

Application for Indoor/Outdoor Special Event Permit



McMinnville Fire Department
175 NE 1st Street
McMinnville, OR 97128
Phone: 503.435.5800
Fax: 503.435.5815

A Special Event is an assembly or gathering of persons for entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person other than the City that may involve use or closure of public right-of-way or public owned property, use of public personnel or resources for planning, inspections, prevention, emergency response, or any combination of these elements.

Events that involve use or closure of public right-of-way or public owned property, use of public personnel or resources for planning, inspections, prevention, emergency response, or any combination of these elements require an Event Permit.

Organized walk/run/bike events that involve the closure of streets require an event permit.

Special Events that take place in non-assembly buildings (tents, warehouses, parking garages, or vacant buildings) when the occupant load exceeds 49 require an Event Permit.

Fenced outside events when the occupant load exceeds 49 require an Event Permit.

All trade shows with 6 or more vendor booths require an Event Permit.

All haunted houses, regardless of occupant load, require an Event Permit.

All outdoor concerts, regardless of occupant load, require an Event Permit.

Events that take place over multiple dates in the same location may apply for an annual event permit, i.e. Farmer's Market.

Large events that take place over multiple locations may apply for one event permit that encompasses all locations within the event. Additional event sites not included with the original permit and plans will be subject to additional event permits and fees.

Special Events that occur on property that does not fall within the designated use of the building/property will require a Special Event Permit, i.e. The Sip. A separate event permit will be required for each event.

The event coordinator is responsible for obtaining the permits that occur on public property. The property owner is responsible for obtaining the permit for events on private property.

Special Event Permit Rules

The McMinnville Fire Department levies a fee for special events of \$150.00 for venues up to 50,000 Sq Ft., \$250.00 for venues over 50,000 Sq Ft. (In accordance with City of McMinnville Resolution 2016-11). An application for the permit must be submitted and the fees must be paid at least seven calendar days prior to the event. Submission of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied.

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application. Site maps should include the following elements: Floor plan of the area being used including square footage. Stages and distance from the audience, bleachers, food vendors/cooking, booths, tables, tents, shelters, fencing, barricades, portable toilets, smoking areas (outdoor events), race rout/sporting event, vehicles, parking, all other structures, all exits clearly marked, and emergency vehicle routes for larger events. If the floor plan is larger than 11" x 17", two copies must be submitted.

Hosting a Special Event without applying for and obtaining a Special Event Permit for any events that fall within the McMinnville Fire Departments list of required permitted events will result in a fee of \$200.00 for failure to obtain a permit plus the cost of the original permit (\$150.00 or \$250.00).

The Special Event Permit issued by McMinnville Fire Department shall be posted in a conspicuous location adjacent to the main entrance, on the main stage, or at the information booth throughout the duration of the event.

Special Event Permit Rules Continued

The McMinnville Fire Department requires the event organizer to comply with the "Food Concessions & Vendor Fire Safety Checklist" and any specified "Conditions of Use" by a Fire Officer or Inspector of McMinnville Fire Department for due cause. Failure to comply with the "Food Concessions & Vendor Fire Safety Checklist" or any specified "Conditions of Use" will result in the failure of the inspection and a permit will not be issued. Fees will not be refunded if permits are not issued for failure to comply.

Failure to comply with the "Vendor Fire Safety Checklist" or any specified "Conditions of Use" during the event may result in the closure of the event and an additional fee of \$200.00.

The City of McMinnville may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the required time periods.
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of McMinnville money from another event, services provided or damages to city property.
- The McMinnville Fire Department has already received a completed application and given preliminary approval for the same date and or space.
- If the use or the event would conflict with previously planned programs organized and conducted by the City or non-governmental agencies previously scheduled for the same time and place.
- The applicant does not comply with all applicable city ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.

The City of McMinnville may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. Full credit will be given for events scheduled and paid for prior to seven calendar days.

REQUIREMENTS FOR SUBMITTAL (plans cannot be reviewed without all of the required submittal criteria):

- Completed application.
- Legible site plan with a layout of the location being used must include the following:
 - Floor plan of the areas being used, measurements including square footage, stages and distance from the audience, bleachers, food vendors/cooking, booths, tables, tents, shelters, fencing, barricades, portable toilets, smoking areas (outdoor events), race routes/sporting event, vehicles, parking, all other structures, all exits clearly marked and emergency vehicle routes for larger events. If the floor plan is larger than 11" x 17", two copies must be submitted.
- Payment of fee. \$150.00 for venues up to 50,000 Sq Ft., \$250.00 for venues over 50,000 Sq Ft. (In accordance with City of McMinnville Resolution 2016-11).
Checks can be made out to: McMinnville Fire Department
- Completed packet (including fees) must be received at least **fourteen (14) calendar days** before the event. Any permit request packet received after the deadline may be denied.

EVENT INSPECTION:

- Events are not allowed until the venue has been approved by the Fire Marshal's Office.
- An inspection of the event site will be made by the Office of the Fire Marshal before the event begins.
- All event sites must comply with McMinnville Fire Department's Food Concessions & Vendor Fire Safety Checklist and the rules stated above.
- The permit will be issued upon completion of the inspection.
- The permit can be revoked for failure to comply with the specified "Conditions of Use" by a Fire Officer or Inspector of McMinnville Fire Department for due cause.

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175 NE 1st Street
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Either bring or send packet (including plans, paperwork and payment) to:
**PERMITS – McMinnville Fire Department,
175 NE 1st Street,
McMinnville, OR 97128.**
Open 8:00 AM – 5:00 PM, Monday – Friday

Please check all that apply: Location up to 50,000 Sq Ft. Location over 50,000 Sq Ft.
 Indoor Event Outdoor Event Annual Permit Requested Multiple Locations

Name of Event: _____

Sponsor/Organizer of Event: _____

Contact Name: _____ Phone: _____

Contact Address: _____

E-mail Address: _____

Event Site Contact Name: _____ Phone: _____

Location/Address of Event: _____

Requested Dates of Event: _____ Requested Hours of Operation: _____

FOR FIRE DEPARTMENT USE ONLY

DATE REC'D. _____ Payment Amount: \$ _____ Check #: _____ CC Payment: _____

- Legible Site Plan submitted at least 14 days prior to the event.
- One time fee for area up to 50,000 Sq Ft. (in accordance with City of McMinnville Resolution 2016-11) - \$150.00
- One time fee for area over 50,000 Sq Ft. (in accordance with City of McMinnville Resolution 2016-11) - \$250.00

EFFECTIVE DATES:

Application accepted as is, permit granted: Yes No _____

From: _____ To: _____ Hours of Operation: _____

Anticipated Date of Inspection: _____ Annual Event Permitted: Yes No

Inspector's Name: _____ Inspector's Signature: _____

The permit can be revoked for failure to comply with the specified "Conditions of Use" by a Fire Officer or Inspector of McMinnville Fire Department for due cause.

Conditions of use:

