



Special Event Application

(Assemblies of more than 150 people in a City Park or on Public Property)

City of Klamath Falls
226 South 5th Street / PO Box 237 / Klamath Falls, OR 97601

Applications must be submitted with all attachments and fee payment at least 40 days prior to the event.
Special Events are not confirmed until all required documents and fees are received and reviewed.

<input type="checkbox"/> Event in a City Park City Parks Division 541 883-5351 Jmicka@klamathfalls.city	<input type="checkbox"/> Event on other Public Property Development Services 541 883-5291 Ray@klamathfalls.city	Event Location [Park Facility/Area or Public Property Location]
Event Date(s)	Event Time Period _____ to _____ (Includes set-up, tear down & clean up time)	Number of Persons Anticipated _____ If 500 or more, Bond of Indemnity may be required per City Code Section 7.602
Nature of Event		
Organization Name and Mailing Address <input type="checkbox"/> Non-profit		Contact Person Name, Phone Number Email:
Admissions Policy: <input type="checkbox"/> Open to Public at No Cost <input type="checkbox"/> Open to Public with Fee <input type="checkbox"/> Private Event		
Electricity Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO (not available at all facilities) <input type="checkbox"/> N/A (Non City Park Event)		
Will any additional items such as tents, tables, chairs, bounce houses, vendor booths, etc. be used? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe below and attach a diagram showing proposed placement of items. Tents should be self-supporting; stakes, signs or banners require pre-approval.)		
Will any vendors be participating? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, attach a list of vendors and contact information.)		
Are any road or sidewalk closures proposed? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe below and attach a road/sidewalk closure plan.)		
For an approved road closure plan for George Nurse Way in Veterans Memorial Park, contact the Parks Division at 541 883-5351		
If Sound Amplification will be used, list the type of equipment/media. (Unreasonably loud, disturbing, or unnecessary noise is not permitted per City Code Section 5.318.)		
I hereby certify that the statements on this application are true to the best of my knowledge. I acknowledge and agree to abide by all rules and regulations of City Code Sections 7.582 to 7.628 and other regulations and laws for the protection of the health, morals, peace and safety of the persons employed at the location, the patrons or participants, and the public. I agree, on behalf of our group, to assume liability of all costs for any misuse or damage to the special event area and return it to a clean, undamaged and safe condition.		
_____ Printed Name of Responsible Party	_____ Signature of Responsible Party	_____ Date



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Special Events Insurance Requirements (All Special Events of more than 150 people)

- **A Certificate of Liability Insurance** providing for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- The Occur block and Additional Insured block under General Liability on the Certificate of Liability Ins needs marked
- The policy effective and policy expiration dates need to cover the event
- Description of Operations Block needs to contain “Additional Insured: City of Klamath Falls, its elected officials, employees, agents, and volunteers.”
- The mailing address for the Certificate Holder Block:

Event in a City Park	Event not in a City Park
City of Klamath Falls	City of Klamath Falls
Parks Division	Development Services
PO Box 237	PO Box 237
Klamath Falls, OR 97601	Klamath Falls, OR 97601
- **An Endorsement** naming the City of Klamath Falls, its elected officials, employees, agents and volunteers as additional insured.

Indemnification Statement (Signature required for all Special Events)

User shall indemnify, defend and hold the City and its officers, agents and employees harmless against any and all claims and demands, including court costs and attorney fees at trial and on appeal, arising from the use of the Park or Public Property by user due to user’s negligence.

_____ **Printed Name of Responsible Party**

_____ **Signature of Responsible Party**

_____ **Date**

Recreational Immunity Statement (Applicant to fill in for Events in a City Park)

Oregon law (ORS 105.682 et seq.) provides the owner of land (City of Klamath Falls) is not liable for injury, death or property damage that arises out of use of the land for recreational purposes. That immunity from liability does not apply if the owner (the City) charges for permission to use the land. This fee charged by the City is only for the use of the designated facility and/or

space for _____ purposes
(Event)

and for use of the _____
(Park and Facility/Area)

related amenities in the designated area. Other uses of this park, or any use of the property outside the designated area, are not subject to a charge and therefore, the City 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.



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Describe below the Event Plan for compliance with the Special Event Section of the City Code

1. **Additional Waste Receptacles** are required if more than 500 people are anticipated or if food vendors will be present at the rate of one 3 yard drop box for every 250 persons. Arrangements can be made with Waste Management 541 884-6114.

2. **Portable Toilets** are required for crowds larger than 250, at the rate of one (1) portable toilet for every additional 125 persons anticipated. (Ratio minimum of one (1) ADA toilet per six (6) regular toilets). Arrangements can be made with Jefferson State Plumbing 541 882-2952 or American Sanitation 541 882-0045.

3. **Medical Services:** All events are required to have at least one individual trained in basic first aid with a basic CPR certification. Each event of more than 1,000 persons shall have at least a first-aid station staffed by two individuals trained in basic first aid with basic CPR certifications. Each event that exceeds 2,500 persons shall have at least one ambulance or rescue vehicle in attendance at all times.

4. **Public Safety:** One **traffic control** person and one **crowd control** person are required for each 200 persons anticipated to be in attendance at any time during the event. The policing personnel must wear an appropriate identifying uniform.

5. **Parking Facilities:** Submit a drawing showing that adequate parking facilities, including ADA parking spaces, have been made available within or adjacent to the event location.

- For requested road closures indicate where you will obtain the street barriers and road closure signs and attach a road closure plan.

Applicable to events in city parks only:

Events cannot interfere with marina boating activities. The Veterans Park marina parking lot is restricted to marina users only and portions of the Marina I and Marina II parking lots in Moore Park are restricted as well.

Non-profit organizations wanting to use the Baney Corporation property next to Veterans Park for special event parking should coordinate directly with the Baney Corporation. The point of contact is Tom Condon 541 749-1043.



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Conditions for Events Held in a City Park

The event shall be conducted in accordance with all requirements of the Park and Marina Use Policy and the Special Events Section of the City Code.

- City Policy does not allow the use of alcohol in City Parks or on public property.
- General park clean-up is the responsibility of the applicant. All litter must be picked up during and after the event. Failure to clean the facility after use will result in denial of deposit refund and may result in denial of future reservation and use privileges.
- ADA parking spaces must be made available during the event.
- Vehicles are not allowed on lawn/landscape without prior permission; unload and load from the curb.
- Pets must be leashed at all times. Pets not allowed in playground or picnic areas except for service animals.
- Unless otherwise posted or provided for in the issued permit, no assembly shall be conducted in a City park during the time between thirty (30) minutes after sunset and 6:00 a.m. of the next day.
- If tent stakes or tie-downs are put into the ground, the Parks Division must approve in order to avoid damage to irrigation system, underground utilities or turf. Applicant will be responsible for all damages caused to underground utilities.
- Events shall not block public access to a park by putting fencing or other barriers across public walkways or roadways.
- When crowds over 500 are expected or food vendors are involved in the event, the City requires extra waste receptacles at the rate of 3 yard drop box for every 250 persons anticipated. Please contact Waste Management to make arrangements, 541-884-6114.
- No person shall erect signs, markers or inscriptions of any type in a park or upon public property of the City without prior permission of the City Manager or his/her designee.
- No person shall build or maintain a fire except in a camp stove or a fireplace provided, maintained or designated for that purpose.
- Failure of the permittee to comply with said conditions shall constitute grounds for immediate revocation of Use Permit, deposits may be withheld and additional charges for any damages will be assessed.

I have read, understand and agree to abide by the above Conditions for Events Held in a City Park.

Printed Name of Responsible Party

Signature of Responsible Party

Date



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Special Events on public property other than a City Park

\$50.00 Non-Refundable Permit Fee

Special Events in a City Park

NUMBER OF PEOPLE ANTICIPATED	PER DAY / AREA			PER EVENT	
	PERMIT FEE (Non-Refundable)	USE FEE		JANITORIAL For areas which have restrooms	DEPOSIT Refundable if facility/area is clean & there is no damage
		NON-PROFITS	ALL OTHERS		
151 - 250	\$50	\$50	\$100	\$25	\$50
251 - 500	\$50	\$50	\$200	\$25	\$50
501 - 1000	\$50	\$50	\$300	\$50	\$300
1001 - 2000	\$50	\$50	\$400	\$100	\$300
2001 +	\$50	\$50	\$500	\$100	\$300

A \$25.00 refundable key deposit is also required for any Parks Division key issued. Keys must be returned within 3 business days after event.
 Permit Fee is non-refundable. Use Fee is refundable if cancellation is made prior to 72 hours of start of event.
 Deposit is refunded if the reserved facility/area is left clean and undamaged, and any checked out keys have been returned.
 Refund checks are processed automatically. Applicant should receive a refund check within 15 business days after the event.

For City Parks Office Use

Reservation/Event Area		Event Date(s)		Event Time Period	
Permit Fee \$	Use Fee \$	Janitorial Fee \$	Deposit \$	Key Deposit (if applicable) \$	Total Fees \$
Date Fees Paid	Taken By	Method of Payment		Receipt #	
Fees Paid By		Mailing Address		Phone Number	
Date City park deposit refund check was mailed by City Finance office OR reason if deposit was not refunded					



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For Office Use

ADMINISTRATION CHECKLIST FOR SPECIAL EVENTS OVER 150 PEOPLE

- Route Special Event on Public Property applications to Development Services Engineering Plans Examiner
- Check Parks Reservation Calendar for availability for events in a City park
- Review application
 - Page one of application signed
 - Signed Indemnification Statement
 - Recreational Immunity Statement filled in for events in a City park only
 - Written plan for compliance with City Code Sections 7.582 to 7.628 (Page 3 of application.)
 - Signed Conditions for Events Held in a City Park
 - Copy of Certificate of Liability Insurance and Endorsement (See page 2 of application for specifics.); keep a copy for file and send a copy to the Assistant to City Recorder
 - Diagram showing the proposed use areas and proposed locations of all added items such as tents, extra tables & chairs, vendor booths, signs, banners, etc.
 - List of vendors with contact information
 - Traffic Plan Drawing for proposed right of way closures
- Payment of Fees
 - Events on public property other than a City park: Permit Fee
 - Events in a City park: Permit Fee, Use Fee, Janitorial Fee, Refundable Deposit and if applicable Refundable Key Deposit (Fill in bottom of page 5 of application.)
- Add reservation to Parks Reservation Calendar for events in a City park
- Route application and attachments to the following:
 - City Planning Manager for Council approval of events on public property
 - City Parks Superintendent for approval of special events in a City park
 - City Parks Supervisor for event coordination for special events in a City park
 - City Police Department for review
 - City Street Division for review
 - Fire District #1 for review
 - Assistant to City Recorder to check for special agreements or contracts
- For events in a City Park, notify applicant/event coordinator to contact Parks Supervisor at least 20 days before event to set up an on-site meeting to go over placement of items such as vendor booths, etc.; sprinkler equipment will be identified during meeting in order to prevent damage
- If application is approved, process Special Event Permit [except for those under a Special Events Agreement] and send a copy to the following as appropriate:
 - City Street Division
 - City Police Department
 - City Code Enforcement
 - City Planning Manager [for events on public property]
 - City School Transportation
 - Fire District #1
 - Klamath County Sheriff Department
 - Oregon State Police
 - 911 Communications
 - Basin Transit Services
 - Post Office
 - Waste Management
- Five days prior to an event in a City park, process Parks Event/Reservation sign(s) and forward to Parks Maintenance for posting at City park site; notify if electricity and water needs to be turned on, etc.