

**CITY OF CANNON BEACH
CITY-PERMITTED EVENT APPLICATION**

*Permit must be available for inspection at the premises of the event.
Please allow at least thirty (30) business days prior the event to process this permit.*

Please fill out this form completely. Please type or print.

I (we), hereby request City permit (s) as described below (check all that apply):

EVENT PERMIT

A permit is required for gatherings, parades and/or procession events consisting of 50 or more persons which are to travel or use in unison or for a common purpose, any City street, City park or City property and which use does not disturb the normal or usual traffic regulation or control thereof. The granting of a permit does not guarantee the applicant the use of a City park as a City park cannot be reserved. City parks are strictly on a first come/first served basis.

TEMPORARY STREET CLOSURE

A permit is required for local and residential City street closures. Access must be provided to businesses, residences and emergency vehicles. Requests for major street closures will be directed to the City Manager for final review and approval.

SECTION 1 - APPLICANT

1. Event Name/Event Type: _____
2. Event Sponsor/Organizer: _____
3. Primary Contact Person(s) responsible for and authorized to represent this permit on all matters:
Full Name: _____ Address: _____
Mobile Number: _____ City, State, Zip: _____
Home Phone: _____ E-Mail Address: _____

SECTION 2 - EVENT

4. Event Location: _____
Date of Event: _____ Start Time: _____ End Time: _____
5. Parade Start Point: _____ End Point: _____
(Please attach a map of area to be used)
6. # of Participants: _____ # of Vehicles: _____ # of Animals: _____ # of Barricades: _____

SECTION 3 - ATTACHMENTS

Failure to submit this application with the required attachments may result in denial of this permit.

Attachment Requirements Include:

<input type="checkbox"/> Site/Route Plan	<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Safety/Emergency Plan
<input type="checkbox"/> Public safety personnel or services needed	<input type="checkbox"/> Certificate of Insurance (\$2 million per occurrence and \$2 million aggregate)	<input type="checkbox"/> Other Local, State or Federal Permits (if required)
<input type="checkbox"/> Provide the City with a Certificate of Insurance naming the City as the Certificate Holder and an Additional Insured.		



**CITY OF CANNON BEACH
CITY-PERMITTED EVENT APPLICATION**

SECTION 4 -CONDITIONS OF THIS PERMIT

The permit holder shall be responsible for notifying all businesses and residents whose sole route for ingress and egress from their businesses or residences is affected by the street closures associated with the event.

The permit holder shall make the necessary arrangements with the Public Works Department for barricades, cones and/or street signs and shall remove the barricades at the conclusion of the event and return barricades to Public Works.

The permit holder shall, at its expense, secure and keep in force for the duration of the event, general liability insurance in the amount of \$2 million per occurrence/ \$2 million aggregated and provide the City with a Certificate of Insurance naming the City as the Certificate Holder and an Additional Insured.

The laws of the City of Cannon Beach and State of Oregon must be observed, including, but not limited to, safety, litter, noise, alcohol and conduct.

The issuance of a City Event Permit does not obligate the City to provide municipal services, equipment or personnel thereof. Should the City provide municipal services, an estimate cost of the city-related services will be provided prior to the event. These costs may include expenses from Police Department and Public Works Department. By signing this permit, you agree to pay the City for any costs the City incurred due to your event.

The City of Cannon Beach will be held harmless from any claim for damage that might arise by reason(s) of the issuance of this permit.

This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.

The City of Cannon Beach Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of this permit or in an emergency or hazardous situation.

Applicant Signature/Authorized Person: _____ Date: _____

SECTION 5 - PERMIT REVIEW *(For Staff Use Only)*

The City Staff has reviewed this permit application and hereby recommends to the City Manager:

Department	Initials	Date Reviewed	Approval Status
Public Works			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Public Safety - Police			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Public Safety - Fire			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Legal (Insurance Review)			<input type="checkbox"/> Grant <input type="checkbox"/> Deny
Administrative (attachment included & form completed)			<input type="checkbox"/> Grant <input type="checkbox"/> Deny

Final Approval/Denial by City Manager or designee (circle)

City Manager: _____ Date: _____

