

# SPRINGFIELD EVENT APPLICATION

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: 541-726-3753 • FAX: 541-726-3689



**A minimum of four (4) weeks review time is required. Changes two (2) weeks prior to event are discouraged.**

APPLICATION FEE INCLUDES A 7.5% ADMINISTRATIVE FEE. All fees are non-refundable.

**IF THIS APPLICATION RESULTS IN EXTRAORDINARY USE OF PUBLIC RIGHT OF WAY OR CITY SERVICES,  
THE APPLICANT MAY BE REQUIRED TO PAY COST RECOVERY.**

EVENT INFORMATION		
Name of Event:		
Address of Event:		
Type of Event: <input type="checkbox"/> CITY HALL FACILITY USE <input type="checkbox"/> SPECIAL EVENT - \$ 218.23 <input type="checkbox"/> CARNIVAL or CIRCUS - \$ 526.75 per day		
City Hall Facility Use Location (if used, complete applicable map(s) provided for site plan): <input type="checkbox"/> CITY HALL LOBBY <input type="checkbox"/> CITY HALL PLAZA <input type="checkbox"/> MUSEUM PARKING LOT <input type="checkbox"/> LIBRARY PARKING LOT <input type="checkbox"/> OTHER		
Date(s) of Event:	Event Hours:	
Set-up & Clean-up Time:	Total Number of Days:	Anticipated Attendance:

APPLICANT/ORGANIZER INFORMATION		
Business Name:		
Business Owner's Name:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
Coordinator's Name on Day of Event:		
Email Address:	Phone Number on Day of Event:	

PROPERTY OWNER INFORMATION		
<b>WRITTEN PERMISSION TO USE PROPERTY IS REQUIRED FROM THE PROPERTY OWNER</b> By signing this form, I have authorized the applicant use of the property on the date(s) indicated above		
Property Owner:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
Property Owner's Signature:	Date:	

ADDITIONAL EVENT DETAILS AND REQUIREMENTS			
Provide the following <u>SPECIFIC</u> information regarding <u>EACH OF THE ACTIVITIES</u> anticipated to occur as part of the event: (attach additional pages if necessary)			
Activity:	Location:	Date(s):	Time(s):
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Activity:	Location:	Date(s):	Time(s):
Activity:	Location:	Date(s):	Time(s):

**ADDITIONAL EVENT DETAILS AND REQUIREMENTS (continued)**

Indicate the number of each of the following types of booths and vendors at the event and attach a map showing the set-up for the following:  
(see attached site plot plan requirements - page 5)

Information & Display Booths:	Food or Refreshment Booths:
Game Booths:	Rides:
Generators:	Other:

Provide a Certificate of Liability Insurance for the event.

Event applicant shall maintain in force for the duration of the event a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$3,000,000 in the aggregate for bodily injury or property damage. The following language must be included in the "Description of Operations/Location."

*"The City of Springfield, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per Policy Provisions in regard to the [Event Name] on [Date(s) of Event].  
This insurance will be primary over any insurance the City may carry on its own."*

<b>CERTIFICATE HOLDER:</b>	<b>HOLD HARMLESS</b>
City of Springfield 225 5 <sup>th</sup> Street Springfield, OR 97477	Applicant shall defend, indemnify and hold harmless, the City of Springfield, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant's activity or event, including use of any premises, or from any activity, work or things done, permitted, or suffered by Applicant in connection with the applicant's activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Springfield.

Will alcoholic beverages be available as part of this event?    YES    NO

An **OLCC SPECIAL EVENT APPLICATION FORM** will need to be submitted as part of this process. If YES, attach a map indicating, (A) Dispensing locations, (B) Ingress/Egress, and (C) Location of Security Personnel.

Describe any arrangements which have been made with respects to each of the following:

Parking:

Traffic Control Plan (TCP):

Fire Suppression:

Restrooms:

Crowd Control:

Obstructed Streets, Alleys and/or Sidewalks:

Litter Control & Trash Removal:

Site Cleanup:

**SIGNATURE**  
Please note that we require a minimum of four (4) weeks to process the application. Incomplete or missing information will delay the review process.

Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:

Expedited Fee – Additional 50% of Application Fee    Yes   Applicant's Initials \_\_\_\_\_

**Expedited Fee is not a guarantee of approval; specific conditions may apply.**  
**Payment must be submitted with application. Make checks payable to: City of Springfield**

# Special Event Checklist

## REQUIRED ITEMS FOR EVENT

- Completed Application – submitted four (4) weeks prior to event
  - Confirm the application is COMPLETE; this includes supplemental information and/or additional permits
  - Application fee paid
- Property owner’s signature for permission to use the property
- Site Plan
  - See example of required information to include on page 4
  - If using City Hall Facilities, see page 6-9 for appropriate maps to utilize for the site plan
  - For an overhead view of the event site, Google Maps can be used
- Certificate of Liability Insurance

## POTENTIAL ADDITIONAL ITEMS FOR EVENT

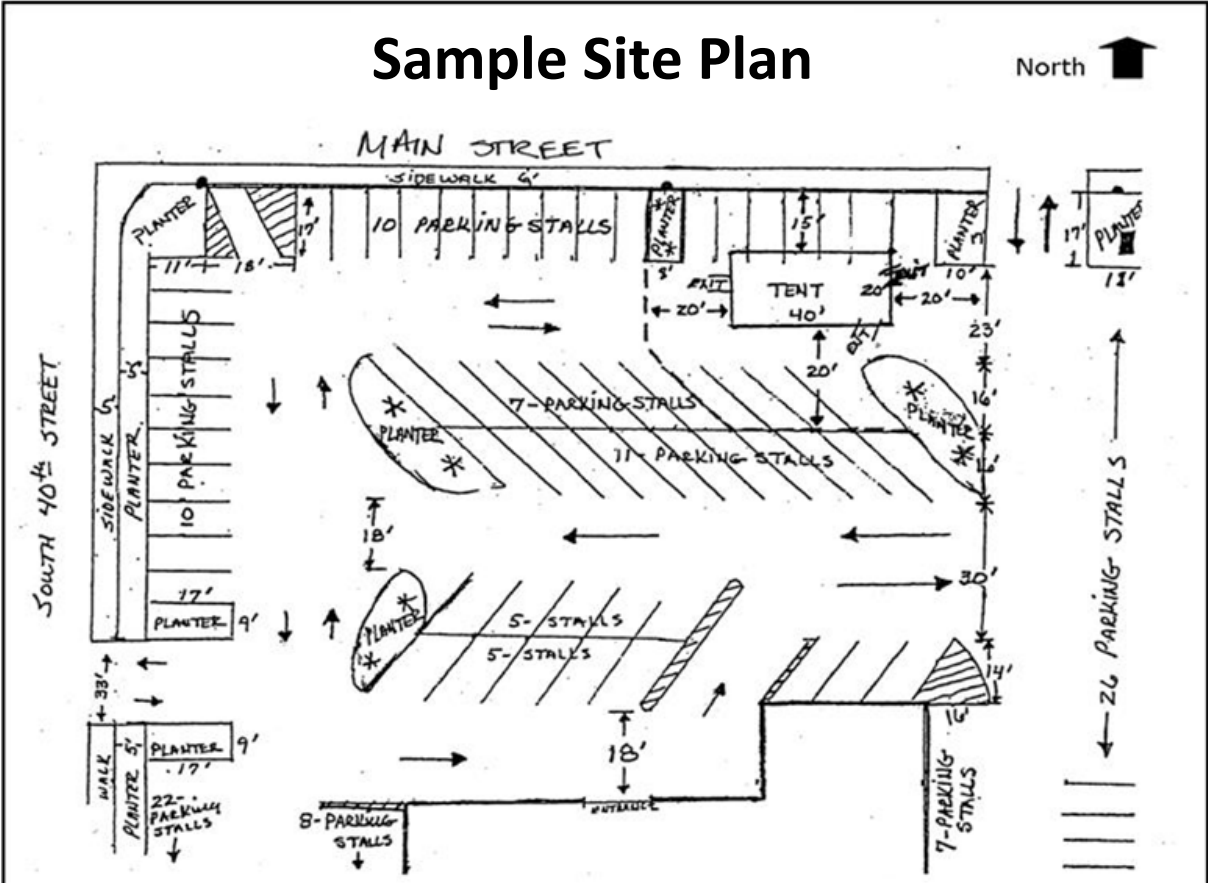
- OLCC Application – Contact OLCC at 541-686-7739
  - If the event has liquor, a liquor license application will need to be submitted with the event application.
- Proposed Closure Area for Special Event – page 5
  - See example of required information to include
  - For an overhead view of the event site, Google Maps can be used
- Traffic Control Plan (TCP), with a Plan to Manage
- ODOT Permit (Approved) for Closure of Main Street – Contact ODOT at 541-744-8080
- Tent Permit – Contact the Fire Marshal’s Office at 541-682-5411
  - A permit is required for any tents over 1,500 sq. ft.
- Assembly Permit – Contact the Fire Marshal’s Office at 541-682-5411
- Noise Permit – Contact the Springfield Police Department at 541-726-3729
- Parade Permit - Contact the Springfield Police Department at 541-726-3729
- Assistance with Set-up Approved
  - Electrical needs identified; cord covers required
  - After hours approval is required if event is outside normal City Hall hours
- Parking Approval
  - Contact Republic Parking at 541-726-7121 or [springfieldadmin@rpnw.com](mailto:springfieldadmin@rpnw.com)
    - Required if event will be in the Free or Permit Only parking areas. Applicant must notify Republic Parking at least 3 months in advance. If approved, adequate notice will be provided to permit holders.
- Lobby Use Fee
  - \$35/hour during normal City Hall hours
  - \$50/hour after normal City Hall hours. A security fee of \$50/hour shall be charged for time that extends beyond normal business hours; prior approval for extension is required. Applicant will be charged after the event in order to capture actual hours.

# Site Plan Requirements

**Show:**

- Indicate property lines, parking areas (we will need to verify that there is adequate parking for the proposed use and any existing uses on site), public streets, walkways, travel lanes and driveways, including widths and driveway throat depths (minimum 24' driveway widths and 18' throat depths will be required).
- North arrow
- All existing structures and buildings and the location of any proposed structures, tents, canopies etc. (These may require additional permits)
- Dimensions of the sales and storage areas with proximity to property lines and buildings.
- Power connections, wire runs, and proposed cord covers.
- Generators.
- Please indicate set-up for all booths and vendors, restrooms, Ingress/Egress (If alcohol is being served, indicate dispensing locations and security personnel as well).
- In addition, an aerial photo with the approximate location of setup would be helpful in expediting this review process.

**NOTE:** If current site plan is denied a new site plan will need to be submitted, which will prolong the application review process.

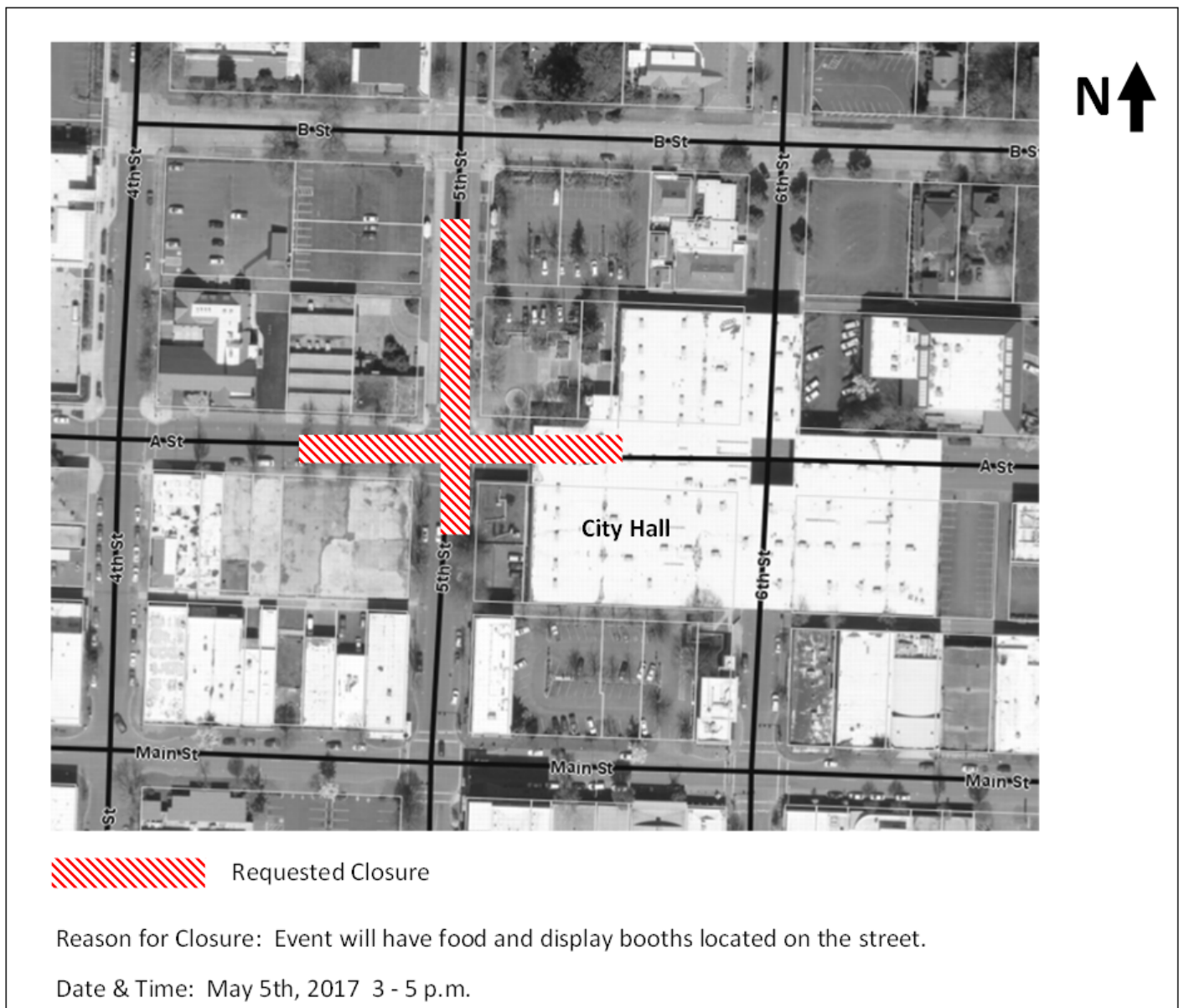


# Special Event Proposed Closure Area Requirements

## Show:

- North arrow
- Road names, intersections and driveways.
- Indicate what public streets, sidewalks and public right of ways are proposed for closure.
- Reason for street, sidewalk and public right-of-way closure.
- Date and time

## Sample Special Event Proposed Closure Area





# SPRINGFIELD CITY HALL LOBBY

**ENTRANCE**

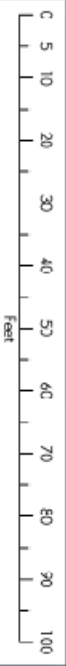
DEVELOPMENT & PUBLIC WORKS DEPT. (NW WING)

ADMINISTRATIVE SERVICES

**Legend**

- Public Meeting Room
- Electrical Outlet
- Structural Column
- Fire Extinguisher
- AED

- Easel
- Miscellaneous
- Chair
- 6' Round Table
- 6' Table
- 8' Table



There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission or professional negligence of this product.



LIBRARY

LIBRARY MEETING ROOM

**STAIRS**

MAYOR AND CITY MANAGER'S OFFICE

**ENTRANCE**

COUNCIL MEETING ROOM

JESSE MAINE MEETING ROOM

CONFERENCE ROOM 3

OPEN TO STREET

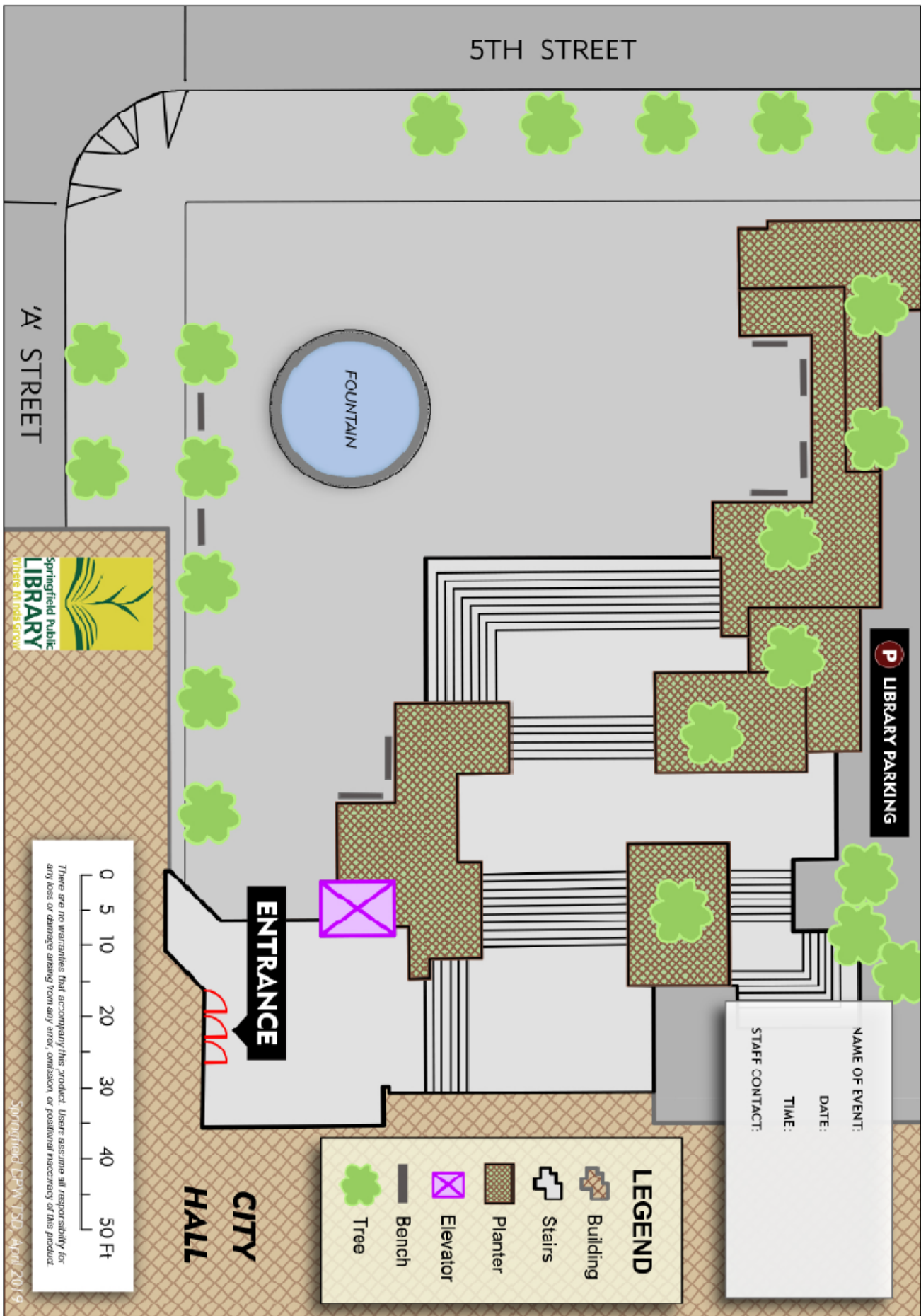
EUGENE-SPRINGFIELD FIRE DEPT.

DEVELOPMENT & PUBLIC WORKS DEPT. (SE WING)

EVENT NAME:  
DATE:  
TIME:  
CONTACT:



# SPRINGFIELD CITY HALL PLAZA



0 5 10 20 30 40 50 Ft

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**LEGEND**

- Building
- Stairs
- Planter
- Bench
- Elevator
- Tree

NAME OF EVENT: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 STAFF CONTACT: \_\_\_\_\_

Springfield CPW 150 April 2019



# SPRINGFIELD MUSEUM LOT



CITY HALL

ALLEYWAY

MAIN STREET

ENTRANCE

STAIRS

LOT ENTRANCE



**LEGEND**

- Tree
- Electric Vehicle Charging
- Bollard
- Street Light
- Building
- Planter
- Elevator
- Parking Lot

- Easel
- Miscellaneous
- Chair
- 6' Round Table
- 6' Table
- 3' Table
- 10' x 10' Tent

NAME OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

CONTACT: \_\_\_\_\_



# SPRINGFIELD LIBRARY LOT



NAME OF EVENT:

DATE:

EVENT TIME:

CONTACT PERSON:

**LEGEND**

- Tree
- Street Light
- Building
- Planter
- Parking Lot



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