

EVENT/STREET CLOSURE/FILMING APPLICATION

Pursuant to City of Gresham Revised Code Sections 8.65.060:

- Applications for Parades and Walk/Run/Race Events must be submitted a minimum **45 days prior to date of event**.
- 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.
- Any questions contact Cherie Ludwig @ 503-618-2518 or Cherie.Ludwig@GreshamOregon.gov.

Date Application Submitted _____

Permit No. _____
(Assigned by City)

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 can begin no earlier than 7am and conclude by 10pm)

List location of closure and/or proposed parade route: (Example: Main Street between 1st and 5th)

Attach map showing specific area or proposed parade route and traffic control plan. Include detailed description of plan for event. You **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.

(Initial each line following to indicate understanding.)

Tri-Met: If event disrupts bus service (such as Main Street), applicant must contact the Field Operations Coordinator at 503-962-4949 or foc@trimet.org a minimum of two (2) weeks prior to event. _____ (initial)

Additional Requirements: If change or additional information is required to complete this application, applicant has 7 days to submit requested 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 permittee provide the following:

- Certificate of Insurance must accompany application. Date of issue must be within 20 days of the application submission and must be in effect for the duration of the permit.
- 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 must be named as an additional insured by endorsement attached to the certificate for General Liability.
- Insurance companies or entities must meet City standard financial rating of an "A" or better.
- **Filming** may require additional insurance depending upon the potential impact on person(s) and property. _____ (initial)

SAFETY

The City of Gresham takes the safety of its citizens very seriously. Applicant must provide a plan for safety of their event especially if event will have citizens in streets were vehicles usually drive.

NOTIFICATION (see Page 5 of this application)

- Residences and/or businesses adjacent to proposed closure *must be notified prior to application*. Notification Sheet must **accompany** application and must provide contact information of applicant. _____ (initial)
- If signature from business/residence is not possible, leave notification and note address on notification sheet. _____ (initial)
- Events planned for **Main Street** in downtown Gresham, contact City for streamlined process of notification. _____ (initial)
 - ALL business/residences between Powell and 5th must be notified is event is on Main Street.

FIRE PREVENTION PERMIT

- Check with the Fire Department to determine if additional permits are required: (503)618-2355 / <https://greshamoregon.gov/Fire-Permits/> .
- Fire prohibits anything, that cannot be moved quickly, in the way to allow access such as tables, bouncy houses, etc. Fire needs 12' clear passage. _____ (initial)

DEVELOPMENT CODE (Intermittent Use) 10.1430

- Check with the Planner on Duty at 503-618-2780 to determine if your event requires a Type I Development Permit such as a Farmer's Market. (<https://greshamoregon.gov/Development-Code/>)

RULES AND REGULATIONS

- Participants must yield right-of-way to emergency vehicles always, unless otherwise directed by a police officer. _____ (initial)
- The event will be conducted in such a manner that will ensure the safety of all participants. _____ (initial)
- 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. _____ (initial)
- 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). _____ (initial)

RECYCLING (503-618-2518)

- Preserving the environment and protecting livability is important to the City of Gresham. If event includes selling or use of recyclables (cans/bottles), contact the Recycling and Solid Waste Division to discuss borrowing Clear Streams to collect recyclables. _____ (initial)
- For Block parties, homeowner's can use their Bottle Drop bag for refundable bottles/cans and recycling cart for recyclables. _____ (initial)

SIGNAGE / Traffic Control Devices (see page 4)

- 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 30-day advance notice**. Participants are responsible for pickup and return of traffic control devices (during business hours M-F 8:00-2:00) at 2123 SE Hogan Road. Return is required first business day following the event. **Applicant is responsible** for set-up, maintenance and removal. _____ (initial) See separate sheet for specifics.
- **SIGNAGE FOR ROAD CLOSURE IS THE RESPONSIBILITY OF THE APPLICANT.** If a Traffic Control Plan (TCP) needs to be designed by the City's Transportation, barricades and signage are then **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)

The offense of unlawful use of a street occurs 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 showing understanding)

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

NOTE: Applicant will need truck and/or flatbed to pick up devices depending on how many needed.

Traffic control devices are the property of the City of Gresham, Transportation Operations and Maintenance Division. It is agreed that the Responsible Person will be billed for all costs incurred to repair any traffic control devices that are damaged or not returned to the City.

#	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 (for NO PARKING signs)
	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:

NOTIFICATION SHEET (Attach flyer for event)

I have been notified and approve of the _____ to be held:
(event name)

_____, at _____ @ _____
Date Time

Location of event (write on line above)

Neighbors and/or businesses sign and complete the following:

<u>Owner / Tenant / Business Name</u>	<u>Address</u>	<u>Date Notified</u>

Make copies as needed.