

Facility Permit Application for
**Special Events and
Public Benefits**

For Office Use only

Date:

Permit #:

1) APPLICANT INFORMATION

Name & Mailing Address: _____

E-mail Address (required for permit issuance): _____

Daytime Phone: _____ Cell Phone: _____

2) EVENT INFORMATION

Event Name: _____ Previous Permit # (if applicable): _____

Event Date(s): _____ Event Start Time: _____

Event Sponsor: _____ Website: _____

Contact Person & Cell # during the event: _____

Total Event Time(s) – include staging and clean-up: _____

a. Type of event - check applicable box Foot Race Bike Race Bike Ride Bridge Decoration
 Parade Festival Other (describe): _____

b. Roads involved in the event: _____

c. Approximate number of people that you expect to participate in the event: _____

d. If your event takes place during school hours, will bus routes be affected? Yes No

e. Will Participants follow “rules of the road” or do you anticipate traffic impacts such as certified flaggers, course marshals, road delays or detours? _____

3) REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION

All materials, including this 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 is required (see Section 6 for details)

Route map and traffic control plan (include Begin/Finish points, **all** County roads involved in the event and course directional arrows)

Pamphlets, registration packet information, website or flyers

4) FEES

Special Events require a \$250 non-refundable application fee that acts as a deposit for the actual cost of services. The total cost shall include hourly costs for Direct Labor in addition to Operational Overhead. Any amount due in excess of the application fee shall be paid prior to the issuance of the permit.

Public Benefit Events are exempt from all fees and include events such as parades and festivals that incorporate the entire community. They include only those events open to the general public and which do not involve the charging of admission or fees for attendance at the event. They also do not involve concession sales of food, drink or merchandise within the public rights of way.

5) ACCEPTANCE OF TERMS

I agree to the terms, conditions, and provisions outlined in both pages of this application, the issued permit, and the rules and regulations set forth by Oregon Administrative Rules 734-056 for Special Event Permits.

APPLICANT'S SIGNATURE _____ **DATE** _____

RETURN TO: City of Lowell, 107 East Third Street, P.O. Box 490, Lowell, OR 97452
Telephone 541-937-2157 Fax 541-937-2936

6) INSURANCE REQUIREMENTS

IMPORTANT: 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 insured endorsement, naming Lane County, its Divisions, Commissioners, 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.**

To expedite the issuance of the permit, the Insurance Company can **FAX** a copy of the certificate to **City of Lowell at 541-937-2936.**

The Certificate of Insurance must contain:

1. The Insurance Company's name, address and phone number.
2. The Insured – you or your group name and address. It also helps if they will add your name and local address.
3. The Coverages – type of insurance and the policy number.
4. The policy effective dates – the policy must cover event dates.
5. The policy limits – the monetary coverage.
6. The specific event name.
7. Additional insured endorsement.

Minimum insurance coverage acceptable to City of Lowell is:

\$2 million per occurrence/\$3 million aggregate

The certificate holder (additional insured) MUST be:

City of Lowell, its Divisions, Commissioners, Officers, Agents, and Employees.
107 East Third Street
Lowell, OR 97452

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 control 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 an approved permit prior to being posted in the public right-of-way. Signs may not be attached to any Lane County road signs, stop signs or any other signposts or utility poles in Lane County under the authority of the Lane County Traffic Engineer.

Requests for Bicycle RACE Permits must comply with current Highway Division "*Guidelines for Administration of Bicycle Racing on Oregon Roads.*" A copy of the current guidelines may be obtained from any State Highway Division Maintenance office or from the Bikeway Program Manager, 204 Transportation Building, Salem, OR 97310. Guidelines are on-line at www.oregon.gov/ODOT/HWY/BIKEPED/docs/bikerace.pdf. The latest version of the "Oregon Bicyclist Manual" is also available on line at www.oregon.gov/ODOT/HWY/BIKEPED under publications.

The Applicant shall review the course prior to the event and notify participants of any problems. If the problems are severe enough the Applicant shall cancel the event.

8) EVENT NOTIFICATION

Our office notifies the Lane County Sheriff's Office once the permit has been issued. **It is the responsibility of the applicant to notify emergency service providers and the residents along the proposed route.** Posting flyers locally to notify residents along the route is always a good idea. In addition, you may want to notify the news media, radio and TV stations and local newspapers. **If the event impacts the school bus route while school is in session, you also need to notify the School District involved.**