



City of Keizer

PARADE OR SPECIAL EVENT PERMIT FOR PUBLIC PROPERTY

Keizer City Hall
930 Chemawa Road NE
Keizer, OR 97303
PO Box 21000, Keizer, OR 97307
Phone: (503) 390-3700
Fax: (503) 390-3787

Applications for permits must be submitted at least 60 days prior to date of parade or special event. This permit is pursuant to City of Keizer Ordinance No 2000-419. A fee of \$25.00 must accompany this application.

Type of Event: Parade Walk Run Bike Race Special Event: _____

Date of Event: _____ Event Start Time: _____ Event End Time: _____

Title of Event: _____

Description of Event: _____

Proposed Route or Event Location: _____

Estimated Participants: _____ Number of Vehicles: _____ Number of Animals: _____

Clean-up Arrangements: _____

Assembly Location: _____

Disassembly Location: _____

Map Included: Please include a map showing the desired route or location, including assembly and disassembly points of the event, the proposed signing/traffic control plan, and the specific locations of streets to be closed.

Request for suspension of street vendor ordinance: Yes No
(Note: If granted, suspension of the ordinance allows sales by all persons.)

Group or Organization (if applicable): _____

Applicant Name: _____

Primary Phone: _____ Secondary Phone: _____

Mailing Address: _____

Email Address: _____

This permit is subject to the following conditions:

1. No alcoholic beverages are permitted on public street or property unless allowed by City Ordinance. Please contact City staff for additional requirements regarding alcoholic beverages.
2. Permittee certifies that all residents living adjacent to proposed closure or businesses located adjacent to proposed closure have been notified of the event.
3. Barricades may be placed in the street right-of-way but must be positioned to allow access for emergency vehicles. Barricades are available from the City by calling 503-856-3551. Barricades must be returned to Public Works no later than the day after closure date.
4. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
5. The event will be conducted in such a manner to ensure the safety of the participants and spectators.
6. Permittee shall be responsible for clean-up of areas and removal of all paraphernalia and debris as a result of this event.

****NOTICE****

Permittee shall defend and indemnify the City of Keizer, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Keizer requires that the sponsor of such events carry commercial single limit liability insurance in the minimum amount of \$500,000 and name the City of Keizer as an additional insured for this event. "City of Keizer" includes its officers, agents, contractors and employees. Claims made in excess of the policy will be the responsibility of the sponsor of the event. Sponsor shall provide City with evidence of the insurance no later than 20 days prior to the event.

INSURANCE COMPANY: _____

POLICY NUMBER: _____

COVERAGE LIMITS: _____

****PERMIT REVOCATION****

The City Manager may revoke this permit if circumstances reasonably show that the parade or special event can no longer be conducted consistent with public safety.

****APPLICATION SIGNATURE****

Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, that I will abide by all restrictions, administrative rules and applicable City Ordinances, and that I will provide proof of insurance at my own expense as required herein.

Applicant's Signature: _____ Date: _____

*****FOR OFFICE USE ONLY*****

APPROVED ROUTE AND/OR POLICE COMMENTS:

FIRE DEPARTMENT COMMENTS:

ADDITIONAL APPROVAL COMMENTS OR CONDITIONS:

Approved by: _____
Keizer Police Department

Approved by: _____
Keizer Fire Department

Approved by: _____
Keizer Public Works

Approved by: _____
Keizer City Manager