

EVENT/STREET CLOSURE APPLICATION

Circle one: Parade Walk / Run / Race Event Block Party Parking Lot Closure Filming

Pursuant to City of Gresham Revised Code Sections 8.65.060, applications must be submitted a minimum **45 days prior to date of event.** (Any questions contact Cherie Ludwig @ 503-618-2518 or Cherie.Ludwig@GreshamOregon.gov.)

- Applications for **Filming, Neighborhood Block Parties or Parking Lot Closure** must be submitted a minimum of **14 days** prior to the date of the event.

Date Application Submitted _____

Permit No. _____
(Assigned by DES)

Name of Applicant/Person Responsible

Name of Organization/Group

Applicant Address, City, Zip

Contact Phone

Name of Event

Email

Date(s) of Event

of Motorized Vehicles involved in event: _____

of Participants involved in event: _____

Set-up Time: From _____ to _____

Event Time: From _____ to _____
(Events begin no earlier than 7am and conclude by 10pm)

List specific location of closure and/or proposed parade route (be as specific as possible) here: _____

(Example: Main Street between 1st and 5th) _____

Attach map of specific area, proposed parade route and traffic control plan. Include detailed description of exact plan for event. **MUST** designate alternate accessible parking for individuals with disabilities **within a one-block vicinity** if proposed closure removes existing accessible parking (ex. 1 for 1). Refer to Signage (pg. 2) for guidance for signage specifics.

(Must initial each line where provided to indicate understanding.)

- **Tri-Met:** Applicant must contact Field Operations Coordinator at 503-962-4949 or foc@trimet.org a minimum of two (2) weeks prior to event to inform Tri-Met of route in case event disrupts bus service. _____ (initial)

Note: If changes or additional information is needed for the application to be considered complete, applicant has 7 days to submit information or application will no longer be considered. _____ (initial)

INSURANCE REQUIREMENTS

If assistance is needed identifying insurance options, contact City of Gresham Risk Management at 503-618-2436. Except for neighborhood block parties, the City of Gresham requires that the permittee carry: _____ (initial)

- Certificate of Insurance must accompany application with date no more than 20 days of event date in upper corner.
- Commercial General Liability insurance with combined single limit per occurrence of **\$1,000,000** with an annual aggregate of \$2,000,000.
- Add food products liability, if applicable, with a limit of \$1,000,000
- Commercial auto liability insurance with a limit of \$1,000,000.
- Add liquor liability, if applicable, with a limit of \$2,000,000 and a \$2,000,000 annual aggregate; increase general liability requirement to \$2,000,000. See rules and regulations below for additional requirements related to alcohol.
- City of Gresham named as an additional insured by endorsement attached to the certificate.
- Insurance companies or entities must meet City standard financial rating of an "A" or better.
- **Depending on what type of Filming, may require more insurance.**

NOTIFICATION

- _____ Residences and/or businesses adjacent to proposed closure *must be notified prior to event*. A Notification Sheet must **accompany** application and must provide contact information of applicant.
- _____ Events planned for **Main Street** in downtown Gresham, contact City for streamlined process of notification.
 - ALL business/residences between Powell and 5th must be notified. If signature from business/residence is not possible, leave notification and note address.
- _____ Check with the Fire Department for additional permits which may be required: (503)618-2355 or <https://greshamoregon.gov/Fire-Permits/> . This approval is *separate* from City approval.

RULES AND REGULATIONS

- _____ Participants must yield right-of-way to emergency vehicle traffic at all times, unless otherwise directed by a police officer.
- _____ The event will be conducted in such a manner that will ensure the safety of all participants.
- _____ Alcoholic beverages are NOT permitted on city streets *unless* an OLCC license has been issued for a community event. If OLCC license is required, submit approved copy with application.
- _____ No through-street closure applications will be considered for anything other than a community-wide event unless otherwise approved by the City (i.e. Teddy Bear Parade, Rockin' Round the Block, Arts Festival, Safe Trick-or-Treat).

RECYCLING (503-618-2518)

- _____ Recycling is a big deal in Gresham. If event includes selling or use of recyclables (cans/bottles) contact the City's Recycling and Solid Waste Division to discuss use of Clear Streams to collect recyclables. Indicate the number of Clear Streams needed to collect cans/plastic bottles: _____#
- For Block parties, homeowner's use their Bottle Drop bag for refundable bottles/cans and recycling cart for recyclables.

SIGNAGE / Traffic Control Devices

- Barricades, cones, temporary accessible parking, road closure signs, and traffic control devices are available at no cost (unless lost or damaged) from the City's Operations Center by calling 503-618-2626 (see attached form). To ensure availability, **allow for 30-day advance notice** as availability is on a first come, first served basis. Participants are responsible for pickup and return of traffic control devices (during business hours M-F 8:00-2:00) at 2123 SE Hogan Rd. Return is required on first business day following the event. **Applicant is responsible** for set-up, maintenance, removal and for lost or damaged traffic control devices. _____ (initial by applicant)
- **SIGNAGE FOR ROAD CLOSURE IS THE RESPONSIBILITY OF THE APPLICANT.** If a Traffic Control Plan (TCP) is designed by the City's Transportation Dept. for your event, then barricades and signage are **REQUIRED** unless otherwise noted. **NO PARKING** signs must be in place a minimum of **24 hours** in advance of the event. The City can provide an 11"x17" paper "No Parking" template for your copying needs. These signs must be red letters on a white background, a minimum of 11"x17" size. There must be four signs posted in each block. Signage is in addition to the barricades required for each event. _____ (initial by applicant)

PERMIT ENFORCEMENT (Public Safety)

A person commits the offense of unlawful use of street if the person obstructs the free movement of vehicles or pedestrians using the streets without first obtaining an Event Application/Permit. The permit can be revoked if circumstances show that the event can no longer be conducted consistent with public safety. It shall be the duty of public safety officers to enforce this permit. Violators may be issued a citation in addition to any provision for towing of vehicles. In the event of a fire or other public emergency, public safety officers may direct traffic, as conditions require. The permittee is responsible for repairs for any damage to a street or parking lot.

_____ (initial by applicant)

INDEMNITY AGREEMENT

Permittee shall defend, indemnify and hold harmless the City of Gresham, its officers, agents and employees against any claim, demand, suit or action of whatsoever nature resulting from or arising out of this event. _____ (initial by applicant)

APPLICANT SIGNATURE

I hereby certify that I am the authorized representative of the named organization/group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances. **I have read and understand all of the above statements.**

Signature (Please print if illegible)

Date

CITY OF GRESHAM

Department of Environmental Services / Transportation Operations & Maintenance

Agreement For Use of Traffic Control Devices

Operations is located at 2123 SE Hogan Rd, Gresham, OR 97080 Phone: 503-618-2626

Organization/Contractor/Agency: _____ Phone: _____

Billing Address: _____

Responsible Person: _____ Phone: _____

Purpose & Location of Use: _____

NOTE: PICK-UP & RETURN of devices done by applicant between 8a.m. – 2p.m. / Mon-Fri ONLY

Date/Time of Pick-Up: _____ Date/Time to Be Returned: _____

TRAFFIC CONTROL DEVICES			
Traffic control devices are the property of the City of Gresham, Transportation Operations and Maintenance Division. It is agreed that the Responsible Person is subject to all costs incurred to any traffic control devices that are damaged or not returned and will be billed for such costs.			
#	Devices	#	Devices
	Type I Wood/Metal Barricade		"Road Closed" Sign
	Type II, Wood/Metal Barricade		"Road Closed Ahead" Sign
	Type III 6' Barricade		Sandwich Boards
	18" Green Cone W/O Reflective Stripe		Safety Vests
	28" Orange Cone W/Reflective Stripe		
Person Receiving Devices:		Date/Time:	

DAMAGED OR MISSING DEVICES	
#	Device
COG Staff:	
Date/Time:	
Checking In Devices:	

