

Crooked River Wetlands Complex / Barnes Butte Property

Event Application

An approved application authorizes the applicant to conduct the event that is described herein. The applicant agrees to pay close attention to any conditions of approval that are attached.

Applicant Information			
Applicant(s) Name:			
Applicant(s) Organization:			
Address:			
City:	State:	Zip:	
Phone:	Email:		

Event Information	
Name of Event / Purpose:	
Description of Event:	
Date(s) of Event:	
Hours of Event: (Start and End Time)	
Estimated Attendance Per Day:	
Will You Need a City Volunteer On- Hand if One Is Available?	If So, What Will You Need the Volunteer to Assist With?
Will Alcoholic Beverages Be Available at Your Event?	If sold, you must obtain an OLCC (Oregon Liquor Control Commission) permit by going to their website at: http://www.oregon.gov/loc/pages/service_permits.aspx . Events at Crooked River Wetlands Complex will need to have OLCC permits approved by CC Sheriff's office.
Will Any Other Vendors Be Available at Your Event? Example: Food/Beverages	

Applicant is responsible for obtaining all additional permits, licenses, and insurance certificates required upon the approval of this application. Please fulfill all of the obligations listed below before submitting this application. Once all of these obligations are complete, you must initial all designated areas marked with a (___) and then sign and date at the bottom.

(___) Clean Up: Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly taken care of, the City reserves the right to do the cleaning and to charge the applicant for the actual time and expense incurred.

(___) Insurance: Applicant agrees to provide a policy of liability insurance. This insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person; \$1,000,000 for each occurrence involving property damage; or a single policy of not less than \$2,000,000 covering all claims per occurrence.

(___) Indemnity: Applicant agrees to defend, indemnify and hold the City of Prineville harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by applicant, or arising out of or in any way connected with the activities conducted pursuant to this application. The last page of this application contains an agreement form that you must sign and date before this application is reviewed.

(___) City Codes: Applicant agrees to obtain all City/County permits and licenses that may be required, and shall comply with all other City/County laws and other conditions the City/County determines necessary.

(___) Conduct / Nuisances: Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future applications may be denied for that reason alone.

(___) Transportation / Parking Plan and Map: If an event is expected to exceed the available on-site parking and / or creates a slow in the regular flow of traffic, a plan map to is required for application process.

(___) Terms and Conditions: I have read all information contained within the application packet and agree to abide by the terms and conditions contained herein and / or attached.

Indemnification Agreement for Special Event

By signing this application, applicant(s) acknowledges and agrees as follows:

In consideration of the approval of this application for a special event, the applicant(s) accepts responsibility for the event and agrees to indemnify, defend and hold harmless the City of Prineville, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities, and expenses (including but not limited to, damages, attorney fees and costs) that may be asserted against the City of Prineville arising out of or in any way related to the special event for which permission is sought.

Applicant(s) acknowledges that the applicant(s) has carefully read the foregoing and understands its contents. Applicant(s) warrants that applicant(s) is authorized to sign this document and does so freely and without reservation.

Applicant Name Printed:

Date:

Signature

Applicant Name Printed:

Date:

Signature

Department Reviews & Recommendations

Planning Department	Date:
Approved _____ Denied _____	Reviewed by:
Conditions:	
Police Department	Date:
Approved _____ Denied _____	Reviewed by:
Conditions:	
Public Works Department	Date:
Approved _____ Denied _____	Reviewed by:
Conditions:	
Risk Management	Date:
Approved _____ Denied _____	Reviewed by:
Conditions:	