

CITY OF GARIBALDI, OREGON

City Hall • 107 Sixth St. (P.O. Box 708) • Garibaldi, OR 97118 • Phone (503) 322-3327 • Fax (503) 322-3737 • city@ci.garibaldi.or.us

SPECIAL EVENT PERMIT APPLICATION

TITLE OF SPECIAL EVENT _____
NAME OF ORGANIZATION _____
NAME OF COORDINATOR _____ PHONE _____
MAILING ADDRESS _____
DESCRIPTION OF EVENT _____
LOCATION OF EVENT _____
DATES/TIMES OF EVENT _____

A Special Event Permit is valid for no more than a total of 24 days in any given 12-month period.

SIGNATURE OF CONTACT PERSON _____ DATE _____

BASE RATE: \$410

1. Will you need an OLCC temporary liquor permit? YES NO. "No" receives \$25 credit - \$ _____
Provide a copy of the Oregon Liquor Control Commission application for City Council recommendation.
 2. Do you need a street closure/redirection? YES NO. "No" receives \$150 credit..... - \$ _____
A street closure or traffic re-direction requires a Right-of-Way (ROW) Permit as prescribed in Ordinance No. 227. If your event requires a ROW permit please submit a ROW permit application, including a map showing the affected ROW and required staff signatures.
 3. Do you need a highway banner? YES NO. "No" receives \$25 credit - \$ _____
An ODOT application for placing a highway banner is necessary and requires Council recommendation for approval.
 4. Is the event on private property? YES NO. "Yes" receives \$50 credit - \$ _____
City property used for an event requires Council approval. Please list property that your group would like to use. Lumberman's Park is owned by the Port of Garibaldi and managed by the Garibaldi Lion's Club (503) 322-2457. Responsible person/group must provide the City with an insurance certificate for a minimum of \$1,000,000 listing the City of Garibaldi as an additionally insured.
 5. Will you have "hawkers/vendors"? YES NO. "No" receives \$100 credit..... - \$ _____
"Hawker" defined by Ord. No. 131. A list of hawkers/vendors is required prior to approval including business and contact name. Hawkers listed as part of the permit application are exempt from purchasing individual business licenses and bonds, if they are conducting business in Garibaldi for no more than 24 days within a 12-month period. Approximate number of vendors _____
 6. Do you currently have a business license? YES/NA NO. "Yes/NA" receives \$60 credit - \$ _____
Businesses that are exempt from obtaining a business license pursuant to Ord. No. 77 may mark N/A.
- SUBTOTAL: \$ _____**
7. Is this a non-profit venture? YES NO. "Yes" receives 50% credit. **TOTAL: SUBTOTAL \$ _____ X .50 = \$ _____**
Provide proof of your organization's 501(c) standing. Please list your Tax ID Number _____

CHECK LIST:

- OLCC temporary liquor permit application (council recommendation)
- Right-of-Way permit application (staff approval)
- Map of parade routes/street closures. (staff approval)
- ODOT highway "activity" permit application (council recommendation)
- Request to use City property (council approval)
- \$1,000,000 insurance policy listing City as additionally insured
- List of hawkers/vendors and contact names
- Current City business license
- Proof of non-profit 501(c) status. First-time applicants may be required to provide articles of incorporation.
- Map and location of stages for mass entertainment.

ADDITIONAL INFORMATION:

- ✓ The intent of the Special Event Permit is to provide an additional option for event organizers that will have a number of vendors (or "hawkers") conducting business at the event, plus provide a check list of requirements for any number of event-related activities.
- ✓ If your event requires council action, please provide letter of request to City Hall no later than the second Monday of each month. Regular Council meetings are the third Monday of the month.
- ✓ Maps of Garibaldi are available at City Hall.
- ✓ OLCC can be contacted at (503) 861-3912.
- ✓ ODOT can be contacted at (503) 325-7222.
- ✓ The permit application fee must be submitted prior to council or staff action. 50% of the fee will be retained for any application not approved.
- ✓ This approved application will serve as your permit.

STAFF ACTION

Signature _____

Date _____

Application Received on _____ by _____ Fee received \$ _____ Receipt No. _____ Special Event Permit Approved Denied