



A place where families and businesses thrive.

(Please complete, sign and date application form and return to):

Forest Grove Police Department

2102 Pacific Avenue

P. O. Box 326

Forest Grove, OR 97116-0326

Fax ● 503.359.3519 Office ● 503.992.3260

E-mail: pdrecords@forestgrove-or.gov



EVENT PERMIT APPLICATION

Permit must be available for inspection at the premises of the event.

Allow fourteen (14) business days prior to the event to process the permit application.

Permit fees are based on current Fee Schedule.

SECTION 1 - APPLICANT			
<i>Primary person(s) responsible for and authorized to represent this permit on all matters.</i>			
Full Name(s):			
Address:			
City/State/Zip Code:			
Phone:		E-mail:	
SECTION 2 - EVENT INFORMATION			
Event Name:			
Event Type <i>(check all that apply):</i>	<input type="checkbox"/> Parade or Procession Code 72.31 <i>(no fee)</i>	<input type="checkbox"/> Temporary Street Closure Code 70.16 <i>(fee applies)</i>	<input type="checkbox"/> Noise Variance Permit Code 91.036 <i>(fee applies)</i>
Purpose:			
Address/Location:			
Assembly Start Point:		Assembly End Point:	
Start Date:	Start Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	
End Date:	End Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	
_____ # of Participants	_____ # of Vehicles	_____ # of Animals	
Will this event require the City to provide barricades and/or signage?* <input type="checkbox"/> No <input type="checkbox"/> Yes			
# of barricades/signage needed for this event: _____			
<i>Contact Public Works Department, 503-992-3258, (8am-4:30pm, Mon-Fri), located at 2551 23rd Avenue, at least 72 hours prior to the event. Remove all barricades and/or signage at the conclusion of the event and return equipment to Public Works during normal business hours.</i>			
Will this event require additional moving traffic control or assistance from public safety personnel or responders?* <input type="checkbox"/> No <input type="checkbox"/> Yes			
<i>Contact Police Department, 503-992-3260, (8am-4pm, Mon-Fri), at least 72 hours prior to the event. *Event Officer Reimbursement Fee is based on a per-officer hourly rate (4-hour minimum), plus 10% overhead fee.</i>			

SECTION 3 - ATTACHMENTS

Permit Holder shall submit the required attachments if it applies to the event. Failure to submit required attachments may result in delay or denial of the permit.

Will this event require the full or partial closure of any city streets?

- No
 Yes - *Attach a detailed description of the full or partial street closure, including a Site Map of the desired route and Traffic Control Plan, including staffing, signage and equipment, etc. Consult with the Engineering Department, 503-992-3228, (9am-4pm, Mon-Fri).*

Will this event require the full or partial closure of any county or state streets?

- No
 Yes - *Attach copies of any county or state permits, if required.*

Does this event involve a gathering of more than 250 people, or will there be cooking or heating equipment, entertainment stages, tents, and/or booths with electrical hookups?

- No
 Yes - *Attach Public Safety & Event Management Plan. Consult with the Fire Department, 503-992-3240, (8am-4pm, Mon-Fri).*

Will alcohol be served and/or consumed during the event on any public property, public rights-of-way or public premise?

- No
 Yes - *Attach OLCC Permit.*

Will food be prepared and or served during this event?

- No
 Yes - *Attach Washington County Temporary Restaurant License and/or Food Handler Certificate.*

REQUIRED ATTACHMENTS

Attach Certificate of Liability Insurance Naming City as Additional Insured: Permit Holder shall, at its expense, secure and keep in force at all times during the event, general liability and automobile liability insurance naming the City of Forest Grove as additionally insured. Comprehensive general liability insurance coverage shall be combined single limit of at least \$1 million with \$2 million aggregated. *(Not required for Noise Variance requests.)*

Attach Neighborhood Notification Signature Sheet: Permit Holder is responsible for notifying affected businesses and/or residents whose sole route for ingress and egress from their businesses or residences is affected by the street closures associated with the event. Access must be provided to businesses, residences and emergency vehicles at any time during the event.

SECTION 4 - CONDITIONS OF THE PERMIT

By signing this permit, the Permit Holder agrees that:

- Filing this application for an event permit does not entitle me to begin the event described above until a City Permit has been granted. The City Permit is valid only for the date and time in Section 2.
- A copy of City Permit must be in the Permit Holder's possession during the entire event.
- Permit Holder must return the City rights-of-way to original condition free of any litter or debris.
- The City of Forest Grove reserves the right to impose special conditions on events to ensure safety of potentially affected areas that impacts the livability of the City.
- The Police Department may revoke or modify this permit if the applicant fails to comply with the conditions of the City Permit or in any emergency or hazardous situation.

Appeal of denial: If an application is denied, the applicant may request an administrative hearing by submitting a written appeal to the City Manager within five business days of the Police Chief's decision. The applicant will be notified of the date and time of the administrative hearing within five days of receipt of the appeal. Following the administrative hearing, the City Manager may: approve; approve with conditions; or deny the event permit. The City Manager's decision is final.

As a condition of a City Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a City Event permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

_____ *Signature of Applicant/Authorized Person* _____ *Date*

FOR OFFICIAL USE ONLY

Date Received:	Staff Initials:	Permit No.:
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DEPARTMENT AUTHORIZATIONS

_____ <i>Fire Marshal/Designee</i>	_____ <i>Date</i>
_____ <i>Public Works Director/Designee</i>	_____ <i>Date</i>

In accordance with the provision of Forest Grove City Code, the Police Chief/ designee, in consultation with the Fire Marshal and Public Works Director, has reviewed this permit application and does hereby:

GRANT (*Memorandum Required if Conditions Apply*) **DENY** (*Memorandum Required*)

Officers Required: No Yes / # of Officers Required: _____ Hourly Rate \$: _____

Other Notes: _____

_____ *Chief of Police/Designee* _____ *Date*

DEPARTMENT DISTRIBUTION & NOTIFICATION

<input type="checkbox"/> Police Dept (Original)	<input type="checkbox"/> Fire Dept (Copy)	<input type="checkbox"/> Engineering (Copy)	<input type="checkbox"/> Public Works (Copy)	<input type="checkbox"/> City Manager (Copy)	<input type="checkbox"/> City Recorder (Copy & Distribution)
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