



# City of Umatilla

## Special Use Permit Application

700 6<sup>th</sup> St., P.O. Box 130, Umatilla, OR 97882  
(541) 922-3226 Fax: (541) 922-5758

Please read the following Conditions carefully and fill out the form in its entirety, including signature. Failure to comply with park rules and the terms of this permit may result in a citation and may affect your future use of City parks.

The approval of this permit is based on representation made on this application. Willful misrepresentation or omissions of information may result in voiding the permit and/or citation. Permit holder agrees to comply with all park rules and to all Terms and Conditions of Approval listed below.

### 1) APPLICANT INFORMATION

<b>Individual/Business/Organization Name:</b> _____
<b>Address:</b> _____
<b>Contact Name:</b> _____ <b>Phone Number:</b> _____ (work)
<i>Will be present at event?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No _____ (cell)

### 2) EVENT INFORMATION

<b>Event Date:</b> _____ <b>Event Name:</b> _____
<b>Site Location:</b> _____
<b>Planned # in attendance:</b> _____ <b>Event Start/End Time:</b> _____
<i>(Include set-up/take down and clean up)</i>
<b>Proposed Activity/Type of event:</b>
<div style="background-color: #cccccc; height: 200px; width: 100%;"></div>

### 3) FEES

Special Events require a \$150 non-refundable application fee. Please fill out the following information to determine the possible additional costs for your permit application.

**Additional costs are cumulative. Payment due upon approval.**

Please check the appropriate box for each question regarding your event and use of the park:

Y N

<i>\$125 Each</i>	
<input type="checkbox"/>	Bounce House, Dunk Tanks, Slide(s), or other Inflatable <i>(requires insurance)</i>
<input type="checkbox"/>	Sale of Alcoholic Beverages <i>(Prohibited without prior written consent. Requires OLCC &amp; Insurance)</i>
<input type="checkbox"/>	Tents or RV's for overnight use <i>(not an official campground)</i>
<i>\$100 Each</i>	
<input type="checkbox"/>	Charging admission/registration/parking fee for event participants
<input type="checkbox"/>	Do you need your site available before 10:00 am?
<input type="checkbox"/>	Sale of Goods or Services <i>(prohibited without prior written consent AND may require insurance)</i>
<input type="checkbox"/>	Vehicle(s) on lawn or off parking lot during event <i>(example: caterer/equipment, etc.)</i>
<i>\$75 Each</i>	
<input type="checkbox"/>	Stage <i>(including flatbed truck as a stage)</i> Size: _____
<input type="checkbox"/>	Use of amplified equipment <i>(example: band equipment, DJ equipment, PA system)</i>
<i>\$50 Each</i>	
<input type="checkbox"/>	Overnight use of park <i>(security the night prior to event, etc.)</i>
<input type="checkbox"/>	Use of home stereo equipment <i>(noise to not exceed 50 ft or more from shelter)</i>
<input type="checkbox"/>	Open Flame fire pit
<input type="checkbox"/>	Vehicle(s) on lawn or off parking lot – loading and unloading only
<i>\$25 Each</i>	
<input type="checkbox"/>	Bringing in Additional Sanitation <i>(portable toilet)</i> Services
<input type="checkbox"/>	Solicitations, Marketing, or Advertisements placed at your event <i>(must have prior approval)</i>
<input type="checkbox"/>	Volleyball/Badminton Poles
<i>\$0 Each</i>	
<input type="checkbox"/>	Additional Tables and/or chairs. <i>(within 50 feet)</i> # of Tables: _____      # of Chairs: _____
<input type="checkbox"/>	Event Booth(s)      # of Booth(s): _____      Size of Booth(s): _____
<input type="checkbox"/>	Tents and/or Awnings <i>(not for camping and without stakes)</i>
<input type="checkbox"/>	Use of personal full-sized BBQ <i>(will not be placed on table)</i>

### 4) ACCEPTANCE OF TERMS

I, the undersigned, hereby save, indemnify, and hold harmless the City of Umatilla and its divisions, commissioners, officers, agents and employees from any liability or damages incurred by myself or any third party while using City facilities. I also understand that permission to use facilities carries with it the duty to reimburse the City for any damage to City real or personal property. I also agree to comply with the City of Umatilla's Parks Rules, and to the Terms and Conditions of Approval listed in this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**\*\*Please Keep a Copy of your Approved Special Use Permit with you During Your Event\*\***

**OFFICE USE ONLY**

Alcohol Use Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OLCC Permit Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Noise Variance Permit Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health Permit Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security Services Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Route Map/Traffic Control Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pamphlets, Registration Packet Information, Website and/or Flyers	<input type="checkbox"/> Yes	<input type="checkbox"/> No

FEES	
Application Fee	<b>\$150.00</b>
Section 1 (x \$125)	
Section 2 (x \$100)	
Section 3 (x \$75)	
Section 4 (x \$50)	
Section 5 (x \$25)	
Other	

Cash    Check # \_\_\_\_\_    Visa/MC

**TOTAL**

Conditions of Use:

Dumpster    Chemical Toilets    Security

Folder Number \_\_\_\_\_

Received by:

Date:

Approved by:

Date:

DEPARTMENTS NOTIFIED		
Department/Name	Means of Communicated	Date
Police Dept:		
Public Works:		
Planning Dept:		
Fire Dept:		
Other Dept/Agency:		
<b>Notes:</b>		



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## Special Use Permit: Terms and Conditions

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### 5) REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION

All materials, including application, must be submitted at least four (4) weeks prior to the event. If materials are not submitted on time, your issued permit may be delayed, which could result in the cancellation of your event.

- Certificate of Insurance for Commercial General Liability
- Route Map and Traffic Control Plan  
(include Begin/Finish points, **all** City roads involved in the event and course directional arrows)
- Pamphlets, Registration Packet Information, Website and/or Flyers

### 6) INSURANCE REQUIREMENTS

Permits will not be issued without a copy of the actual Certificate of Insurance for Commercial General Liability and additional insured endorsement insurance (COI). Addendums and waivers are not accepted in lieu of the COI at any time.

Commercial General Liability Insurance with the additional endorsement, naming City of Umatilla, its Divisions, Counselors, Officers, Agents and Employees as additional insured, is required for either a Special Event or a Public Benefit Event. Special Event insurance is acceptable. No applicant shall be exempt from this requirement. **We recommend you request your certificate at least 2 months prior to the event.**

### 7) TRAFFIC CONTROL

Please describe the nature of the event in relation to public safety and any involvement with vehicular traffic, the number of persons or marshals at each intersection, lead and follow vehicles, signing, coning, staging area locations, etc. and attach traffic control plans for each intersection. Please note that some events may be required to hire Law Enforcement personnel, as a condition of the issued permit, to conduct traffic control. **If no traffic is needed, participants must adhere to all applicable rules of the road.**

**NOTE:** Any event sign must conform to the standards and placement locations outlined in approved permit prior to being posted in the public right-of-way. Signs may not be attached to any City of Umatilla road signs,