Special Event Application – Small Events

Permit applications must be received by the City of Central Point no later than thirty (30) days prior to the actual date of your event and may be submitted as early as one year before your event. If your application is accepted by the City after the thirty (30) day deadline, the applicant waives his/her appeal rights. Applications will not be accepted when the proposed event is fewer than fifteen (15) days away.

You may be required to provide proof of insurance depending on the size and type of your event. Additional forms will need to be completed to obtain approval for alcohol in parks, street closures and/or amplified sound.

Attach an event layout and return it with your application(s).

Contact Name _____

Contact Number _____

Organization _____

Event Title _____

Event Address _____

Event Date _____

Start Time _____

End Time _____

Attendance _____

Event Description _____

Yes No Will amplified equipment be used?

Yes No Will food be prepared on site? If yes, how will it be prepared?

Agreement

I am authorized to sign this special event application.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Central Point Municipal Code.

_____ _____

Print Name Event Title

_____ _____

Signature Date

Please submit all application to:

The City of Central Point, City Hall

140 S. Third Street

Central Point, OR 97502

Questions? Contact Sarah Garceau at (541) 664-3321, ext. 265

SAVE HARMLESS AGREEMENT

AGREEMENT
BETWEEN

_____ Name (please print) _____ Organization

_____ Address, City, State, Zip

- AND -

THE CITY OF CENTRAL POINT

I, X _____, FOR MYSELF AND ON BEHALF OF MY HEIRS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS HEREBY RELEASE, ACQUIT AND FOREVER DISCHARGE THE CITY OF CENTRAL POINT and all departments, agencies, subdivisions, officers, agents, employees or representatives and all other related legal persons or entities not named herein, from any and all known or unknown claims, expenses, injuries, losses, rights of contribution or indemnity, as well as any other statutory rights, attorneys fees and damages, without limitation, which now exist or may ever develop, which are in any way connected with, based upon, or arise out of my participation in any and all events listed and signed for above. This release includes but is not limited to claims for wages, monies, damages, attorneys' fees, emotional distress, stress, workers' compensation injury and occupational disease, disability discrimination, physical injuries, bodily injury, and medical expenses.
_____ (initial here)

I understand that the event which I am applying to hold is voluntary. I also understand that if I refuse to or otherwise fail to sign this liability waiver I will not be allowed to participate in any or all of the events listed above.
_____ (initial here)

I have read, understand and agree with the above.

XSignature _____ Date _____

XParticipant's Name (please print legibly): _____

FOR YOUR RECORDS....
Please make a copy of all completed event application documents (within this packet) you are applying for.

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury, death or property damage that arises out of use of the land for recreational purposes (known as "Recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned building for picnic purposes and for use of the picnic-related amenities in the designated pavilion area. Other uses of this park, or any use of the property outside the designated pavilion area, are not subject to a charge and, therefore, the City of Central Point is not liable for injuries, death or property damage arising out of such uses of the property for which no specific charge has been made.