



City of Coos Bay
Public Works and Community Development

500 Central Ave., Coos Bay, Oregon 97420
phone 541-269-8918 www.CoosBay.org

SPECIAL EVENT PERMIT APPLICATION

**Application must be submitted at least 30 days prior to event*

Event Name: _____

Sponsoring Organization: _____

Contact Person: _____ Address: _____

Email Address: _____ Phone: _____

Date/s and Time/s of Event: _____ Estimated Attendance: _____

Type of Event Activities: _____

(Please attach rules governing the event)

Location of Event *(attach site drawing, race or parade route, or floor plan)*: _____

City services or equipment needed *(i.e. street/parking lot closure, traffic control, barricades, security, electrical access, sani-can, trash receptacles, etc.)*: _____

Private Security Provided? ___ Yes ___ No ___ If yes, name of security provider: _____

Number and Location of Trash Receptacles: _____

To be provided by: Applicant or City Staff

City of Coos Bay Business License: ___ Yes ___ No If yes, license number: _____

*Sale or Consumption of Alcohol: ___ Yes ___ No OLCC approval? ___ Yes ___ No

**Insurance requirements change if alcohol is served*

AGREEMENT OF INDEMNIFICATION AND INSURANCE

_____ agrees to defend, save and hold harmless the City of Coos Bay, its officers, agents and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the _____, its officers, agents and employees acting within the scope of this permit or the duties in the performance of this agreement.

_____ agrees to maintain liability insurance coverage of not less than \$1,000,000 per occurrence for commercial general liability and automobile liability, to cover any liability arising out of or associated with this event, **and agrees to name the City of Coos Bay, its officers, agents and employees as an additional insured on such policy with a copy of the endorsement attached to the certificate of insurance.**

_____ further agrees to provide the City of Coos Bay with a certificate of liability insurance including additional insured endorsement **not less than thirty days prior to the scheduled event** and shall amend the notification for cancellation of coverage to 60 days. If above named sponsoring entity fails to provide the certificate of insurance and endorsements within the time required herein, this Special Event Permit will automatically be revoked.

Signature of Authorized Agent of Sponsoring Organization

Date

Printed Name of Authorized Agent of Sponsoring Organization

STEPS TO OBTAINING A SPECIAL EVENT PERMIT

- **APPLICATION AND TIMING**

At least 30 days in advance of event or 150 days prior for large events (100 or more attendees). If the event is in the right of way, a Public Works Permit is also required.

Fill out a Special Event Permit Application from the Public Works counter at City Hall, request one by email at kburnette@coosbay.org, OR get one online at www.coosbay.org.

- **INSURANCE REQUIREMENTS**

Will you need to include an insurance certificate and additional endorsement naming the City of Coos Bay as an additional insured. If you don't have insurance documents at the time you make application, you must turn one in **no later than 30 days prior to your event.**

Below are the insurance levels for special events held on city property. **If alcohol is being served, the insurance policy limit required increases to Level 2, except for the requirement to provide Professional Errors & Omissions liability.**

LEVEL 1 INSURANCE

Commercial General Liability	\$1M
Workers' Compensation, if applicable	Statutory Limit
Employer's Liability	\$500,000
Automobile Liability	\$1M

LEVEL 2 INSURANCE

Commercial General Liability	\$1M
Professional Errors & Omissions Liability	\$2M
Workers' Compensation, if applicable	Statutory Limit
Employer's Liability	\$500,000
Automobile Liability	\$1M
Umbrella Excess Insurance	\$1M

- **MAPS, SITE PLANS, TRAFFIC CONTROL PLANS AND PUBLIC WORKS PERMITS**

You will need to include a map showing the area you plan to use for your event for walks, runs and parades. Depending on the type of event, a pre-event meeting with city staff may be required to work out logistics. Certain events, particularly walks, runs, parades or events occurring in the public right-of-way may require the applicant to obtain a Public Works Permit with a site plan and Traffic Control Plan (TCP) (including permit fee).

- **CITY SERVICES**

Events requesting assistance from the city, (sani-can placement, trash receptacles, electrical access, keys, etc.,) will need to be coordinated with Operations in advance of the event and may be assessed a fee for the service(s). The fee will be determined and need to be paid in advance of permit issuance.

- **CHANGES TO PERMIT**

Changes to your event after your permit application has been received will require an application amendment in writing – which will be routed to all staff for a review prior to re-approval.

- **APPROVAL NOTIFICATION**

Once your application has been reviewed and approved by Operations and Insurance, you will be notified by email of approval, or requested for additional information. After final approval, your permit approval letter will be emailed to you.