



CITY OF WARRENTON EVENT APPLICATION



This application is for events that will utilize any City of Warrenton owned property and facilities, including public streets. This application is required for ALL events at these facilities regardless of size.

Any event where 75 people or more are expected to attend or participate is considered a “Group Event” and will have special requirements.

Please read ALL of the policies in this application to determine if they apply to your event as failure to completely fill this application out will result in a delay or denial of your application.

The following flow-chart is designed to assist you in determining what parts of this application you need to complete and what sections apply to your event.



City of Warrenton Event Policies

General Statement of Purpose

The following guidelines have been developed to help facilitate events and group usage of City facilities. These policies guide the organization and production of events promoted independently from City Sponsorship. Depending on the nature of a proposed co-sponsored event with the City, these policies may or may not apply. Final approval for any event will not be granted until the sponsoring party and City Management signs a Group Use Reservation Application and Agreement.

Policy

The following guidelines govern the usage of City parks, City streets, City facilities, and the adjacent public right of way for events involving 75 people or more.

A. Reservations

Five park locations and venues within them are available for reservation: *Seafarer's Park, Quincy & Bessie Robinson Community Park, Fort Stevens Parade Grounds, and Eben H. Carruthers Park, and Skipanon River Park*. The Community Center is also available for reservation but will have a different fee schedule and must be rented at City Hall. These locations will be reserved on a first-come, first served basis. Reservations can be made up to one year in advance of the event. The City reserves the right to cancel or preempt any event or the reservation of a park when it is deemed to be in the best interest of the City. Upon reservation a deposit will be required as provided in these guidelines. Applications will be available at City Hall, Public Works, and on the City website. Completed applications should be submitted to Public Works at:

Mail: Public Works
P.O. Box 250
Warrenton, OR 97146

Office: Public Works
45 SW. 2nd St.

Email: publicworks@warrentonoregon.us

and when it has been confirmed that all terms and schedules have been met, the event will be confirmed.

B. Reservation Fee

A non-refundable reservation fee and park rental fees are outlined in the attached schedule.

C. Deposit

A refundable deposit of \$250.00 shall be charged for group event reservations. The deposit may be held for up to 30 days following the event. **The deposit is due before the event will be scheduled.** Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable. *For the purpose of this section, a group event is any event at which more than 75 people are expected to attend or participate.*

D. Grounds Setup Plan

The applicant must submit a written Grounds Setup Plan to City Management no less than thirty (30) calendar days before the event. This plan shall specify:

- a. All temporary structures, stages, fence lines, entrance gates, access lanes, exits, etc.
- b. Parking, traffic flow, any closures, barricades, etc.
- c. Power usage to include: generators, propane, City provided power
- d. Location and number of portable toilets
- e. Location of First Aid and Security personnel
- f. Location and type of rides, attractions, or livestock
- g. Location of all food, beverage, and merchant vendors

E. On Site Management

Applicants must provide an adequate number of management staff (18 years of age minimum) on location at all times the event is open to the public. Management staff must be easily identifiable and able to assist City officials in dealing with any problems or situations that may arise. On-site security may be required as determined by City of Warrenton Police Department, which will be the responsibility of the permittee.

F. Age

Applicants must be 18 years or older to reserve a park for a group event. Groups of minors must be supervised at all times by at least one adult for every ten minors.

G. Park Hours

Park usage hours are from one hour before sunrise to one hour after sunset. Extension of these hours requires approval from the City and cannot violate any City ordinance that deals with noise or assembly (Ordinance 915A, 848A and 851A).

H. Tree, Vegetation and Utility Destruction

For the protection of maintenance workers and tree health, the use of nails in trees or power poles is prohibited. The cutting, removal or relocation of any part of trees or vegetation is prohibited. Before placing stakes in the ground, locates must be obtained from all utility companies 48 hours in advance. Damages to the utilities will be the responsibility of the permittee and any assessed damages will be billed to the permittee.

I. Garbage and Litter Removal

Litter removal and garbage expenses shall be the responsibility of the applicant for the duration of park usage for the event. Event organizers will require each vendor to provide at least one trash can for public use and one trash can for vendor use. Organizers are required to secure enough dumpster capacity at one location to accommodate all the trash generated by the event. This includes animal waste from dogs, horses, livestock, etc. The City trash receptacles are not to be used for animal waste. Permittee or organizers representative may make provisions for sanitation services through City Hall, 503-861-2233. These provisions should be made 14 days prior to the event to ensure availability of dumpsters.

J. Restrooms

The City of Warrenton provides restroom facilities in some of the parks available for reservation. The applicant shall ensure toilet capacity of one toilet for each 75 participants at the event, including the permanent toilet facilities available at the parks. If additional toilets are required, the applicant shall provide portable restrooms at the applicant's expense. All portable restrooms are to be removed within 24 hours after the completion of the event. If duration of event is less than 1½ hours, no extra restrooms are required, unless otherwise agreed upon.

K. Food Concessions

Food vendors or concessionaires must comply with all City, County and State codes; specifically a City of Warrenton Business License.

L. Alcohol

Consumption of alcohol within any park facility in the City of Warrenton requires prior approval from the City along with a \$200.00 permit fee. For any sale of alcohol, a Temporary Liquor License is required from both the City (\$25) and the Oregon Liquor Control Commission. Additional insurance is required if alcohol is to be dispensed at an event. (See "Insurance and Indemnification" below.)

M. Public Access

At no time will fencing or barricades across a sidewalk or other public right-of-way be permitted without an approved permit from City staff.

N. Vehicular Traffic

No vehicles are permitted within any park boundaries, except in designated parking areas or as authorized by City Staff. Events with an approved Grounds Set Up Plan, must adhere to that plan.

O. Vendors and Exhibitors

Event organizers are responsible to communicate all park and event rules, regulations and permit requirements. The City expects that organizers will make every effort to seek compliance with these rules. However, the City reserves the right to expel from a facility any vendor that the City determines is not in compliance with provisions of the agreement or City rules and regulations.

P. Promotion

Any promotion of the event shall be entirely by the permittee at its own expense. The permittee shall NOT publicize, promote or otherwise advertise the event until the permit is approved.

Q. Insurance and Indemnification

The applicant must agree to defend, indemnify and hold harmless the City of Warrenton, its officers, agents and employees from all claims, liabilities, demands, damages and actions, or whatever form or nature, for property damage, personal injury or death, arising out of or in any way relating to the event and the use by the permittee of any public park, public space or adjacent right-of-way. The applicant must agree to maintain liability insurance of not less than \$2,000,000 per occurrence with a minimum aggregate coverage of not less than \$2,000,000, to cover any liability arising out of or associated with the event. If alcohol is dispensed, an additional \$4,000,000 alcohol liability insurance policy is required with the City named as an additional insured. The applicant must name The City of Warrenton as additional insured and the coverage must include the date(s) of the event. The applicant must also provide the City of Warrenton with a certificate of liability insurance on a date not less than fourteen (14) calendar days prior to the scheduled event.

R. Authority to Suspend or Cancel

In the event that a City management staff person finds that activities being conducted under this Agreement endanger the health and safety of any person, or will cause damage to real or personal property, or that the permittee has not complied with the terms and conditions of this permit, the City, through the action of any City management staff person, may suspend or cancel the event at any time without incurring any liability to the permittee whatsoever.

S. Anti- Discrimination/Compliance with Laws

The permittee agrees not to discriminate against any individuals on account of color, race, religion, ancestry, or national origin and to comply with all applicable federal, state and local rules, regulations and ordinances.

T. Assignment

The permittee understands and agrees that this Agreement is a license agreement and is not a lease, and that the Agreement is personal, revocable and unassignable permission to perform the act herein set out without reserving or granting to the permittee any interest in real property or other interest.

U. Permittee Status

The parties hereto agree that the permittee, its officers, agents and employees, in the performance of this Agreement shall act in an independent capacity and not as officers, employees or agents of the city.

V. No Third Party Beneficiaries

The grant of permission to use a park or conduct an event is not intended nor shall it be construed as granting any rights, privileges, or interests to any third party without written consent of the City.

W. Compliance with All Laws

The permittee shall comply with all federal, state and local codes, rules, regulations, ordinances and laws in the conduct of the event. The City of Warrenton Fire Department shall be responsible for fire and life safety issues. Warrenton Police Department shall be responsible for local ordinance and law enforcement. Clatsop County is responsible for all food handling, alcohol, electrical and other event related permits.

X. Confirmation

A reservation confirmation will be mailed to the applicant upon approval of the application. The reservation confirmation will serve as a permit for park use.

CITY OF WARRENTON EVENTS APPLICATION

Application Date: _____ Event Date(s): _____
The City requires 60-business days for processing applications and 30-calendar days for approval of ground site plans not submitted with the application.

Reservation Fee (see attached schedule) \$25.00 \$50.00 \$100.00

EVENT INFORMATION

Host Organization:

Organization Name: _____

Type of Organization: In-City Personal/Non-Profit Out of City Personal/Non-Profit Commercial

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Cell Phone: _____ Fax Number: _____

Website Address: http:// _____

Event Organizer:

Name: _____ Title: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

2nd Contact: _____ Cell: _____ Email: _____

On-Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

Alt. On-Site Contact 1: _____ Phone: _____ Email: _____

Alt. On-Site Contact 2: _____ Phone: _____ Email: _____

****Please attach to this application a list of any other managers and security staff who may be contacts in the event of an incident or emergency****

Event Details:

Event Name / Title: _____

START Date/Time: _____ END Date/Time: _____

- Facility*: Gazebo Picnic Shelter Concession Stand Play Courts
 Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball Field #4
 Entire Q. Robinson Park* Carruthers Park* Ft. Stevens Parade Grounds*
 Seafarer's Park* Post Office Park Statue Park
 Skipanon River Park* Library Park* Triangle Park*

**Excludes any playgrounds or playground equipment at any of the parks.*

Tansy Point Park Other City Properties: _____

City Trails: _____

Community Center **** Reservation made through City Hall 503-861-2233**

City Streets: **See instructions under Temporary Street Closure section below.**

- Type of Event: 5k or 10k Runs Bike Races Block Party Celebration
 Ceremony Concert Festival Fundraiser
 Farmers Market Marathon Parade Procession
 Planned Demonstration or March Street Fair Walkathons
 Other: _____

Event Description (25-word Minimum):

Is this an annual event? Yes No

Is there an admission/entry fee? Yes No

Details of Fee: _____

Anticipated Attendance: _____ Choose One: Adult Juvenile Both

Grounds Set-Up Plan: **A complete Grounds Set-Up Plan is *required* for all events. *The plan must be attached to this application and include a map with locations for sanitation dumpsters/cans, concessions, stages, toilets, parking, traffic flow, etc.* Any changes to the Grounds Set-Up Plan after it is submitted will require additional approvals.**

Sanitation Services Required: Yes No (If Yes, contact City Hall at 503-861-2233 for scheduling.)

Quantity of Dumpsters: 1 2 3

Dumpster Size: 1.5 c.y. 2 c.y. 3 c.y

Service Required: Daily Once More: _____

Restrooms: Yes No Quantity of Portable Toilets: _____

Catering/Food Vendor Details: Not Applicable

Event will include the following: (Mark all that apply)

- Alcoholic Beverages Non-Profit Food Vendors Pre-Packaged Food/Beverage Items
- Professional Catering Pot Luck Items Retail Food Vendors

- *Event Organizer must obtain health permits from all food handlers.*
- *If alcoholic beverages will be served an OLCC permit is REQUIRED as well as a \$200 permit fee.*
- *If a professional caterer will be hired for the event, please provide below information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Health Insurance.*

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Fax Number: _____

- Concession Facilities: City Portable Quantity: _____

All concessionaires and caterers will need to provide their own fire extinguishers sufficient to meet minimum emergency standards for their concession/catering area and facilities.

Staging Details: Not Applicable

Mark all of the following items that will be used at the event:

- Amplified Music Bleachers Dance Floors Live Entertainment
- Loud Speakers Microphone(s) Stage(s) Auxiliary/Stage Lights
- Other: _____

NOTE: If any of the above items will be used, indicate their location on your attached Grounds Set-Up Plan. Use of the above items may require the Event Organizer to meet ADA Regulations, Fire Code, and City Noise Ordinance regulations.

Temporary Street Closures:

Will you be requesting any street or sidewalk closures? Yes No **May require City Commission Approval*

Street: _____ Start Date: _____ Time: _____

End Date: _____ Time: _____

Type of Closure: Street Closure Sidewalk Closure

- *If your event requires a multi-day closure you may be required to complete information for each day.*
- *Keep in mind that streets must be closed from intersection to intersection. No mid-block closures.*
- *It may be necessary to obtain a Professional Traffic Plan.*
- *The City of Warrenton may require that all affected residents/businesses both on and adjacent to the street closure be notified of the closure. The method of notification may be done by door hangers, personal contact, or other manner that is likely to get attention of building/business owner or tenant. The City may require proof of this notification in the form of a letter and date of mailing, a list of property owners notified, or similar methods. This assertion is made under potential penalty of ORS 162.085 "Unsworn Falsification." Applicant also acknowledges that any loss of income to an affected party not notified would be the responsibility of the applicant and not that of the City of Warrenton.*

Do you have your own barricade equipment? Yes No

How will you meet barricade requirements?

- Host will rent barricade equipment, host will set-up & tear-down equipment.
- Host will rent barricade equipment, private company will set-up & tear-down.
- Host would like to use barricade equipment from the City of Warrenton.
 - Host will set-up & tear-down equipment.
 - Host would like City personnel to set-up and tear-down equipment.

It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.

If renting barricades from a private company they must have a Warrenton Business License. Please provide:

Company Name: _____ Contact Name: _____

Mailing Address: _____

(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____

(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Parking & Shuttle Services: Not Applicable

Parking Details: *Please describe Public Parking arrangements (Indicate location on Grounds Plan)*

Shuttle Service: Will a shuttle service be provided to the event site? Yes No

Shuttle Service Plan: **(Describe the plan. Indicate pick-up, drop-off locations on Grounds Plan)**

If providing a private shuttle service, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____

(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____

(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Security and/or Police: Not Applicable

- Event Organizer is requesting assistance from the Warrenton Police Department.
- Event Organizer will provide a private security company.

If providing a private security company, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____

(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____

(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Fire Details: Not Applicable

All fire details below should be noted on the Grounds Set-Up Plan.

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

NOTE: Any use of weapons that are loaded and discharged may be prohibited by City Ordinance or may require a police officer or security on site when used. The Police will notify you.

- Event will include canopies/tents with over 200 feet of material but not more than 400 feet.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information:

Date of Demonstration: _____ Time: _____

Demo & Location Description (*Please indicate location of the show and/or launching on the Grounds Plan*)

Medical Plan:

All events are required to have a First Aid Station or First Aid Kit on-site. Please indicate the location on the Grounds Plan/Map. Please indicate which of the following applies:

- If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1. (This option is only available to events under 500 daily attendance.)
- Event Organizer will provide an ambulance company to be on site.
- Event Organizer will provide a medical doctor, registered nurse, and/or EMT Staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

If hiring a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Evacuation Plan:

Please provide a detailed description of your emergency evacuation plan.

Miscellaneous:

Animals:

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

(If so, please indicate the location of the animals on the Grounds Plan/Map.)

NOTE: If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations. All animal waste must be removed from the site and disposed of properly, not in any City garbage receptacles.

Balloons: **BALLOON LAUNCHING PROHIBITED AT CITY-APPROVED EVENTS/FACILITIES**

Due to the dangers posed by mylar balloons, latex balloons, balloon strings, valves, and etc. the City of Warrenton does not allow balloon launching of any form during City-Approved events or from City Facilities. Balloons are allowed for decoration ONLY and care should be taken to prevent any release.

Insurance: Not Applicable

Proof of valid Liability Insurance Policy coverage required 14-days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider: _____

Coverage Amount: _____

Insurance Agent: _____ Phone: _____

Deposit: Not Applicable

- A refundable deposit of **\$250** shall be charged for group event reservations.
- Remittance of the deposit at the time of the application will hold the site until the application is approved.
- The deposit may be held for up to 30-days following the event.
- The deposit is due before the event will be scheduled.
- Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable.
- For the purpose of this section, a group event is any event where 75 people or more are expected to attend or participate.
- Any request for waiver of the deposit can only be approved by the City Manager or the designee of the City Manager.

Indemnification:

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Warrenton, and the City of Warrenton’s employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant’s Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms, and ratings required by the City Manager or City Attorney or their designee.

I certify that all of the information on this application is true and correct.

- Host Organization and/or Event Organizer hereby requests waiver of insurance under the prohibitive cost exemption. Note: This waiver is offered only to very small event applicants and will be determined by the City Manager.

Print Name

Signature

Title

Date

QUESTIONS?

If you have questions about facilities, you can call Public Works 503-861-0912.
If you have question about this form you can call Police Chief Mathew Workman 503-861-2235.

Department Approvals:

- Initial and write “Approve”, “Not Approved”, or “N/A” if this event does not affect your department.
- If you write “No Approved” you must attach a memo with your reasons and what the applicant needs to do to gain your approval.

Finance	Public Works	Fire	Police	Planning	Building	Marinas

Schedule of Fees:

The City of Warrenton has three classes of reservations fees for facilities use:

1. *In-City Personal or Non-Profit* 2. *Outside City Personal or Non-Profit* 3. *Commercial*

	Time Allotment	In-City Personal & Non-Profit	Out of City Personal & Non-Profit	Commercial	Facility Address & Description
Reservation Fee	--	\$25.00	\$50.00	\$100.00	These fees are in addition to rental fees.
Deposit	--	\$250.00	\$250.00	\$250.00	
Facility					
Gazebo (by Comm. Cntr.)	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Picnic Shelter	4-hrs	\$25.00	\$40.00	\$50.00	1560 NW Warrenton Dr.
Concession Stand	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Baseball Field 1	Per Day	\$50.00	\$60.00	\$60.00	300 SW Alder Ave.
Baseball Field 1	2-3 Days	\$75.00	\$90.00	\$100.00	300 SW Alder Ave.
Baseball Fields 1,2	Per Day	\$75.00	\$85.00	\$90.00	300 SW Alder Ave.
Baseball Fields 1,2	2-3 Days	\$100.00	\$115.00	\$125.00	300 SW Alder Ave.
Baseball Fields 2,3,4	Per Day	\$90.00	\$100.00	\$110.00	300 SW Alder Ave.
Baseball Fields 2,3,4	2-3 Days	\$175.00	\$200.00	\$250.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	Per Day	\$100.00	\$110.00	\$125.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	2-3 Days	\$200.00	\$250.00	\$275.00	300 SW Alder Ave.
All Fields Warrenton Kids*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Concession (Warr. Kids*)	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
All Fields Warrenton HS*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Play Courts	4-hrs	\$25.00	\$45.00	\$50.00	300 SW Alder Ave.
Entire Quincy & Bessie Robinson Park Facility	Per Day	\$400.00	\$500.00	\$750.00	4-ballfields, restrooms, concession stand, gazebo, play court, parking.
Eben Carruthers Park Facility	Per Day	\$150.00	\$200.00	\$400.00	1560 NW Warrenton Dr; Picnic Shelter, restrooms, viewing platform, Dog Park NOT Included
Fort Stevens Parade Grounds	Per Day	\$100.00	\$150.00	\$250.00	Russell Place; 2 picnic tables, limited parking on site
Seafarer's Park	4-hrs	\$25.00	\$40.00	\$150.00	1 st Ave. Hammond Marina; 2 picnic tables
Seafarer's Park	Per Day	\$150.00	\$200.00	\$300.00	Same as above
Post Office Park	FREE	FREE	FREE	FREE	Memorial, electricity, flagpoles, limited parking
Statue Park	FREE	FREE	FREE	FREE	Picnic table, on street parking
Skipanon River Park	FREE	FREE	FREE	FREE	SE 3 rd St; picnic tables
Other City Properties	Per Day	\$150.00	\$200.00	\$300.00	Any other properties owned by City.

*City has separate agreements with these entities.