



Special Event Handbook



Mailing Address:

Central Point Parks & Recreation
140 South Third Street
Central Point, OR 97502

Phone:

541.664.3321 x 265

Fax:

541.664.6384

The City of Central Point is excited to be a part of your planned event! We host numerous events each year, and we understand the amount of time and planning that go into events, large and small. This handbook is meant to make the process a little easier. It is our goal to assist event organizers in planning safe and successful events that will have a minimal impact on our neighborhoods surrounding the events.

Please use this handbook to assist in filling out the necessary forms that pertain to your particular event. All of the forms pertaining to your event need to be filled out accurately and completely, and should be submitted to Central Point Parks & Recreation **no later than thirty (30) days before the event**. If an application is submitted after the preferred thirty (30) day mark, any appeals to a decision are waived by the applicant. Keep in mind the thirty (30) day mark is necessary due to the possibility of certain City permitting requirements, so it is best to have the application in early. Applications will not be accepted when the proposed event is fewer than fifteen (15) days away.

In general, permits are required for any organized activity involving the use of, or having impact upon; public property, public facilities such as: parks, sidewalks, and streets, or the temporary use of private property in a manner that varies from its current land use.

City and or myself shall have the right to terminate this agreement due to inclement weather, acts of God, air quality concerns, emergencies, and or other factors that the City deems hazardous. There will be an attempt to reschedule the location or venue for a future date, but there cannot be a guarantee of feasibility due to unforeseen circumstances such as but not limited to; preexisting agreements with other parties, such as venue reservations, limited timelines, and or other extenuating factors. I also understand that termination for any reason does not guarantee a refund of any kind due to expenses incurred by the City for planning, venue preparation, staffing needs, and other factors.

REQUIRED SECTIONS:

Special Event Permit Application
Planning Information
Affidavit of Application
Save Harmless Agreement
Official Use Only

EVENT SPECIFIC PERMITS:

Amplified Equipment Permit
Street Closure Permit
Alcohol Permit

If you plan on using any of the City Parks for your event, you need to make a reservation in order to ensure the space you need is and will be available. Please be sure to fill out the section under Gazebo and Field Rental, and reference the included Fee Schedule form for pricing. If you need assistance or have any questions, please contact:

Cory LeeAnn Shaw

Recreation Coordinator:

Speical Events & Marketing

541.664.3321 x 265

541.890.8827

City of Central Point

140 South Third St.

Central Point, OR 97502

THINGS TO KEEP IN MIND:

This application is designed to gather information about the event. Applicant is required to provide the following information:

- Type of event
- Date(s) of event
- Duration of event days or hours
- Location of event
- Event history/background
- Point of contact information

Upon submitting your application, all information will be considered public information and may be used by the City for promotional purposes (ie. Calendar of events and social media). The City will use all information regarding your event to approve or deny your application.

If our organization is a not for profit, please include a copy of your IRS 501(3)C letter.

It is important that all information is timely, accurate, and complete in order to facilitate the application process.

TYPE OF INFORMATION YOU WILL NEED TO PROVIDE:

- **Site Plan/Route Map:** This enables the City to visualize the event and its layout. Please remember to mark the locations of all items that are not normally found at the site. If you need any street closures, you will need to fill out the Street Closure Permit.
- **Security:** This pertains to crowd control. Although you are not required to hire security, you must provide a way to control the anticipated crowd at your event. If you are expecting more than 50 people at your event, you will need to fill out this section.
- **Alcohol:** If alcoholic beverages will be available for purchase or for sample at your event, you are required to obtain the necessary licenses and permits, and you may need to obtain insurance. You will need a license issued from the Oregon Liquor Control Commission (OLCC). Special Events may require a Temporary Sales License (TSL) via the OLCC. For more information regarding the proper licenses and permits required by the OLCC, please call (541) 776-6191.

- **Municipal Code 9.68.210 states, “The possession and use of alcohol is prohibited in all public parks. Permits can be issued for special events at the discretion of the City Administrator or his or her designee; provided the applicant possesses a license for special events issued by the Oregon Liquor Control Commission.”**
- If you will have alcohol at your event, please submit an “Alcohol Permit Application” in conjunction with the other required applications for your event.
- **Medical:** If you are expecting less than 50 people at your event, you will not need to fill out the medical section. It is important that you plan ahead and have medical services available at your event in the event it is needed.
- **Parking and Shuttle:** It is important to have a plan regarding parking and shuttling your attendees if necessary. Depending on the event location and your expected attendance, it may be necessary to have parking control at your event. Larger events may have a need for designated parking areas.
 - **Per Municipal Code 9.68.150, no vehicles may be driven or parked in any areas other than those provided, maintained, or designated for such purposes. This includes, but is not limited to the park’s grass, tennis, and basketball courts.**
 - Fines will be incurred if you are found breaking the law.
- **Accessibility:** Each event is required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All areas of your event need to be accessible to individuals with disabilities, or an alternate area must be provided with the same activities.
- **Garbage and Recycling:** It is necessary that you have a plan to properly dispose of waste material at your event. It is not required that you recycle, but it is recommended. You should have enough garbage cans at your event and change the liners regularly to prevent overflow.
- **Sanitation:** You will need to have adequate amount of toilets and wash stations for the anticipated number of people attending your event. If there is no access to permanent restrooms, or there is a need for additional services, you will need to arrange to have portable toilets and wash stations delivered to your event.
- **Amplified Equipment:** An amplified equipment permit is required for the use of any amplified equipment. Please answer the questions pertaining to this section. If you intend on having amplified equipment, you will need to submit a permit application.
- **Food Concession or Food Preparation:** Any person selling or providing food and or beverages inside your event may be required to apply for a health permit. For more information, please contact the Jackson County Department of Health and Human Services, Environmental Health Division Located at 1000 E. Main St. Medford. Or Call (541) 774-8206.
- **Business Licenses & Insurance:** Any entity conducting business within city limits is required to possess a permit to do business within the city, and may be required to have liability insurance depending on services provided.

(Please fill out the following application as thoroughly as you can in order to prevent a delay in approval. Thank you.)

SPECIAL EVENT PERMIT APPLICATION

Event Title: _____

Event Dates:

Setup Date/Time: _____

Event Start Date/Time: _____

Event End Date/Time: _____

Cleanup Date/Time: _____

Event Location: _____

Back-up Location: _____

Event Description: _____

Event Category:

- Athletic/Recreation
- Festival/Celebration
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Special Attraction
- Exhibit/Misc.

- Dance
- Carnival
- Circus
- Wedding
- Protest
- Informational Rally
- Church Activity

Anticipated Attendance: Total: _____

Per Day _____

Event Background:

- Yes No** Have you held this event before?
- Yes No** Is this event part of a larger marketing campaign?
- Yes No** Is the Host Organization a commercial entity?
- Yes No** Is the Host Organization a tax exempt, non profit entity?
If yes, attach IRS 501(3)C Tax letter.
- Yes No** Are there fees for attendance ?
Amount: _____ Description: _____
- Yes No** Will Vendors Pay A Fee? Amount: _____

Contacts:

Name of Host Organization: _____ Phone: _____

Applicant Name: _____ **Address:** _____

Organization Name: _____ **City:** _____

Phone Number: _____ **State, Zip:** _____

Date of Birth: _____ **E-Mail:** _____

PLANNING INFORMATION

Yes No Will you be renting a gazebo or field for this event? (if yes, select below)

Yes No Will you have items that you will bring to the field/park? (ie. BBQ, Amplified Equipment, Food, Benches, Tents, etc.)? Please List _____

Yes No Will you use electricity at the gazebo/field?

GAZEBO(S) DESIRED

- DJ1 (Don Jones, South)
- DJ2 (Don Jones, North)
- GW1 (Glengrove Wayside)
- MM1 (Menteer Memorial)
- RP1 (Robert Pfaff)
- RP2 (Robert Pfaff Bandshell)
- TC1 (Twin Creeks Bandshell)
- TC2 (Twin Creeks, West)
- TC3 (Twin Creeks, South)
- TC4 (Twin Creeks, North)
- VH1 (Van Horn)
- WM1 (William Mott)
- ESPEY (Greenway)

FIELD DESIRED

- Civic Park-Soccer
- Civic Park-Multi-Use
- Community Center-Soccer
- Don Jones-Multi-Use

Fields are rented by Season Only

Seasonal Reservation Info:

- Spring March 1-June1
 - Fall September 1 –November 30
- Days of Use:**
- Monday Tuesday Wednesday
 - Thursday Friday Saturday Sunday

Site Plan/Route:

A Site Plan or Route must be submitted with your permit request. This must include but is not limited to:

- An outline of the entire event venue including the names of all the streets or areas that are part of the venue and the surrounding area. If the event requires a procession or moving route of any kind, indicate the direction of travel and all requested street or lane closures.
- The location of fencing, barriers and or barricades. Indicate any removable fencing for emergency access.
- The provision of twenty feet (20') minimum emergency access lanes throughout the event venue.
- Location of first aid facilities, amplified equipment, generators, stages, platforms, scaffolding, bleachers, canopies, tents, portable toilets, vendor booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Other event related components not listed: _____

Please list all entertainment and activities that will occur along with items you are bringing into the venue: _____

Yes **No** Do you need any street closures?

**If Yes Must submit a minimum of thirty (30) days prior to event
Must submit a Street Closure Permit Application**

Use space below to provide/draw your site plan. A separate page may be attached if site plan is more complex.

Security:

Yes **No** Have you hired a licensed professional security company to develop and manage your event's security plan?

Security Organization: _____

Contact Name: _____ Phone: _____

Days/Hours Security Provided: _____

Please describe your security plan including; crowd control, internal security, venue safety, or attach your plan to this application.

Alcohol:

Yes **No** Will your event involve the serving of alcohol?

**If Yes Must submit a minimum of thirty (30) days prior to event
Must submit an Alcohol Permit Application**

Medical:

Yes **No** Will there be a first aid station on site?

Yes **No** Will there be a Nurse or EMT on site? If Yes, provided by: _____

Yes **No** Have you hired a licensed professional emergency medical services provider?
Name: _____ Phone: _____

Parking and Shuttle:

Yes No Will your event involve the use of parking and or shuttle services?

If yes, please describe the services or plan:

Yes No Will you need designated no parking areas?

Yes No Will there be designated disabled parking?

Per Municipal Code 9.68.150, no vehicles may be driven or parked in any areas other than those provided, maintained, or designated for such purposes. This includes, but is not limited to the park's grass, tennis, and basketball courts.

Accessibility:

Yes No Will all areas of your event be accessible to individuals with disabilities? If no, explain which areas and any alternative areas: _____

Yes No Have you developed a disabled parkign plan? Please Describe: _____

Yes No Will a minimum of 10% of restrooms have disabled access?

Garbage & Recycling:

_____ Number of Trash Cans _____/_____ Delivery Date/Time

_____ Number of Dumpsters with Lids _____/_____ PickUp Date/Time

_____ Number of recycling containers

Recycling Equipment Supplier: _____

Name and Phone Number of Contact: _____

Please Describe your plan for removal of garbage and recyclable goods during and after your event:

Sanitation:

Yes No Is there access to permanent Restrooms?

_____ Number of Portable Toilets _____/_____ Delivery Date/Time

_____ Number of ADA Approved Toilets _____/_____ PickUp Date/Time

_____ Number of Wash Stations

Yes No Will your toilets and wash stations be serviced during the event?

Please describe your plan: _____

Sanitation Equipment Supplier: _____ Phone: _____

Amplified Equipment:

Yes **No** Will amplified equipment be used?
If Yes **Must submit a minimum of thirty (30) days prior to event**
 Must submit an Amplified Equipment Permit Application

Food Concession or Preparation:

Yes **No** Does your event include food concession and or preparation areas?
If Yes, please describe how food will be served and or prepped:

Yes **No** Do you intend on cooking food in the event area?
If Yes, What method of cooking will be used?
 Gas
 Electric
 Charcoal
 Other _____
What type of food will be sold during the event?

How many Concessionaires will be at your event? _____

Other Concessions:

Yes **No** Will merchandise or services be sold at your event? If Yes, Describe or attach a complete list of vendors.

How many concessionaires do you expect to have at your event? _____

Insurance Requirements:

All Special Events that occur on City property need to have general liability insurance with a minimum coverage of \$1million. If your special event includes alcohol, you will also need liquor liability insurance. Please attach a copy of your organization’s insurance policy if you currently have insurance.

Persons and or organizations using any City of Central Point facility are advised that the City assumes no responsibility for injuries and or accidents that occur while on City property. The applicant’s initials and signature are acknowledgement of this fact and an agreement that the City will not be held liable for any mendical expenses or personal property damages incurred during the use of City facilities. **Initial** _____

Agreement:

I am authorized to sign this Special Event Application

I Certify that the information contained in the foregoing application and all documents in conjunction with this application are 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 Central Point Municipal Code.

Print Name/Title

Signature/Date

OFFICIAL USE ONLY

Received by: _____ **Title:** _____

Date: _____ **Date Applicant Contacted Upon Approval/Denial** _____

SAVE HARMLESS AGREEMENT
AGREEMENT BETWEEN

Name: _____

Organization: _____

AND

THE CITY OF CENTRAL POINT OREGON

I, _____ 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 or activities 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 or activity which I am applying to hold and or attend 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 understand that the City and or myself shall have the right to terminate this agreement due to inclement weather, acts of God, air quality concerns, emergencies, and or other factors that the City deems hazardous. There will be an attempt to reschedule the location or venue for a future date, but there cannot be a guarantee of feasibility due to unforeseen circumstances such as but not limited to; preexisting agreements with other parties, such as venue reservations, limited timelines, and or other extenuating factors. I also understand that termination for any reason does not guarantee a refund of any kind due to expenses incurred by the City for planning, venue preparation, staffing needs, and other factors.

_____ **Initial Here**

I have read, understand, and agree with the above.

Signature _____ Date _____

Participant’s / Applicant’s Name (Please Print) _____

For Your Records:

Please make a copy of all completed event application documents for the event 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 laible for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.



Central Point Parks and Recreation

Special Event and Wedding Facility Rental Fees

There is an application fee of \$25.00 due at time of application submission. It is included in the cost of the rental and is not an additional fee, but it is required in order to process the application. If the application is denied, any payments will be returned. If the event is cancelled by applicant for any reason, the application fee is non-refundable. Refunds are conditional, see refund policy.

Group Size	Gazebo			Gazebo			Total
	first 4 hours	Non Resident	Sub-Total	ea. addtl. 2 hrs	Non Resident	Sub-Total	
75-100	\$ 75.00	\$95.00		\$ 25.00	\$35.00		
101-150	\$ 125.00	N/A		\$ 25.00	N/A		
151-200	\$ 150.00	N/A		\$ 25.00	N/A		
201-300	\$ 175.00	N/A		\$ 25.00	N/A		
301+	\$ 200.00	N/A		\$ 25.00	N/A		

Fees are for one gazebo only. If additional gazebos are needed please see Extra Gazebo rental fees below

Special/Small Event Gazebo and Field Rental Fees

There is an application fee of \$25.00 due at time of application submission. It is included in the cost of the rental and is not an additional fee, but it is required in order to process the application. If the application is denied, any payments will be returned. If the event is cancelled by applicant for any reason, the application fee is non-refundable. Refunds are conditional, see refund policy.

Group Size	Gazebo			Gazebo			Total
	Minimum 2 hours	Non Resident	Sub-Total	ea. addtl. 2 hrs	Quantity	Sub-Total	
>75	\$ 50.00	\$60.00		\$ 25.00			
	Extra Gazebo			Extra Gazebo			
	Minimum 4 hours		Sub-Total	ea. addtl. 2 hrs	Quantity	Sub-Total	Total
	\$ 25.00			\$ 25.00			
	Field Rental			Field Rental			
	Minimum 2 hours	Non Resident	Sub-Total	ea. addtl. 2 hrs	Quantity	Sub-Total	Total
	\$ 50.00	\$60.00		\$ 25.00			
	Seasonal Field			Seasonal Field			
	March - June			Sept - Nov			Total
	\$ 125.00			\$ 125.00			

Permit Fees

See Additional Explanations/Rules and Regulations regarding these permits.

						Total
	Alcohol Permit			\$ 15.00		
	Amplified Equip.			\$ 20.00		
						TOTAL
	Parks and Rec. Representative		Date			