

**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.**

#### **THE FOLLOWING EVENTS REQUIRE A SPECIAL EVENT PERMIT APPLICATION**

- Special Events that occur on public or private property that does not fall within the designated use of the building/property.
- Events that involve use of 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.
- Organized athletic events such as but not limited to, walk/run/bike events, that involve the use and/or closure of streets or public right of way.
- Special Events that take place in non-assembly buildings (tents, warehouses, parking garages, or vacant buildings) when the occupant load exceeds 49.
- Fenced outside events when the occupant load exceeds 49.
- All events with 6 or more vendor booths.
- All haunted houses, regardless of occupant load.
- All outdoor concerts, regardless of occupant load.
- All carnivals or fairs.

#### **SPECIAL EVENT PERMIT RULES**

- In accordance with City of McMinnville Resolution 2022-29 the McMinnville Police Department levies a fee for special events.
  - \$150.00 for small events. Small events must meet all the following requirements:
    - Takes place over a single day.
    - Takes place at a single venue or location.
    - The total event must be 50,000 sq. Ft. or less.
    - The event must not be over one city block in length.
  - \$350.00 for large events. Events are considered large if they meet any one of the following:
    - Venue over 50,000 sq. Ft.
    - Events takes place over multiple dates.
    - Event takes place in multiple locations.
    - Event is more than one city block in length.
- Additional fees may be assessed if your event is a carnival or fair, or if it includes food vendors, Pyrotechnic/Flaming Arts Performances, bon fires or ceremonial fires, Live Fireworks shows, Haunted Houses, temporary structures (e.g. tents) that individually exceed 400 sq. ft, or outdoor assemblies where the planned attendance exceeds 1000 people. **Please contact the McMinnville Fire District if your event includes any of these.**
- An application for the permit must be submitted and the fees must be paid at least 45 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.
- Hosting a Special Event without applying for and obtaining a Special Event Permit (at least 45 days in advance) for any events that fall within the City of McMinnville's list of required permitted events will be subject to a class 4 violation with a fee of \$500.00.
- The Special Event Permit issued by The City of McMinnville 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.
- The City of McMinnville may cancel or postpone an event without prior notice for any condition affecting the public 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.

- 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.
- 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.
- The applicant should specify any service, material, or property that is requested to be provided by the City of McMinnville. If approved, city services may be provided by the McMinnville Police, Public Works, and Fire Departments during regular city working hours but will be subject to availability. Services from these departments may include posting of No Parking signs, electrical services, traffic control and parade assistance, or standby services provided by MFD. A fee may be assessed for these services.
- Major community events may be required to use the City of McMinnville’s Police Department for crowd and traffic control. Private security personnel must be used for areas where alcohol will be consumed. At the applicant’s request, the City of McMinnville Police Department will provide cost estimates for police services. The Police Department reserves the right to increase staffing levels during the event if deemed necessary to preserve public safety. The event holder shall be liable for the City’s actual cost of providing services as billed to the applicant after the event has concluded. The City of McMinnville may not provide services during overtime hours (late weekday afternoons, evenings, weekends, and holidays) unless reimbursed by certified check at least one week in advance for such work. Event organizers can also hire qualified private contractors for set-up and event needs, provided that all Municipal Codes are met, and all necessary permits issued in time.
- If the event is likely to impact traffic in the immediate area, applicant must prepare a traffic control and signage plan that is subject to the approval of the City.

### **PERMIT APPLICATION INSTRUCTIONS**

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

1. Review the Special Event Terms and Conditions (pages 14-16).
2. Review the Special Event Permit Rules (see above).
3. Complete Special Event Permit Application, pages 5-13 and any supplemental pages/attachments.
4. Obtain a Certificate of Insurance from your insurer (**see PERMIT TERMS AND CONDITIONS for more info**).
5. The Certificate must:
  - a. List the name and date(s) of the event.
  - b. State the limits of liability are as follows:

The coverage shall be in the amount of \$1,000,000 for each occurrence and \$2,000,000 general aggregate and shall include medical expenses (any one person) in the minimum amount of \$10,000.
  - c. Liquor Liability Insurance if the event will include the distribution and consumption of alcohol.
  - d. Name “The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers” as additional insured.
    - THE CITY WILL NOT ACCEPT ANY CERTIFICATE OF INSURANCE WITHOUT THE ADDITIONAL INSURED LANGUAGE.
    - IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN A CERTIFICATE OF INSURANCE FOR EVERY VENDOR PARTICIPATING IN THEIR EVENT.

6. Submit completed Special Event Permit Application, all additional required materials, and the event application fee at least 45 days prior to the event to:

City of McMinnville Police Department  
Attn: Special Events  
121 SW Adams St  
McMinnville, OR 97128

7. Please make a copy of all submitted materials for your records.  
8. To apply for a Special Event Permit, please complete and submit the following at least 45 days in advance of your scheduled event start date.

The following sections MUST be completed by the event coordinator for ALL EVENTS:

- Event Application, pages 5-13, must be signed and dated.
- Attached site plan, sanitation plan, and parade/athletic event traffic control plan, map, and contacts.
- Certificate of Liability Insurance.
- All event fees paid.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR COMPLETION AND A NEW 45 DAY TIMELINE BEGINS ONCE IT IS RESUBMITTED. All APPLICATIONS MUST BE COMPLETE AND SUPPORTING DOCUMENTS MUST BE RECEIVED AT LEAST FOURTY-FIVE (45) DAYS PRIOR TO THE SPECIAL EVENT. APPLICANTS MAY BE CHARGED FOR EXTRA TIME SPENT ON FOLLOW-UPS FOR INCOMPLETE OR INADEQUATE INSURANCE SUBMISSIONS.

After submitting all forms, your application will be sent to all departments that will be involved in providing services or permits for the event. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event until approval from the City has been received.

If this event is a large event such as a festival, athletic event, parade, requires a street closure, exceeds parking capacity, or requires crowd control or security the application MUST include or provide:

- Approved Street Use/Public Right of Way Permit Application  
<https://www.mcminnvilleoregon.gov/publicworks/webform/application-street-usepublic-right-way-use>
- Attached sanitation plan.
- If serving alcohol, a detailed map of the wine/beer gardens (this may require 2 or more exits per Fire Code)
- Provide details about any fencing at the event. Will the entire event be fenced, or only specific portions? Describe the type of fencing used and the total square footage. This should be included in the site plan.
- Attached traffic control plan including barricades and emergency vehicle access points.
- Athletic event/parade plan, route, and map.
- Give 30 days' notice prior to event for local businesses and residents. See property owner notification form.
- Provide a plan for area business and residential access or alternate parking locations.
- Provide a detailed explanation of power (equipment needed and expected amp draw) and water requirements for the event.
- Notice of temporary parking prohibition. Specific signage of the temporary parking prohibitions must be clear, timely, and properly maintained. See Drag and Drop Towing Procedures for details.
- All vendors must be provided with the Food Concessions & Vendor Fire Safety Checklist (see page 13).
- Assign crowd managers for events over 500 attendees per fire code.

Some events may also require:

- Security plan.
- Fire performance and/or fireworks display plan and site map.
- Noise Ordinance Variance approved by the City Manager.
- McMinnville Fire District: If your event includes food vendors, pyrotechnic displays, live fireworks, or Haunted Houses, or other similar set-ups you will need separate approval from the McMinnville Fire District, please contact them at 503-435-5800.
- City of McMinnville Parks & Recreation: If any part of your event will go through (such as a 5K run) or utilize any part of a city park, you will need an additional permit from Parks and Recreation. Please contact them at 503-474-5149.
- OLCC Temporary Sales License (TSL) Permit – If alcohol use is planned in the public right-of-way for any event, submit all Oregon Liquor Control Commission (OLCC) permits with your application. The City of McMinnville (local government as stated on the application) will process the first portion and then contact you to take the City approved application to OLCC 503-872-5000. Contact McMinnville Police Department for more information 503-434-7307.

Other agency permits that may apply (please submit these to the appropriate agencies) :

- ODOT Permit for closure of State Highways  
<https://www.oregon.gov/odot/Maintenance/Pages/Permits.aspx>
- Oregon State Fire Marshal for Live Firework Display Permits  
<https://www.oregon.gov/osp/programs/sfm/Pages/Fireworks.aspx>

**By submitting this permit application, Applicant agrees to abide by the Permit Terms and Conditions, if this permit is approved.**

**Submit pages 5-13 and attachments only.**

**EVENT DETAILS**

Please check all that apply:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Tents or other temporary structures that individually exceed 400 sq. ft. | <input type="checkbox"/> Indoor Event                        | <input type="checkbox"/> Parade/Procession         |
| <input type="checkbox"/> Location over 50,000 sq. Ft.   | <input type="checkbox"/> Outdoor Event                       | <input type="checkbox"/> Food Vendors              |
| <input type="checkbox"/> 1000+ attendees  | <input type="checkbox"/> Festival/Fair/Carnival              | <input type="checkbox"/> Pyrotechnics/Flaming Arts |
| <input type="checkbox"/> Single Day Event   | <input type="checkbox"/> Concert/Performance                 | <input type="checkbox"/> Fire Works Display        |
| <input type="checkbox"/> Multiple Day Event   | <input type="checkbox"/> Farmers/Street Market               | <input type="checkbox"/> Haunted House             |
| <input type="checkbox"/> Street/Public Right of Way Closure                                       | <input type="checkbox"/> Car Show                            | <input type="checkbox"/> Serving Alcohol           |
| <input type="checkbox"/> Sound Amplification  | <input type="checkbox"/> Athletic Event (walk/run/bike/etc.) | <input type="checkbox"/> Ceremonial/Bon Fire       |
| <input type="checkbox"/> Single Location Event  | <input type="checkbox"/> Contained to One City Block         |  |
| <input type="checkbox"/> Multiple Location Event  | <input type="checkbox"/> Covers Multiple City Blocks         |  |
|   | <input type="checkbox"/> Other: _____                        |  |

Name of Event: \_\_\_\_\_

Sponsor/Organizer of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Event Onsite Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set Up/Assembly Date and Time: \_\_\_\_\_ Break Down Date and Time: \_\_\_\_\_

Number of food vendors: \_\_\_\_\_ Names of food vendors: \_\_\_\_\_

***FOR POLICE DEPARTMENT USE ONLY***

Date Received: \_\_\_\_\_ Name of Person Receiving Application: \_\_\_\_\_

- Items must be included with application:
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Application Received on Time        | <input type="checkbox"/> Event Fees:              |  |
| <input type="checkbox"/> Legible Site Plan/Map               | <input type="checkbox"/> Small Event \$150.00     | (less than 50K sq ft, single location, one city block in length, and single day event) |
| <input type="checkbox"/> Certificate of Insurance            | <input type="checkbox"/> Large Event \$350.00     |  |
| <input type="checkbox"/> Liquor Liability Insurance Coverage | <input type="checkbox"/> # of Food Vendors _____  | <input type="checkbox"/> MFD approval for special circumstances                        |
| <input type="checkbox"/> Payment of Total Fees Due           | <input type="checkbox"/> Pyrotechnic/Flaming Arts |  |
|  | <input type="checkbox"/> Live Fireworks Display   |  |
|  | <input type="checkbox"/> Haunted House            |  |
- Total Fees Due: \$ \_\_\_\_\_
- Payment Type:
- Check #: \_\_\_\_\_  Credit Card Payment



**SECURITY/SAFETY**

Are you requesting City Police services at intersections and/or for crowd control?  Yes  No

The event holder shall be liable for the City's actual costs of providing services.

Will you be hiring security personnel?  Yes  No

If yes, list company name: \_\_\_\_\_

Please describe your procedures for crowd control and internal security (attach additional sheets as needed):

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**STREET CLOSURES**

Are you closing streets, sidewalks, parking, or other public right of way for your event?  Yes  No

Please provide 30 days' notice to area businesses and residents who are affected by closures (see property owner notification form).

Are you clearing the streets of parked cars?  Yes  No

Notice of temporary parking prohibition. Specific signage of the temporary parking prohibitions must be posted 48 hours prior to the closure, clear, timely, and properly maintained (see Drag and Drop Towing Procedures for details).

Are you blocking access to area businesses or residents?  Yes  No

Provide a plan for business and residential access or alternate parking locations (attach additional sheets as needed):

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\_ Are you closing multiple streets and/or intersections?  Yes  No

Attach a traffic control plan including barricades and emergency vehicle Access points.

Applicant to contact Public Works 503-434-7316 to coordinate the logistics of picking up and returning any needed street closure signs and barricades. Barricade and signage use is based on availability and secondary to the City's operational needs.

**BARRICADES AND SIGNAGE**

For City sponsored events, requested barricades, signs and cones will be delivered and staged by Public Works and recovered the day after the event. Event organizers shall be responsible for placing such devices as necessary per the event traffic control plan.

For non-City sponsored events, requested barricades, signs and cones may be borrowed from Public Works as availability allows and secondary to the City's operational needs. Event organizers are responsible to pick up and return borrowed equipment from the Public Works Operations yard (1900 NE Riverside Drive; 503-434-7316). If event organizers provide their own traffic control devices, all such devices shall meet all requirements of the Manual of Uniform Traffic Control Devices (MUTCD).

**REQUEST FOR ELECTRIC AND WATER (ALPINE AVE)**

For Alpine Avenue Events, City staff can provide a map showing where these services are located. City staff will verify that power and water are operational prior to the event. City staff will not be available during the event for any electrical or water issues. For other events in other locations, City owned power outlets and water sources may not be available.

Will your event require water?  Yes  No

Will your event require electrical hook up?  Yes  No

**VOLUNTEERS**

How many volunteers are working the event? \_\_\_\_\_ What will the volunteers wear to identify themselves as volunteers? \_\_\_\_\_

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**PYROTECHNIC/FLAMING ARTS PERFORMANCE**

Contact/Performer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please give a detailed description of type of Event/Pyrotechnic/Flaming Art, location, date, time, and safety plan (attach additional sheets as needed): \_\_\_\_\_  
\_\_\_\_\_

- Provide site plan with detailed location of the event, distance from the spectator and structures, location of water source, extinguishers, first aid, fire and life safety personnel and/or apparatus if needed.

**FIREWORKS DISPLAY**Have you completed the Oregon State Fire Marshal Permit?  Yes  NoPlease give a detailed description of location of Fireworks Display, date, time, and safety plan (attach additional sheets as needed): \_\_\_\_\_  
\_\_\_\_\_

- Provide site plan with detailed location of the fireworks, distance from the spectator and structures, location of water source, extinguishers, first aid, fire and life safety personnel and/or apparatus.

**TRASH, RECYCLING, AND POST EVENT CLEAN UP**

Event organizers are responsible for trash control, recycling, and disposal for their events. Extra trash containers and recycle containers can be coordinated with Recology. All event related disposal shall be removed from the site and disposed of off-site as arranged for and paid for by the organizers. City staff will not be available during the event for any garbage/recycling issues.

For events selling or providing food & beverage, post event street sweeping will be required. The City can coordinate and schedule the sweeping and have the contractor bill the event organizers, or the organizers can coordinate separately with local sweeping vendors. The City can provide applicants with contact information. Contact Public Works for details. 503-434-7316

Provide a detailed explanation of power (equipment needed and expected amp draw) and water requirements for the event (attach additional sheets as needed): \_\_\_\_\_  
\_\_\_\_\_**SOUND AMPLIFICATION**Areas within 400 feet of the source of the involved sound:  Residential  Commercial  Industrial/Light IndustrialPlease give a detailed description of the date(s) and time(s) when the involved sound will be emitted. Give the physical characteristic of the involved sound, i.e., live band, boom box, microphone, DJ, number of performers, type of music, location of amplification. Include the origin of the sound on the required Site Plan (attach additional sheets as needed): \_\_\_\_\_  
\_\_\_\_\_Are you requesting a variance for exceeding The City of McMinnville's noise ordinance (residential 55 dBA until 8pm 50 dBA after 8pm, commercial 60 dBA until 8pm 55 dBA after 8pm, light industrial 70 dBA until 8pm 65 dBA after 8pm, industrial 80 dBA until 8pm 75 after 8pm)?  Yes  NoPlease see <https://www.mcminnvilleoregon.gov/police/page/ordinances> for more information.



All requests for variances for The City of McMinnville’s noise ordinance should be addressed to Claudia Cisneros.

[Claudia.Cisneros@mcminvilleoregon.gov](mailto:Claudia.Cisneros@mcminvilleoregon.gov)

**CONSENT AND LIABILITY**

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. \_\_\_\_\_ (INITIALS)

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of McMinnville, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of deposit, denial of future events, criminal prosecution and/or administrative citation(s), fines.

Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Please submit your completed form and all additional required materials to:  
City of McMinnville Police Department, Attn: Special Events  
121 SW Adams St  
McMinnville, OR 97128  
Phone 503-434-7307

Please make a copy of all submitted materials for your records.

**POLICE DEPARTMENT USE ONLY**

**DEPARTMENTAL REVIEWS**

**McMinnville Police Department**

Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**McMinnville Public Works Department**

Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**McMinnville Fire District**

Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Downtown Event Approval**

Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **ATTACHMENTS**

Every application must include the following attachments: Site plan/detailed map of the event location, a sanitation plan, and for parades and athletic events, a traffic control plan, map, and contact list.

### **SITE PLAN/DETAILED MAP**

To ensure proper review of your event, it is required that you attach a site plan. Based on your event site plan and components, the City may require an inspection of your venue before or during the event.

**INSTRUCTIONS:** A detailed map is required. Hand drawn maps will not be accepted for required plans. Please use electronic mapping tools include Google Maps, PowerPoint files etc. Attach a Site Plan with the following items clearly shown if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue.
- Location of all platforms, scaffolding, bleachers, grandstands, canopies, tents, and other temporary structures.
- Location of seating, tables, dance floors, serving areas, or other items being used in the set up of the event.
- Location and description of sound stages (height and size).
- Detailed food vendor locations.
- Cooking area configurations, including cooking methods (gas grills, propane etc.).
- Location and description of beverage vendors both non-alcoholic, alcoholic beverages/wine and beer gardens along with number of serving stations at each location, type of fencing, and location of exits.
- Location of retail merchants/vendor booths.
- Location of large tents (400 sq. feet).
- Location of portable toilets.
- Location of hand washing sinks.
- Generator locations, source of electricity, and all requirements.
- Location of public entrances and exits.
- Identification of all event components that meet accessibility standards (ADA).
- Location of fencing, barriers and/or barricades, and exits.
- Location of fire lane.
- Location of First Aid and Fire Department access to First Aid station.
- Location of fire extinguishers.
- Location of pyrotechnics/flaming arts performance/fireworks (you must also include a separate detailed map of the location for those events with distances from the structures, spectators and location of water source/extinguishers/first aid/fire and life safety personnel and/or apparatus).
- Other related components not listed above (e.g. special equipment etc.).

### **SANITATION PLAN**

Attach a Sanitation Plan with the following items clearly shown if applicable:

- Location of restrooms and hand washing units.
- Location of garbage cans, dumpsters, and recycling collection.
- If there will be food preparation, include provisions for disposing of cooking waste.
- Post-event cleanup, recycling plans and garbage disposal.

Event coordinators are required to provide garbage dumpsters specifically for their event. Use of existing garbage cans/dumpsters for local residents and business use is prohibited without permission.

### **TRAFFIC CONTROL PLAN AND MAP FOR ATHLETIC EVENTS OR PARADES/PROCESSIONS**

To ensure proper review of your event, it is required that you attach a traffic control plan. Events including parades, processions, and athletic events that involve a closure or blockage of City streets to control traffic flow must include a detailed narrative and traffic control plan, a detailed map, and a list of contacts. Please submit these items on a separate page.

Note: Throwing of candy or any other items during a parade is prohibited to prevent children from darting into the street. Items given away during a parade must be handed out in person. Event organizers are expected inform every parade participant/group.

- Provide a narrative and traffic control plan. The plan must include the following items if applicable:
  - A detailed schedule and narrative including description of the type of event and event route/location (i.e., held on sidewalk and/or street, route, where and how you wish to travel).
  - Street closure beginning and ending times and event beginning and ending times.
  - If and how the course will be marked.
  - Traffic flow, a description of how traffic will be directed.
  - Procedures for crowd control including the duties and locations of flaggers/parade marshals/volunteers. Note: Designated Parade Marshals for crowd control must be assigned along the entire parade/athletic route. The expectation is two (2) parade marshals per city block, one marshal facing one side of the street and the other marshal facing the other side of the street. Their role is to walk back and forth within their one-block distance to keep people from setting up chairs and such in the roadway, and to keep people back as the parade passes by (keep kids from darting out into the parade/athletic event).
  
- Provide a detailed map. The map must include the following items, clearly shown, if applicable:
  - Staging, loading and assembly areas (all).
  - Starting point.
  - End point.
  - Direction of travel.
  - Street names.
  - Barricade locations. Note: All perimeter barricade locations need to have a volunteer assigned to them during the duration of the event to keep people from moving the barricades or driving around them. Volunteers are also useful when emergency vehicles need to respond. Having a volunteer at every perimeter barricade means the barricades can all be moved out of the roadway for emergency vehicles. This also allows barricades to be removed at relatively the same time once the parade is done.
  - Emergency vehicle access points.
  - Location of fire lanes.
  - Location of First Aid and/or medical personnel.
  - All parking and shuttles.
  - Certified Flaggers/Course Marshals/volunteer locations.
  
- Provide a list of points-of-contact for the day of the event. List in order of priority of who to contact first if there is an issue during the event. Minimum of three names and phone numbers required.

**PROPERTY OWNER NOTIFICATION FORM**

Applicants shall provide an application and a notification form signed by all residents/businesses within the area to be seriously impacted by any requested temporary street closure or any request which might have significant impact on area tenants. Failure to inform such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form. If your event will have amplified sound it may require a Noise Ordinance Variance Permit, which also requires a separate notification form.

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

**STREET CLOSURES**

The Undersigned hereby petition the City of McMinnville to close(Street): \_\_\_\_\_

Between: \_\_\_\_\_ and \_\_\_\_\_

for an event to be held on: \_\_\_\_\_ from: \_\_\_\_\_ until: \_\_\_\_\_

By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the above listed street closure.

NAME (Signature)	ADDRESS	PHONE

You may attach additional sheets, if necessary. Do not submit this form until signatures are gathered.

**PROPERTY OWNER NOTIFICATION FORM**

Applicants shall provide a notification form signed by all residents/businesses within the area to be impacted by any amplified sound requiring a Noise Ordinance Variance. Failure to inform such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form.

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

**AMPLIFIED SOUND**

The Undersigned hereby petition the City of McMinnville for a Noise Ordinance Variance for sound amplification.

Type of Amplification: \_\_\_\_\_

for an event to be held on: \_\_\_\_\_ from: \_\_\_\_\_ until: \_\_\_\_\_

By signing below, we abutting residents affected by the proposed sound amplification, acknowledge notification of the above listed Noise Ordinance Variance.

NAME (Signature)	ADDRESS	PHONE

You may attach additional sheets, if necessary. Do not submit this form until signatures are gathered.

## **FOOD CONCESSIONS & VENDOR FIRE SAFETY CHECKLIST**

### **Tents/Booths/Stand**

- No smoking signs posted.
- Cooking operations are at least 10 feet from non-cooking tent/booth/stand
- Combustible vegetation, trash, and debris are not stored in and around tent/booth/stand
- Tent has fire resistant certification label attached or available certificate.

### **Fire Extinguishers**

- Non-cooking vendors – ABC type dry chemical (not less than 5lb rated at 2A10BC) required every 75 ft.
- Food Concessions (all cooking appliances/equipment/BBQ's) – Type K wet chemical with an ABC type dry chemical (not less than 5lb rated at 2A10BC).
- Fire extinguisher(s) are new or in good working condition with current service tags.

### **Electrical**

- Extension cords are not less than a 14 gauge (min. 15 amp rated) with three conductor grounded plug and receptacle or are sufficient gauge wire and type to serve the rated capacity of the appliance/equipment.
- Electrical wiring, devices, appliances, and other equipment are in good working condition without splices, deterioration, or damage. No modified or damaged equipment is used.
- Generators or fuel fired equipment are located at least 20 feet from tent or stand. Generators cannot be operated inside of a vehicle unless professionally installed per specifications.

### **Propane**

- No Smoking signs posted around propane cylinders.
- Propane cylinders/tanks are at least 10 feet from cooking appliances.
- Propane cylinders/tanks are located outside or exterior edge of tent.
- Propane cylinders/tanks are secured from falling. i.e. secured to a stake/tent pole.
- Propane tubing, piping, regulators, and connections were tested for leaks with a soapy water solution before cooking operations or after cylinder/tanks changes.

Note: This checklist must be provided to all vendors participating in the event. Vendors and concessions are inspected by the Fire Marshal's Office.

### **City of McMinnville Permit Terms and Conditions**

These Permit Terms and Conditions apply to all approved City of McMinnville (“City”) permits where the City expressly states to the permit applicant that permit approval is subject to these Permit Terms and Conditions.

1. Definitions.

- 1.1. “Application” means the online, email, or hard copy application submitted to the City seeking City approval to conduct the Event.
- 1.2. “Applicant” means the individual or organization identified in the permit application.
- 1.3. “City” means the City of McMinnville, its elected officials, officers, directors, employees, agents, and volunteers.
- 1.4. “Event” means the event or project identified in the permit application.
- 1.5. “Site” means the location identified in the Application, including public and private property that may be impacted by the Event, such as parking lots, sidewalks, and adjacent rights- of-way.

2. Compliance. Event organizers, along with their employees, officials, volunteers, participants, and invitees must comply with all applicable policies, laws, regulations, and the City of McMinnville Municipal Code (City Code). Further, such organizers must also comply with these Permit Terms and Conditions. The City reserves the right to deny any Event that is deemed to be unsafe, unsuitable, or that does not abide by applicable policies, laws, regulations, or City Code.

3. General Requirements. The following requirements apply to all Events:

- 3.1. Permit application approval may be dependent on the size, date, time, and location of the event, as well as Applicant ability to ensure public/property safety concerns are addressed.
- 3.2. Applicable fees and/or security deposits are required with most applications, and payment is due prior to issuance of a Permit.
- 3.3. Failure to comply with all requirements of the permit may result in permit revocation or denial of future applications.
- 3.4. Completion of an application does not guarantee event location, and/or issuance of a permit for the Event.
- 3.5. During the application review process, no advertising of the event should take place until the permit confirmation has been received.
- 3.6. The Applicant must comply with any and all other requirements imposed by the City as a condition of approval of the permit.

4. Application Deadlines; Fees and Deposits. The Applicant must comply with all applicable deadlines related to the permit sought. The Applicant must pay all applicable deposits and/or fees related to the permit. Failure to meet these requirements may result, in the City’s sole and absolute discretion, in the denial of the permit application or revocation of the permit approval.

5. Event Review Meetings. Based on the size and scope of the Event, the City may request a meeting between the Applicant and relevant City departments to review applications that may pose a

significant impact to surrounding neighborhoods and community resources. The purpose of this meeting is to review the permitting process, the permit application, as well as City rules, regulations, policies, and requirements.

6. Insurance. The Applicant must maintain insurance coverage acceptable to the City in full force and effect throughout the term of the Permit. Such insurance shall cover all risks arising directly or indirectly out of the Applicant's activities related to or connected with the Event. Any and all agents or subcontractors with which the Applicant contracts for any portion of the Event must have insurance that conforms to the insurance requirements in these Permit Terms and Conditions. The amount of insurance carried is in no way a limitation on the Applicant's liability hereunder. The policy or policies maintained by Applicant shall provide at least the following minimum limits and coverages at all times during the permit term:

6.1. Commercial General Liability Insurance. The Applicant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of the permit, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of \$1,000,000 for each occurrence and \$2,000,000 general aggregate and shall include Medical Expense (any one person) in the minimum amount of \$10,000. The foregoing coverages must be carried and maintained at all times during the permit term.

6.2. Liquor Liability Insurance. If the Event will include the distribution and consumption of alcohol (does not include alcohol sold for retail purposes and not consumed on-site), the Applicant must obtain, at its own expense, and keep in effect during the term of the permit, Liquor Liability Insurance. If alcohol is offered to guests for free, the certificate must include host liquor liability. If alcohol is sold, the certificate must include coverage for retail liquor liability and the responsible party must fulfill OLCC requirements.

6.3. Additional Insured Endorsement. The City will be named as an additional insured with respect to the Applicant's liabilities hereunder in insurance coverages. Additional Insured coverage under Applicant's Commercial General Liability will be provided by endorsement. The following is included as additional insured: "The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers." Applicant must be an additional insured on the insurance policies obtained by its subcontractors performing any work related to the permit.

6.4. Certificates of Insurance. As evidence of the insurance coverage required by these Permit Terms and Conditions, Applicant shall furnish a Certificate of Insurance to the City. The permit shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City.

7. Indemnification. The Applicant acknowledges responsibility for liability relating to or connected with the Event, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from the Applicant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to the permit, applicable conditions of approval, and/or these Permit Terms and Conditions, or from Applicant's failure to perform its responsibilities. The review, approval, or acceptance by the City or any City employee of documents prepared or submitted by the Applicant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve the Applicant of its responsibility



to perform in full conformity with the City's requirements and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Applicant's negligent performance, failure of performance, or violation of state or federal laws. The Applicant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by the Applicant. As used herein, the term "Applicant" applies to Applicant and its own agents, employees, and suppliers, and to all of Applicant's subcontractors, including their agents, employees, and suppliers.

8. Cancellation.

8.1. The City reserves the right to cancel, postpone, or reschedule the Event with 48 hours prior written notice to the Applicant, other than in the case of an emergency or the existence of other conditions (including adverse weather and site conditions), in which case the City may cancel the Event with less notice. In the event of such emergency, the City will refund to the Applicant any fees paid to date, or attempt to reschedule the Event to a new date.

8.2. The City reserves the right to cancel, postpone, or reschedule the Event, or revoke a permit, if the Applicant fails to comply with these Terms and Conditions and/or any other permit requirements. In such event, the Applicant is not entitled to a refund of any fees paid, and the Applicant may be liable to pay additional costs incurred by the City due to the cancellation.

8.3. The Applicant may cancel, postpone, or reschedule the event with seven (7) days' prior written notice to the City, other than in the case of an emergency or the existence of other conditions (including adverse weather and site conditions), to a date mutually agreed upon by the City. All fees and deposits paid will be returned to Applicant, or applied to the rescheduled event application.

**DRAG AND DROP TOWING PROCEDURE FOR APPROVED CLOSURES ONLY**

1. Specific signing of the temporary parking prohibition that is posted 48 hours prior to the event, clear, timely, and properly maintained.
2. Once a vehicle remains after the posted parking prohibition time, the vehicle is to be photographed in place of parking violation (document lack of damage or pre-existing damage) and note location found. It is helpful if the location found photos show the temporary parking prohibition signs.
3. Tow the vehicle to a designated drop location that should be a legal parking area as close as possible to the location initially towed from.
4. Photograph vehicle to document lack of damage and/or the vehicle maintained the condition which it was found. Note location of drop.
5. Post on windshield that the vehicle was moved due to a violation of the temporary parking prohibition in lieu of a citation and/or impound, the name of the tow company, and indicate the location towed from.
6. Contact YCOM via non-emergency phone line (503) 434-6500. Provide color, make, model, and Registration # & State or VIN# to YCOM as well as the location towed from and legal parking area where dropped/towed to.