look like. Please remember to mark the locations of all items that are not normally located at the site. If you need any street closures, you must fill out a "Street Closure Permit Application", in addition to any other required forms.

SECURITY

The information you provide about security at your event will help to ensure the City that the crowd will be properly controlled. You are not required to hire a security organization; however, you must provide a way to control the anticipated crowd at your event. If you are expecting fewer than 50 people at your event, you do not need to fill out this section.

ALCOHOL

If alcoholic beverages will be available for purchase at your event, you are required to obtain the necessary licenses and permits. The City may require you to obtain additional insurance for alcohol. A license must be obtained from the Liquor Control Commission. For special events you will most likely be required to obtain a Temporary Sales License (TSL). For more information regarding the proper licenses and permits, please contact the local Oregon Liquor Control Commission (OLCC).

For events where you would like to serve alcohol, but it will not be sold, please contact the City Manager.

The Carlton Code of Ordinances states:

§ 9.02.009 DRINKING IN PUBLIC PLACES.

It shall be unlawful for any person to drink any intoxicating liquor upon any street or in any public place; provided, however, that nothing in this section contained shall be deemed to apply to the drinking of any intoxicating liquor in any establishment wherein the same may be sold for premise consumption under the laws of the State of Oregon.

(Ord. 234 § 9, 1940)

If you will be having alcohol at your event, please submit an “Alcohol Permit Application” in addition to all other applications.

MEDICAL

Unexpected mishaps can occur at your event at anytime. It is important that you plan ahead and have medical services available in the case someone needs medical attention. If you are expecting fewer than 50 people at your event, you do not need to fill out this section.

PARKING AND SHUTTLE

Parking at some Carlton City parks is limited. Whether you are expecting 10 or 100 people at your event, people may need to be transported to the designated location. It is important that you have thought about where your attendees will park necessary to control your event parking. Larger events may have a need for no parking areas and/or handicap parking. Depending on your location, and your expected attendance, it may or may not be required.

City of Carlton – Event Application and Planning Guide

Please be conscientious of where you are parking. Areas around Hawn Creek or Ladd Parks are private properties, and if you wish to park there you must contact them to make arrangements. Violators of the City of Carlton Parking Code will be cited.

ACCESSIBILITY

Each event is required to comply with all applicable City, County, State, and Federal Disability Access Requirements. All areas of your event need to be accessible to individuals with disabilities or provide an alternative area with the same activities.

GARBAGE AND RECYCLING

It is necessary that you have a plan for the proper disposal of waste material at your event. It is not required that you recycle, but it is recommended. You should have enough garbage cans at your event and change the liners regularly so that they do not overflow. You may want to consider having a ground maintenance crew so that garbage is properly taken care of. The City of Carlton will not provide garbage service. This is the responsibility of the event applicant to collect, contain and dispose of all garbage, and the applicant will be fined if they fail to do so.

You may wish to contact our local garbage provider to arrange for extra garbage cans for your event, and the pickup of the garbage cans after the event.

Local garbage/recycling provider:
Recology (503)-472-3176

SANITATION

You must have an adequate number of toilets and wash stations for the people attending your event. If there is no access to permanent bathrooms, or you need additional bathrooms for your event, then you will need to arrange to have portable toilets and wash stations delivered to your events location. The number of toilets that are needed depends of the number of people who will be attending your event. You may want to have your sanitation equipment checked throughout the event to make sure they are properly cleaned and stocked.

Local portable toilet/wash station providers:

Chem Cans (503)-472-6958

Ace Chemical Toilets (503)-393-1033

AMPLIFIED EQUIPMENT

An Amplified Equipment Permit is required for the use of any amplification sound or music equipment. If you plan on using such equipment, please fill out the Amplified Equipment Permit Application and submit with your other applications. Per the Carlton Code of Ordinances:

§ 8.12.110 UNNECESSARY NOISE

A. No person shall make, assist in making, or permit any loud, disturbing or unnecessary noise which either annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of others.

B. The following acts are declared to be loud, disturbing and unnecessary noises in violation of this section but the enumeration shall not be construed to be exclusive:

- 1. The keeping of any bird or animal which by causing frequent or long continued noise shall disturb the comfort and repose of any person in the vicinity;**
- 2. The attaching of any bell to any animal or allowing a bell to remain on any animal which is disturbing to any person in the immediate vicinity;**
- 3. The use of any vehicle or engine, either stationary or moving, so operated as to create any loud or unnecessary grating, grinding, rattling or other noise;**
- 4. The sounding of any horn or signaling device on any vehicle on any street, public or private place, except as a necessary warning of danger;**
- 5. The blowing of any steam whistle attached to any stationary boiler, except to give notice of the time to begin or stop work, or as a warning of danger, or upon request of proper city authorities;**
- 6. The use of any mechanical device operated by compressed air, steam or otherwise, unless the noise thereby created is effectively muffled;**
- 7. The erection, including excavation, demolition, alteration, or repair of any building in residential districts, other than between the hours of seven a.m. and six p.m. except upon special permit granted by the common council;**
- 8. The use of any gong or siren upon any vehicle, other than police, fire or other emergency vehicle;**
- 9. The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court of justice while the same are in use, or adjacent to any hospital or institution for the care of the sick or infirm, which unreasonably interferes with the operation of such institution, or which disturbs or unduly annoys patients;**
- 10. The discharge in the open air of the exhaust of any steam engine, internal combustion engine, motor boat or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises and the emission of annoying smoke;**
- 11. The making of any noise by crying, calling or shouting, or by any means of any whistle, rattle, bell, gong, clapper, horn, hammer, drum, musical instrument or other device for the purpose of advertising goods, wares or merchandise or of attracting attention or of inviting patronage of any person to any business whatsoever; provided that newsboys may sell newspapers and magazines by public outcry, and persons having a valid permit to do so under the ordinances of the city may vend merchandise in the streets by public outcry;**
- 12. The conducting, operating or maintaining of any garage within one hundred (100) feet of any private residence, apartment, rooming house or hotel in such manner as to cause loud or offensive noises to be emitted therefrom between the hours of eleven p.m. and seven a.m.**
- 13. Use of Dynamic Braking Devices. No person shall use any dynamic braking device on any motor vehicle, except to avoid imminent danger to person or property. A dynamic braking device, commonly referred to as a Jake or Jacob Brake, is one used primarily on trucks and buses to convert a motor from an internal combustion engine to an air compressor for the purpose of vehicle braking without the use of wheel brakes.**

(Ord. 629, 2005; Ord. 617 § 1(e) (part), 2002; Ord. 381 § 11, 1966)

City of Carlton – Event Application and Planning Guide

FOOD CONCESSION OR PREPARATION

Questions regarding food concessions and food preparation areas are asked so that the City can get a better idea of what will be occurring at your event. Please list or describe any food concessionaires if applicable.

Any person selling or providing food and/or beverages inside of your event **MAY** be required to apply for a health permit through Yamhill County. For more information, please contact the Yamhill County Environmental Health by phone at (503)-434-7525, visit their website at www.co.yamhill.or.us, or visit their office at 412 North Ford Street, McMinnville, Oregon 97128.

Any business selling food, goods or services at the event will need a Temporary Business License if they do not have a current City of Carlton Business License. Each vendor will need to complete a Temporary Business License and submit the corresponding documentation and \$25 fee 3 weeks prior to the event. Please contact City Hall with any questions regarding this license.

SPECIAL REQUESTS TO COUNCIL

If the applicant has any special requests to Council that may or may not be associated with the event, please list and explain the reasoning for these requests below. Any request for Council consideration must be noted here:

OTHER CONCESSIONS

This section is designated to let the City know if any merchandise vendors will be set up at your event. Please list or describe concessionaires if applicable.

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

EVENT APPLICATION

GENERAL INFORMATION

Applicant Name: _____

Event Title: _____

Main Contact Name: _____ Phone Number _____

Description: _____

- Event Category:
- | | | |
|--------------------------------------------------|------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Dance | <input type="checkbox"/> Bike Race |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Carnival | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Circus | |
| <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Wedding | |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Protest | |
| <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Informational "Rally" | |
| <input type="checkbox"/> Special Attraction | <input type="checkbox"/> Church Activity | |

Anticipated Attendance: Total _____ Per Day _____

Anticipated Participants: Total _____ Per Day _____

DATE/TIME

Set up	Date _____	Time _____	Day of Week _____
Event Start	Date _____	Time _____	Day of Week _____
Event End	Date _____	Time _____	Day of Week _____
Dismantle Start	Date _____	Time _____	Day of Week _____
Dismantle End	Date _____	Time _____	Day of Week _____

LOCATION

Address _____

Description _____

City of Carlton – Event Application and Planning Guide

BACKGROUND

- Yes No Have you held this event before?
- Yes No Is your event part of a larger marketing campaign?
- Yes No Is the Host Organization a commercial entity?
- Yes No Is the Host Organization a bona fide tax exempt, non-profit entity?
If yes, you need to attach to this application a copy of your IRS 501(3)C tax letter providing proof and certifying your current tax Exempt, non-profit status.
- Yes No Is there a fee for people attending, or people working the event?
If yes,
Entry Fee \$ _____
- Other Fee(s) \$ _____ Describe: _____
- Yes No Are vendors or other fees required?
If yes,
Amount(s) \$ _____
-

PLANNING INFORMATION

SITE PLAN/ROUTE MAP

A site plan/route map **MUST** be submitted with your permit request. The site plan/route map must include, but is not limited to:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel, and all requested street or lane closures.
 - The location of fencing, barriers and/or barricades, indicate any removable fencing for emergency access.
 - The provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
 - Location of first aid facilities, amplification equipment, generators, stages, platforms, scaffolding, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
 - Other event related components not listed above: _____
- _____

Please list all entertainment and activities that will occur along with items you are bringing into the park: _____

City of Carlton – Event Application and Planning Guide

Do you need any street closures: Yes No

If yes, please complete and submit a "Street Closure Permit Application".

This request MUST be submitted thirty (30) days prior to the event.

Use the space below or attach a piece of paper with a drawing of your site plan.

SECURITY (Required if you have more than 50 people attending the event)

Yes No Have you hired a security company to develop and manage your event's security plan or are volunteers being used?

Security Organization _____

Address _____

Contact Name _____ Telephone _____

What days/hours will you have security? _____

Please describe your security plan including crowd control, internal security, venue safety, or attach a copy of the plan to this application. _____

City of Carlton – Event Application and Planning Guide

ALCOHOL

Yes No Will your event involve alcohol?
If yes, you must fill out the "Alcohol Permit Application" and submit it in addition to all other applications.

MEDICAL *(Required if you have more than 50 people attending the event)*

Yes No Will there be a first aid station on site?

Yes No Will there be a Nurse or an EMT on site?

If yes:

Name _____ Telephone Number _____

Yes No Have you hired a licensed professional emergency medical services provider?

If yes:

Name _____ Telephone Number _____

PARKING AND SHUTTLE

Yes No Will your event involve the use of parking and/or shuttle service?
If yes, please describe or provide an attachment of your plan.

Yes No Will you need areas designated as no parking areas?
Please explain _____

Yes No Will there be designated spots for handicap parking?

§ 12.12.020 Park Rules and Regulations

All city parks have been designated for recreational use consistent with ORS 105.682. For the conduct of persons using or frequenting the public parks of Carlton, Oregon the following rules and regulations to be observed and enforced within said public parks are established:

- A. Parks open dawn to dusk except during special occasions as authorized by order of the city council.
- B. Open fires are not permitted. Barbeque use is permitted in picnic areas only.
- C. No dogs allowed on sports field and play structure areas in Wennerberg Park. In the Upper Park dogs must be on a leash. Any person failing to clean up after their dog is subject to a five hundred dollar (\$500.00) fine.
- D. Motor vehicles, motorcycles and trailers shall be operated on roadways at the posted speed and park in designated areas.
- E. All park visitors are expected to treat others in a polite and respectful manner at all times. Any park visitor using abusive or profane language may be expelled from the Carlton park system.
- F. Any person participating in any act of vandalism to any city park plants, trees, rocks, soil or structures or other city property will be subject to a minimum fine of five hundred dollars (\$500.00).
- G. All waste material shall be properly disposed of in the provided receptacles or hauled away by the park user.
- H. No public defecating or urinating. Restrooms are provided for your convenience.
- I. Permits will be required for the placement of signs or assembly of persons in the city park to which the general public is invited when it is reasonably expected that such assembly will be attended by ten (10) or more persons.
- J. Any form of recreation that is determined by city staff to have the potential to harm another park user is prohibited.

(Ord. 675 § 1, 2008; Ord. 668 § 1, 2007; Ord. 482 § 2, 1980)

City of Carlton – Event Application and Planning Guide

GARBAGE AND RECYCLING

- _____ Number of trash cans
- _____ Number of dumpsters with lids
(One for every 400 persons or increments thereof)
- _____ Number of recycling containers

Equipment setup
Date_____Time_____
Equipment pickup
Date_____Time_____

Supplier of garbage/recycling equipment _____

Telephone _____

Please describe your plan for removal of garbage and recyclable goods during and after your event _____

SANITATION

- _____ Number of portable toilets
- _____ Number of ADA approved portable toilets
- _____ Number of wash stations

- Yes No Is there access to permanent restrooms?
- Yes No Will your toilets and wash stations be serviced during the event?

Equipment setup
Date_____Time_____
Equipment pickup
Date_____Time_____

Supplier of sanitation equipment _____

Telephone _____

AMPLIFIED EQUIPMENT

- Yes No Will amplified equipment be used? If yes, you must fill out the "Amplified Equipment Permit Application: and submit in addition to all other applications.

FOOD CONCESSION OR PREPARATION

- Yes No Does your event include food concession and/or preparation area? If yes, Please describe how food will be served and/or prepared _____
- _____
- _____

City of Carlton – Event Application and Planning Guide

What type of food will be sold during the event?

Commercially prepared food

Pre-packaged food

BBQ

“Home-made” food

Other (specify)

Yes No Do you intend to cook food in the event area?

If yes,

What method of cooking will be used?

Gas

Charcoal

Electric

Other

How many food concessionaires will you have at your event? _____

OTHER CONCESSIONAIRES

Yes No Will merchandise or services be sold at your event?

If yes, please attach a complete list of vendors

How many other concessionaires do you expect to have at your event? _____

ABOUT ALCOHOL PERMITS

If alcoholic beverages will be available at your event, you are required to obtain the necessary licenses and permits. See below for more information.

If alcoholic beverages will be available for purchase at your event, you are required to obtain the necessary licenses and permits. The City may require you to obtain additional insurance for alcohol. A license must be obtained from the Liquor Control Commission. For special events you will most likely be required to obtain a Temporary Sales License (TSL). For more information regarding the proper licenses and permits, please contact:

**Oregon Liquor Control
Commission (OLCC)**

The City requires that you have alcohol liability insurance if you are approved for alcohol in the park. The coverage amount will be determined by the City during the review of your application and is dependent on your event.

To use alcohol in public parks, you must also obtain special approval from the City of Carlton and pay a \$35.00 additional fee. If alcohol will be provided, but not be sold (in cases where alcohol being provided by the event at no charge to consumers), the City will require that one person with an OLCC Servers Permit will be in charge of distributing the alcohol.

§ 9.02.009 DRINKING IN PUBLIC PLACES.

It shall be unlawful for any person to drink any intoxicating liquor upon any street or in any public place; provided, however, that nothing in this section contained shall be deemed to apply to the drinking of any intoxicating liquor in any establishment wherein the same may be sold for premise consumption under the laws of the State of Oregon.

(Ord. 234 § 9, 1940)

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- Provide your security plan to ensure safe sales/distribution
- Proof of OLCC license(s)
- Proof of Liquor Liability insurance in the form of a Certificate of Insurance, and a Liquor Liability Additional Insured Endorsement naming the City of Carlton, it's elected officials and officers as additional insured with appropriate limits of insurance as determined by the City.

ALCOHOL PERMIT APPLICATION

To apply for alcohol, you must meet 1 of 2 requirements

- 1. OLCC Temporary Sales License (TSL) when alcohol will be sold, or;
- 2. A person with an OLCC Servers Permit in charge of distributing alcohol when alcohol will be hosted by the event (provided, but not for sale)

If you have questions, please contact the City of Carlton at 503-852-7575.

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

Please list the dates and times that alcohol will be served

Date _____ Start Time _____ End Time _____
Date _____ Start Time _____ End Time _____
Date _____ Start Time _____ End Time _____
Date _____ Start Time _____ End Time _____

- Yes No Will you have a closed beer garden?
- Yes No Will you be using armbands to identify those ages 21 and over?

Please check all that apply:

Free/Host Alcohol Alcohol Sales Beer Wine Distilled Spirits

OLCC Server Permit No. and Name _____

Please describe your security plan to ensure the safe sale/distribution of alcohol at your event _____

Print Name _____ Event Title _____

Signature _____ Date _____

Alcohol Permit: For Office Use Only	
<input type="radio"/> Approved	By Department _____ Date _____
<input type="radio"/> Denied	By _____ Time _____

ABOUT AMPLIFIED EQUIPMENT PERMITS

Per the City of Carlton Code of Ordinances:

§ 8.16.090 UNNECESSARY NOISE.

A. Notwithstanding any other provision of this chapter, and in addition thereto, it is unlawful for any person without justification to make or continue, or cause or permit to be made or continued, any unnecessary, excessive or offensive noise which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area.

B. The factors which will be considered in determining whether a violation of the provisions of this section exists will include, but not be limited to, the following:

- 1.The volume of noise;
- 2.The intensity of the noise;
- 3.Whether the nature of the noise is usual or unusual;
- 4.Whether the origin of the noise is natural or unnatural;
- 5.The volume and intensity of the background noise, if any;
- 6.The proximity of the noise to residential sleeping facilities;
- 7.The nature and zoning of the area within which the noise emanates;
- 8.The density of the inhabitation of the area within which the noise emanates;
- 9.The time of the day or night the noise occurs;
- 10.The duration of the noise;
- 11.Whether the noise is recurrent, intermittent or constant;
- 12.Whether the noise is produced by a commercial or noncommercial activity;
- 13.Whether it is pure tone noise; or whether it is an impulse noise.

(Ord. 614 § 9, 2001)

PERMIT INFORMATION

To obtain a permit, you must fill out the “Amplified Equipment Permit Application”, and submit it in addition to all other applications. It is very important that your start and end times are listed accurately, as all amplified equipment can only be used during this time. All amplified sound must be turned off by 10:00pm. All amplified equipment levels must not exceed 80 decibels during the entire event.

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- Performance schedule (if there will be any performances that will be using the amplified equipment, you must provide the performer’s name, contact person’s name, phone number, and the start and end time of their set).
- It is important that amplified levels do not exceed 80 decibels during the entire event.

AMPLIFIED EQUIPMENT PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

EVENT INFORMATION

Please list the dates and times that amplified equipment will be used

Date _____	Start Time _____	End Time _____	_____
Date _____	Start Time _____	End Time _____	_____
Date _____	Start Time _____	End Time _____	_____
Date _____	Start Time _____	End Time _____	_____

- Yes No Will there be a patron dance?
 Yes No Will there be live music?
 Yes No Will there be any live performances?

What type of amplification equipment will be used? _____

Where will the amplification equipment be set up? _____

Performance Schedule

<u>Name of Band/Performer</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Start Date</u>	<u>Start Time</u>	<u>End Time</u>

***ALL AMPLIFIED EQUIPMENT LEVELS MUST NOT EXCEED 80 DECIBELS DURING THE ENTIRE EVENT.**

Print Name _____ Event Title _____

Signature _____ Date _____

Amplified Equipment Permit: For Office Use Only		
<input type="radio"/> Approved	By Department _____	Date _____
<input type="radio"/> Denied	By _____	Time _____

ABOUT STREET CLOSURE PERMITS

This permit is required in any case where the streets or public right of ways will be closed to through traffic. All street closures require review and approval from the City of Carlton, Carlton Police Department and Carlton Fire District. It is important that you allow adequate time for the approval process.

Parades: Contact City Hall.

Block Parties: The City will deliver and pick up barricades at the requested street. It will be your responsibility to ensure that the barricades are moved into place and that detours are set up to properly redirect traffic. Remember that you must keep a twenty (20) foot fire lane clear for emergency access.

Block parties are only permitted between the hours of 10:00am and 10:00pm. You must provide written consent to the party from at least 75 percent of all residents living along the portion of street to be closed. If your block party is within 500 feet of any school, church, hospital, nursing home, or similar operation, you must also obtain written approval by the management of the institution.

PERMIT INFORMATION

To obtain a permit, you must fill out the "Street Closure Permit Application," and submit it in addition to all other applications. You must submit your request for a street closure thirty (30) days prior to your event.

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other pertinent details.
- List the streets that need to be closed.
- Provide a map or drawing of the streets that will be closed. If you are responsible for closing the streets, please indicate where detour signs will be used.

Parade Permit Specifics

- Contact ODOT and fill out an Application and Permit to Occupy or Perform Operations on a State Highway if the route requires.
- Submit a copy of the parade route with your application.
- Submit a copy of the Liability Release for Community Services Activities
- Submit a copy of the General Liability and Auto Liability Summary Certificate (See "Insurance Requirements section")

Block Party Specifics

- Attach the written consent of at least 75 percent of residents affected.
- Provide written approval from institutions within 500 feet of event, as listed above.

STREET CLOSURE PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

EVENT INFORMATION

Please list the dates and times that you are requesting to close the street(s)

Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____

Yes No Will you be using detour signs to help local traffic around the street closure(s)?

Yes No Will you be alerting the local neighborhood of street closures prior to the event?

If yes, please describe plan: _____

List the street(s) that need to be closed during the above-mentioned dates and times:

IMPORTANT INFORMATION

- For block parties, the applicant is responsible for installing and removing barricades and detour signs.
- Please makes sure that you have attached a drawing or map of the streets to be closed and the position of any detour signs if applicable.
- For block parties, please attach the written consents of at least 75% of residents who live along the portion of street to be closed.
- For block parties, if held within 500 feet of any school, church, hospital, nursing home, or similar operation, please submit approval from the management of the institution.
- **Street closures are NOT guaranteed, and must be approved by the City of Carlton, Carlton Police Department, and the Carlton Fire District.**

Print Name _____ Event Title _____

Signature _____ Date _____

Street Closure Permit: For Office Use Only

Approved By Department _____ Date _____

Denied By _____ Time _____

ABOUT CARLTON CITY PARK RENTALS

1. You must be 21 years of age to rent the park and provide proper identification (valid driver's license).
2. You must pay for your park reservation at time of application. By failing to do so you automatically forfeit your date and it will be re-opened for rental.
3. All groups are required to have one (1) chaperone at least 21 years old for every (25) participants under the age of 18.
4. Entry fees or parking fees may not be charged without acquiring necessary permits from the City of Carlton.
5. Rented facilities may not be sublet or assigned to other.
6. You may be responsible for providing restroom facilities for your group, depending on group size.
7. All city park structures and facilities, (such as drinking fountains, playground equipment and restrooms) will be exempt from the park rental and will remain open to the public.
8. No tents are to be erected on City park property without prior written consent by the City Council. NOTE: Any special requests must be submitted to the City of Carlton for their approval not later than forty-five (45) days prior to your rental date.
9. You and your group participants accept the premises as is. It is your duty to inspect the premises for you and the event participants. You are solely responsible for your personal safety and the safety of your personal property while using the premises.
10. Your group must conduct themselves in an orderly manner and protect all Park property, including trees, flowers, shrubs, etc.
11. No alcoholic beverages are allowed in the park.
12. Disorderly conduct or assault will not be tolerated. Such actions include, but are not limited to, abusive, indecent, profane, or vulgar language that might cause a breach of the peace or threatening or causing physical contact with someone else who might consider the contact offensive.
13. No disc jockeys, loud music, or live bands are permitted without prior written consent from the City of Carlton Council.
14. No advertising or decoration of or on park property without a written permit as specified by City Park Code.
15. Leave the premises clean, placing all paper and other debris in the receptacles furnished throughout the park. If there is a need for additional trash removal it will be your responsibility to ensure proper disposal.
16. Should you decide to cancel your reservation, your rental payment is not refundable. NO RAINCHECKS OR REFUNDS WILL BE GIVEN DUE TO INCLIMATE WEATHER OR LATE CANCELLATIONS.
17. The City of Carlton reserves the right to cancel any reservations in the event the City of Carlton deems it necessary to do so.
18. The City of Carlton will have no responsibility or liability of loss of property equipment or equipment of Renter regardless of cause. Renter shall be responsible for insuring such property as they see fit.
19. All Federal, State and local laws, codes, regulations and ordinances will be followed by renter and guests.
20. To voluntarily indemnify and to hold harmless the City of Carlton, the Elected City Officials, their respective officers employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out of the use of City owned Building/Facilities which do not arise out of the negligent acts or omission of an officer, employee, or agent of the City and/or City Council.

City of Carlton – Event Application and Planning Guide

21. City of Carlton may require some events to have Liability Coverage with a two million dollars (\$2,000,000) per occurrence. The policy will name City of Carlton as an additional insured: The Renter must provide the City of Carlton with a Certificate of Liability Insurance for the event. The minimum limit of additional insured with respect to the use of the City's Facility and evidence of such endorsement will be provided to the City.
 - a. Any deductible which is part of any insurance policy required hereunder shall be paid for assumed by, and at the sole risk of the licenses. The City of Carlton shall not be responsible for the payment of any such deductible.
 - b. The Insurance Certificate must be received by the City of Carlton no later than 15 days prior to the day of the event.
22. Any group, which does not abide by this rental agreement and/or park rules and regulations, may forfeit immediate and future use of City of Carlton property. Renter may be charged additional fees for maintenance and/or repair to the City property.

AFFIDAVIT OF APPLICATION

INSURANCE REQUIREMENTS

Commercial General Liability Insurance including Bodily Injury and Property Damage on an “occurrence” form. This coverage shall include contractual liability for the indemnity provided in this application, and shall include products and completed operations. Such insurance shall be primary. Coverage shall be a minimum of two million dollars (\$2,000,000.00) per occurrence. The applicant will name the City of Carlton, its elected and appointed officials, its officers, agents and employees and volunteers as additional insureds for use of City facilities. Coverage for participant accident is provided.

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION FOR USE OF FACILITIES

Whereas, _____ (name of organization) desires to use City owned facilities at the City of Carlton, and the City has approved the use of these facilities, the undersigned agrees as follows:

1. To assume full legal and financial responsibility for any and all damages to City owned buildings, parks, facilities, and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building, park or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited.;
2. To grant the City, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participants expense and of returning the participant to their home;
3. To conform to all applicable policies, rules, regulations and standards of conduct as established by the City;
4. To waive any claim for damages or compensation resulting from fire, casualty or other circumstances rendering the fulfillment of this agreement impractical or impossible, and understands that the City shall not be liable for any loss whatsoever as a result of such changes, with or without notice;
5. To voluntarily indemnify and to hold harmless the City of Carlton, the Mayor, the City Council, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising

City of Carlton – Event Application and Planning Guide

from the use of City owned buildings/parks/facilities, which do not arise out of the negligent acts or omissions of any officer, employee, or agent of the City and/or City council.

6. This agreement is valid for City building/park/facility use on _____ (date) in the _____ (location);
7. Acknowledges reading this document and understands and accepts the terms as stated:

Authorized Signature

Date

Co-Signature

Date

Name of Organization

Signature for the City of Carlton

Signature

Title

Date

Upon payment of deposit (if required) and return of this signed form, and all required application forms, this building/park/facility is permanently reserved for the date(s) requested by the above party. Copies of facility reservations will be sent to the above party after receipt of all required forms and documentation, and will identify any applicable charges that will be billed after the event.

Cancellation of the event and use of the facilities must be made no later than 48 hours in advance, and the party will pay charges incurred up to that point.