

## CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378

Phone 503-843-2347 • Fax 503-843-3661

[www.cityofsheridanor.com](http://www.cityofsheridanor.com)

# Special Event Policy

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## Overview

Sheridan values special events as a means of bringing people together to enrich lives and strengthen our community through the celebration of arts, sports, culture, commerce and more.

A Special Event is an organized activity, such as a parade, race, street fair, athletic event, etc. that requires the exclusive use of **public right of ways or city-owned property** including but not limited to sidewalks, streets, parking spaces, parking lots, alleys etc. and/or substantially impacts or impedes traffic flow.

The City of Sheridan regulates these types of events to ensure the safety of the event participants, spectators, and the general public and to minimize inconvenience to the general public and disruption of public services.

## Purpose

The purpose of this policy is to clarify the use of the public right of way and city property for special events; to minimize City expenses associated with special events; to provide options and minimize expenses for special event coordinators; and to minimize safety risks to the event participants and the general public.

The use of City parks requires that a separate Park Reservation Application be submitted.

## Permit

Permits are required for all special events conducted on publicly owned property or facilities. An event may require additional permits from other agencies or organizations. It is the responsibility of the event organizer to assure that all required permits are secured prior to their event. Note: Applicants requesting use of Highway 18 must secure a permit from the Oregon Department of Transportation, in addition to a permit from the City of Sheridan.

## Application and Deadlines

The application for a Special Event Permit is available through Sheridan City Hall.

### 1. Applications for events requiring a street closure in the Downtown zone:

- **For events** that require the closure of a street in January through June, complete applications must be received by **October 31<sup>st</sup>** of the previous year
- **For events** that require the closure of a street in July through December, complete applications must be received by **April 30<sup>th</sup>**

- These applications must include police and fire approval and the required fees, if any. This will allow City Departments to coordinate traffic plans, Public Safety services, public work services and more.
  - Insurance must be submitted to the City no later than 45 days in advance of the event date.
- 2. Applications for events requiring a street closure in any zone other than Downtown:**
- Complete applications must be submitted at least 45 days before the street closure.
  - These applications must include police and fire approval, the required fees, and insurance documentation.
  - The notification form requiring signatures of abutting property owners must be submitted at least 45 days before the event if required.
- 3. Applications for events not requiring a street closure such as parades, races, etc:**
- Applications for events not requiring a full street closure must be submitted at least 45 days before the event with all the required documentation and fees.

### **Traffic Safety Plan**

All applicants requesting a street closure are required to submit a traffic safety plan indicating the locations of barricades, traffic safety cones, event signage, restricted parking signage, traffic control locations where an ODOT certified flagger must be used, etc. City staff will review the route and traffic safety plan to determine if the plan is complete and addresses all traffic and parking issues. The event coordinator is responsible for submitting the traffic safety plan, and securing and placing barricades, signage, cones, and flaggers at each designated location at least 60 minutes in advance of the start of the event.

### **Meeting with City Staff**

After receiving the completed Special Event Permit, a meeting between City staff and the applicant will occur so both parties can review the proposed route and traffic safety plan and are clear on the expectations and limitations.

### **Public Safety**

Safety of participants and the general public is the highest priority. The final decision on public safety requirements rests with Sheridan Public Works department and the Yamhill County Sheriff's office.

The Oregon Department of Transportation requires certified flaggers or Public Safety personnel at locations that require traffic control.

### **Beer & Wine Gardens**

Alcohol may be served in conjunction with a special event only in an approved beer and wine garden, under the following conditions:

- A. The applicant has obtained a special retail beer or wine license from the Oregon Liquor Control Commission and City approval.
- B. The applicant must pay the fee set by Council resolution.
- C. The event organizer is responsible to assure that all OLCC regulations are observed and followed.

## **Sanitation and Clean-up**

The permit application requires the applicant submit a plan for clean-up. For all events, with the exception of rolling street closures, 1 portable toilet per 200 people with at least 1 handicapped accessible toilet is required. Hand washing stations are recommended.

## **Certificate of Insurance and Hold Harmless Agreement**

The City of Sheridan requires a Certificate of Insurance in the amount of no less than one million (\$1,000,000) dollars to protect the City against claims for personal injury or property damage that could occur because of the event. The certificate will name the City as an additional insured. A copy of the certificate must be submitted with the completed permit application. ODOT also requires a Certificate of Insurance if the event occurs on ODOT right of way.

**Events that can be accommodated with a rolling road closure are not required to secure Certificate of Liability insurance.** The City strongly recommends the organizers secure liability insurance to protect themselves. If during the event a participant is injured and seeks damages or if private or public property is damaged by a participant, the insurance provides protection for the event organizer.

In addition, the City requires all applicants to provide a hold harmless agreement to the City in order to receive a permit.

## **Additional Permits Needed:**

The Special Event Permit covers the use of the sidewalk(s) or street(s). It is possible your event may need additional permits. The following questions will help you determine if you need additional permits or need to contact other agencies:

### Additional Permit Questions

- Will a public address system or amplified music be used?
- Will your event interfere with a bus route?
- Will food be served at the event?
- Will alcohol be served at the event?
- Will your event include vendors?
- Is your event a film or video?
- Will your event require trash or recycling?
- Will your event require public restrooms?

### Contact

City of Sheridan  
Sheridan Schools  
Yamhill County Health  
City of Sheridan & OLCC  
City of Sheridan  
City of Sheridan  
Recology Western OR  
City of Sheridan

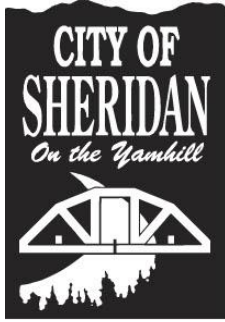
**Criteria for Approval/Denial of Application:**

In issuing a permit for a special event, the City considers whether:

- ✓ The event is reasonably likely to cause injury to persons or property
- ✓ The proposed location is adequate for the size and nature of the event
- ✓ All permit requirements have been met
- ✓ ODOT and/or Yamhill County Permits secured
- ✓ OLCC permit has been obtained, if needed
- ✓ All required insurance documents are submitted
- ✓ Previously identified issues have been addressed in the application
- ✓ The event is a means of bringing people together to enrich lives and strengthen our community through the celebration of arts, sports, culture, commerce, and more.

**Application Checklist:**

- Special Event Permit Application
- Fee
- Map of closure or route
- Traffic Safety Plan
- Certificate of Insurance
- OLCC license approval (if applicable) – 35 days before event
- ODOT approval (if applicable) – 35 days before event
- Notification of Event Signature Form (if applicable) – 35 days before event



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**Special Event Permit Application**

Fill out completely and type or print legibly. Failure to do so could result in permit denial.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON / GROUP RESPONSIBLE)			
Sponsoring Organization Name:			
Organization type: <input type="checkbox"/> For-profit <input type="checkbox"/> Nonprofit Tax Exempt Number:			
Organization Mailing Address:		City, State, ZIP Code:	
Organization Phone:		Organization FAX:	
Primary Contact from Sponsoring Organization:			
Contact Phone: (office)		(cell)	Email:
Name of contact person "on site" day of the event:			(cell – required):
Event coordinated through an event promotion company? Yes No Name of Company:			
Contact Name:		Phone:	Email:
EVENT INFORMATION			
Event Type (circle all that apply): Run/Walk Bicycle Event Parade Fair Party Filming			
Other (Please specify briefly here)			
Street location: Sidewalk Only Street Only Street and Sidewalk			
City Location(s) (circle all that apply): Downtown Bridge Street Downtown Main Street Other: _____			
Event Name			
Requested Event Date(s)		Alternative Event Date(s)	
Event Hours		Start:	End:
Set-up	Location:	Date:	Time:
Break-down	Location:	Date:	Time:
Are participants (including floats, vehicles and bands) charged an entry fee?		Yes No	Admission Cost and/or Entry Fee(s):
Is this an annual event?		Yes No	If annual, has the route changed from the previous year? Yes No
EVENT ATTENDANCE			
Participants:		Spectators:	Total:
Basis on which attendance estimate is made:			
Previous year's total attendance – if applicable:			
Percent of Sheridan participants:			

**OVERALL EVENT DESCRIPTION**

Briefly explain event and event details (attach additional sheets if needed):

**STREET CLOSURE INFORMATION**

**(REQUIRED: A legible and detailed map that includes the start point, end point, direction of travel, and street names)**

Names of streets to be closed (attach further closures on a separate sheet if needed)

	Between	And
	Between	And
	Between	And
	Between	And
	Between	And

Route description for parades, bicycle events, races, etc. Please attach map.

Participant type and number of entries of each type (check all that apply):  Participants/Spectators \_\_\_\_\_  Animals \_\_\_\_\_  
 Vehicles \_\_\_\_\_  Floats \_\_\_\_\_  Bands \_\_\_\_\_  Bikes \_\_\_\_\_

Traffic Safety Plan – Attach Map (include parking restrictions, barricade placement, signage, etc.):

Will your proposed route use Highway 18?  Yes  No (If yes, this is ODOT's jurisdiction. To avoid revocation of permit, copy of ODOT's permit MUST be received by staff two weeks before event.)

Will your proposed route affect the school bus route?  Yes  No

Will you agree to alter your route if ODOT and the Public Works Department determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas?  Yes  No

**EVENT DETAILS**

Does your event involve the sale of alcoholic beverages?  Yes  No (Oregon Liquor Control: 541-776-6191)  
If yes, will this activity occur on (or spill into) city streets?  Yes  No If yes, please describe:

Will items or services be sold at your event?  Yes  No (If food is being served contact Yamhill County Health Dept)

Will cooking facilities be used?  Yes  No (If yes, contact Sheridan Fire District)

Will you have booths?  Yes  No How many:

Will the event have amplified sound?  Yes  No

Is this a fundraising event? If yes, please describe what the proceeds will be used for and the percent of proceeds that will remain in the community:

**SAFETY/SECURITY/VOLUNTEERS**

Please describe your procedures for crowd control and internal security:

If fences/barriers will be used, include site plan.

Do you plan on utilizing volunteers/monitors?  Yes  No If yes, in what capacity?

Name and phone number of volunteer coordinator:

**PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION**

**PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT.** Please provide the city a flyer of the event at least 45 days before the event.

**I have read and agree to the notification requirements.**

**INSURANCE AND INDEMNIFICATION**

Insurance: The sponsor must maintain throughout the duration of this event liability insurance to protect the sponsor and the City and its officials, agents, and employees from any and all claims, demands, actions, and suits arising from the sponsor's street and sidewalk use. The insurance must provide either single limit coverage of not less than \$1,000,000 covering all claims per occurrence or coverage of not less than \$1,000,000 per occurrence for bodily injury (including death) to any single claimant or to multiple claimants and \$500,000 for each occurrence involving property damage. The City must be listed as an Additional Insured on a primary basis and must receive a confirming Certificate of Insurance. For a special event that involves only a rolling road closure, however, the City does not require proof of sponsor liability insurance.

Indemnification Agreement: In consideration of the City of Sheridan closing one or more public streets at the request of sponsor, the sponsor of this event agrees to indemnify, defend, and hold harmless the City and its officials, agents, and employees against all liability, loss and costs (including attorney fees) arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of the sponsor in the course of the activity for which this permit was issued.

**I have read the above insurance and indemnification requirements.**

**Authorized Representative for Event Signature:** \_\_\_\_\_

**Authorized Representative for Event Written Name:** \_\_\_\_\_

**Title of Responsible Person for Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PERMIT CONDITIONS**

**If your permit is approved and issued the following conditions may apply:**

- 1. **Fees** – Fees for events, if any are due when the permit is submitted. Failure to pay fees may result in the revocation of the permit.
- 2. **Notifications** – Organizer will notify affected properties using the signature form attached. This form must be submitted to City Hall at least 35 days prior to the event.
- 3. **Signage** – Parking and traffic control signage is coordinated through the City Public Works. No signs may be posted on utility posts or regulatory signposts. Call City Hall at 503-843-2347 for more information regarding signs.
- 4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of badge, arm band, bib, shirt, or cap. Proof of adequate number of monitors shall be provided upon request of the City at least 5 days prior to the event.
- 5. **Insurance** – Sponsors of events shall provide coverage for not less than \$1,000,000 for personal injury to each person. \$1,000,000 for each occurrence and \$500,000 for each occurrence involving property damages; or a single limit policy of not less than \$1,000,000 covering all claims per occurrence. A copy of the insurance certificate must be received by the City prior to the event.
- 6. **Route** – *Routes for events will not be changed unless specific written approval is given by the City.*
- 7. **State Highways** – Events utilizing state highways will be required to apply for and coordinate closures with the State of Oregon Department of Transportation.
- 8. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the City. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.
- 9. **Other permits** – Organizers are responsible for ensuring all applicable permits are in place prior to the event. Approval jurisdiction is the city limits of Sheridan. Permits outside city limits are the sole responsibility of the applicant.
- 10. **Special conditions** – (list if any)

**I have read these conditions and agree to fulfill any requirements therein.**

**By signing this application, sponsor, or sponsor’s authorized representative on behalf of sponsor agrees to all terms and conditions set forth in Sheridan Municipal Code and any special conditions listed in the permit. As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event as determined by the City Council based upon the information provided in this application. The City will give applicant final approval of this application at least 30 days before the event.**

Name of Sponsor or Authorized Representative (Printed) \_\_\_\_\_

Signature of Sponsor or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS COMPLETED APPLICATION AND ROUTE MAPS TO:**

**Special Events c/o City of Sheridan**  
120 SW Mill Street  
Sheridan, Oregon 97378  
Office: (503) 843-2347  
Web: [www.cityofsheridanor.com](http://www.cityofsheridanor.com)

**PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS**

**Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from the City to avoid publication of misinformation.** Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.

**Agency Sign Off**

Applicant must have each of the following agencies sign off on the application prior to the submittal.

**Sheridan Fire District:** \_\_\_ Approve \_\_\_ Deny Person Signing: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments:

Sheridan Fire District Signature: \_\_\_\_\_  
**Yamhill CO. Sheriff’s Office:** \_\_\_ Approve \_\_\_ Deny Person Signing: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments:

Yamhill CO. Sheriff’s Office Signature: \_\_\_\_\_

**After Submittal of Application:**

Sheridan Public Works – Review & Comments (attach pages if necessary)

Sheridan City Hall Review- Signature & Comments: \_\_\_\_\_







