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

Event Name:

Event Address:

Type of Event:

☐ CITY HALL FACILITY USE ☐ SPECIAL EVENT - $ 228.98 ☐ CARNIVAL or CIRCUS - $ 551.48 per day

City Hall Facility Use Location (if used, complete applicable map(s) provided for site plan):

☐ CITY HALL LOBBY ☐ CITY HALL PLAZA ☐ MUSEUM PARKING LOT ☐ LIBRARY PARKING LOT ☐ OTHER

Event Date(s):	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

WRITTEN PERMISSION TO USE PROPERTY IS REQUIRED FROM THE PROPERTY OWNER
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 SPECIFIC information regarding EACH OF THE ACTIVITIES anticipated to occur as part of the event:
(attach additional pages if necessary)

Activity:	Location:	Date(s):	Time(s):
Activity:	Location:	Date(s):	Time(s):
Activity:	Location:	Date(s):	Time(s):
Activity:	Location:	Date(s):	Time(s):

Revised 07/26

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."

CERTIFICATE HOLDER:	**HOLD HARMLESS**
City of Springfield 225 5th 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

Springfield 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**

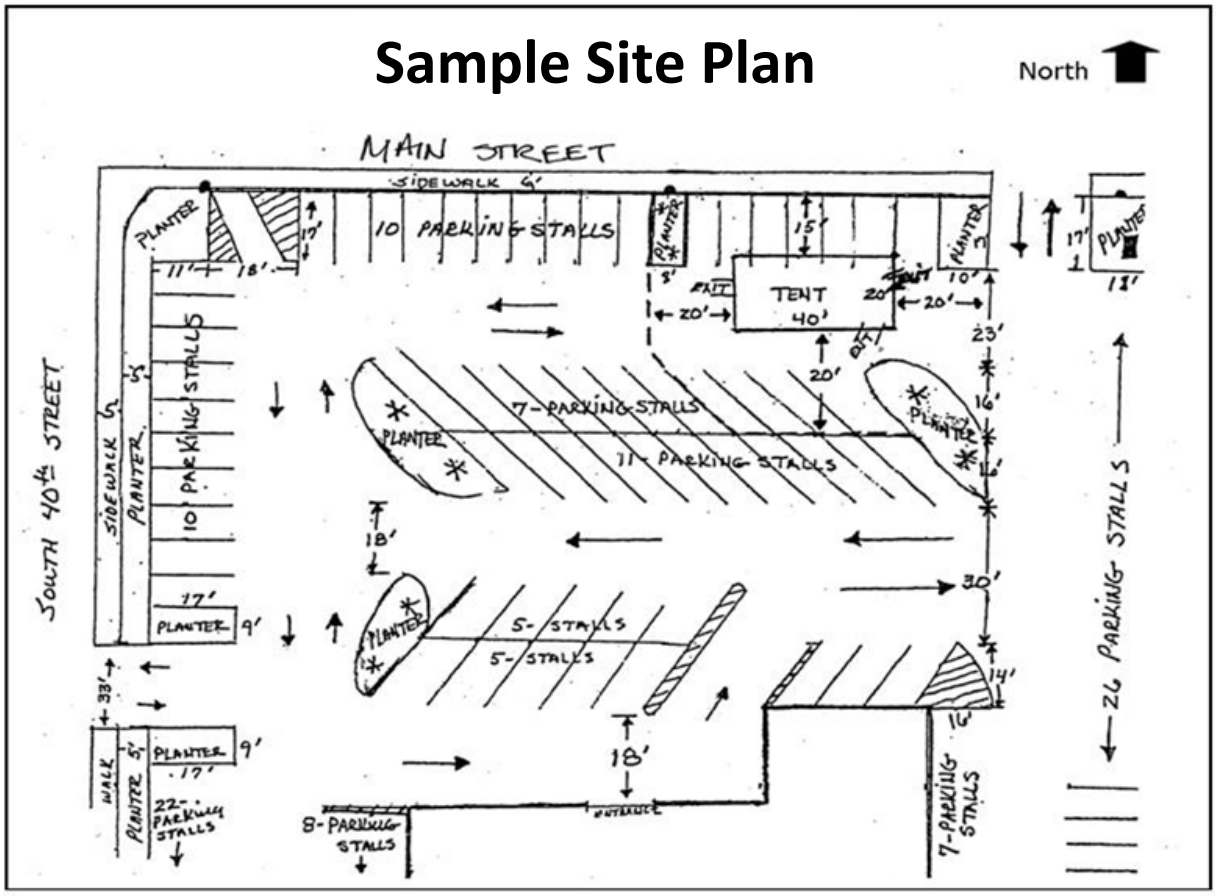
POTENTIAL ADDITIONAL ITEMS FOR EVENT
☐ **OLCC Application** – Contact OLCC at 541-686-7739 • If the event has liquor, a liquor license application will need to be submitted with the event application.
☐ **Proposed Closure Area** for Event – page 5 • See example of required information to include • For 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 Business Licensing at 541-726-3662
☐ **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 Closure Requests** • Required for event closure areas, to include on-street/free and permit areas managed by the City of Springfield. Indicate parking closure area on application and site plan. Closures are not guaranteed, and applicant may be expected to assist with communications and closures. Details will be noted during event approval/license issuance. • Special Event Parking passes may be requested through the City Manager's Office.
☐ **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 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.

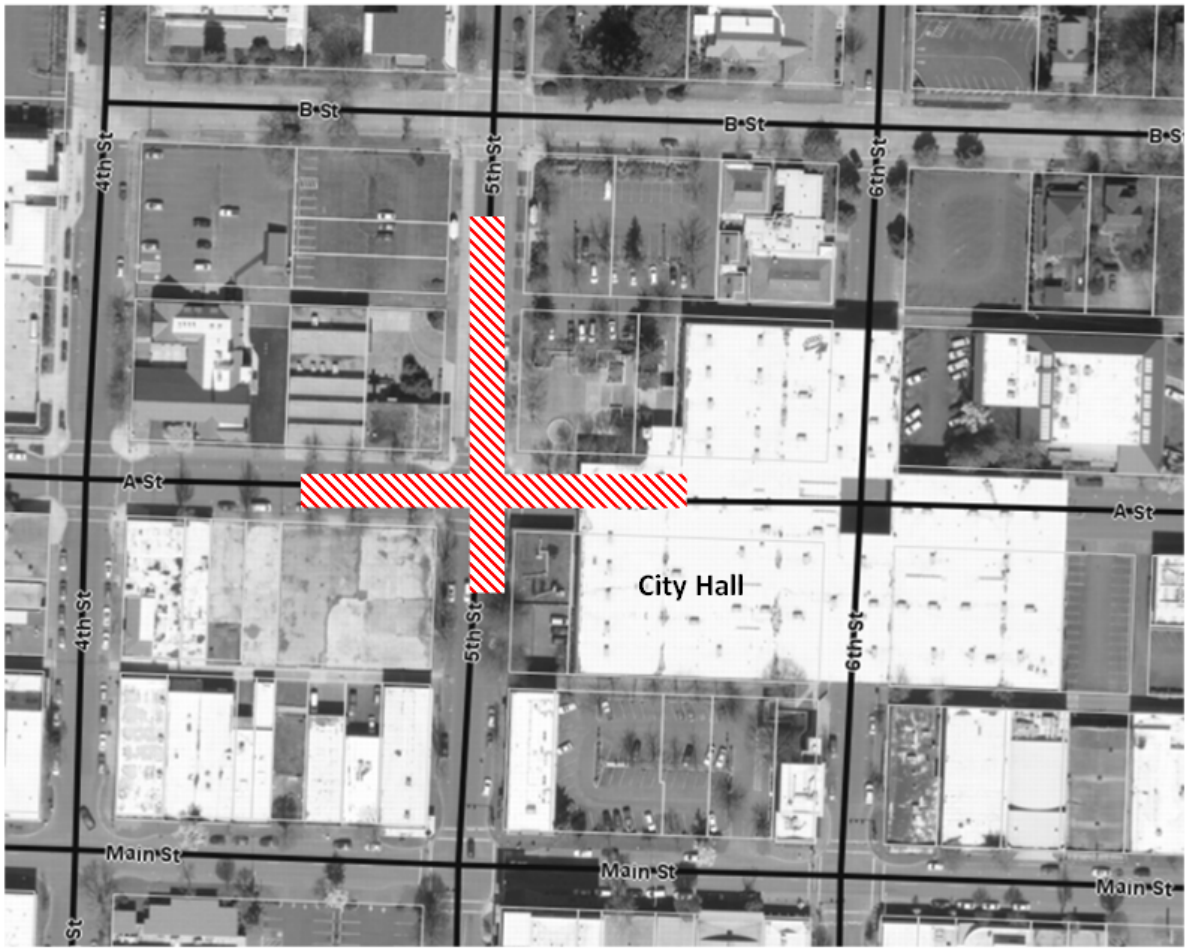


Special Event
Proposed Closure Area Requirements

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

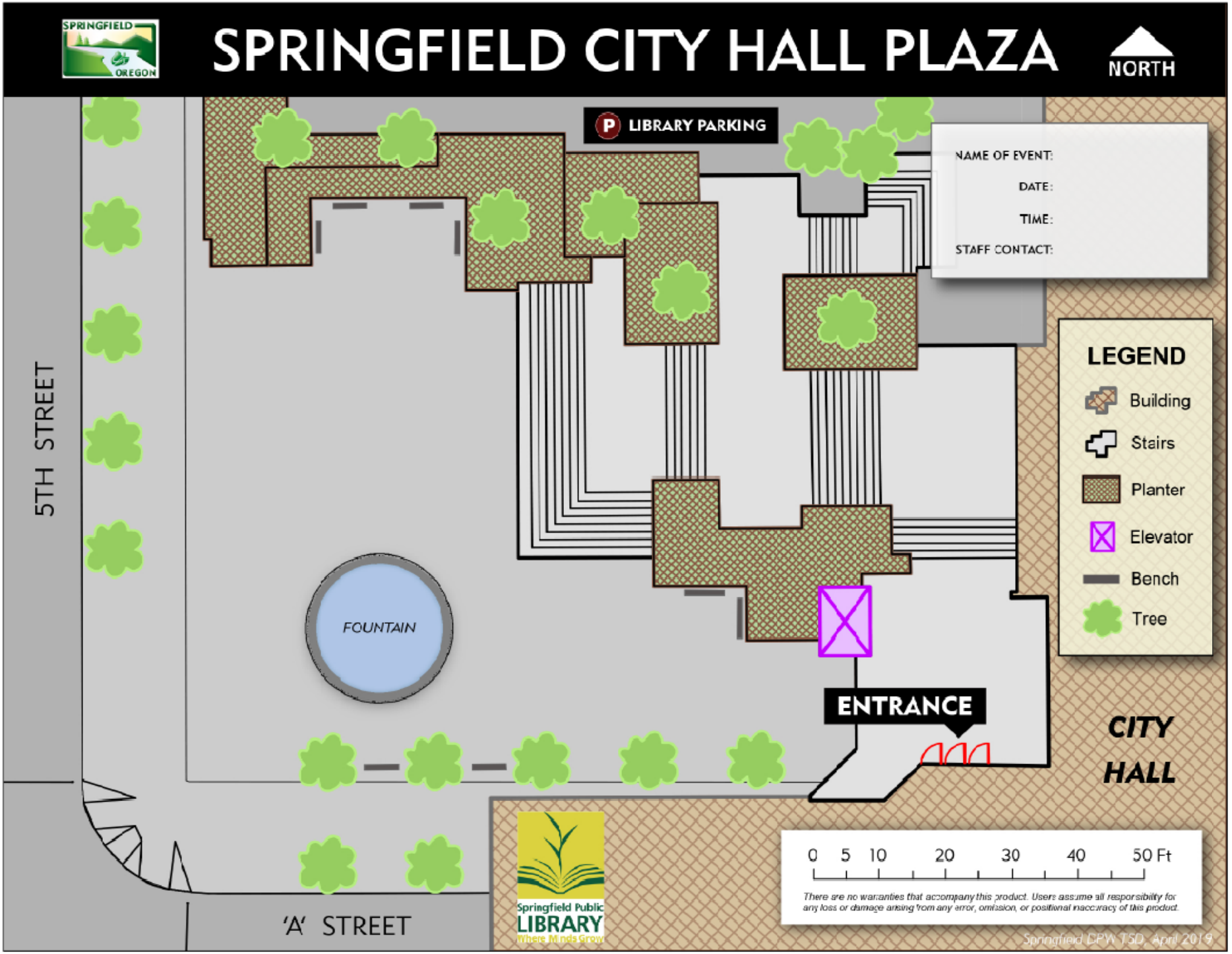


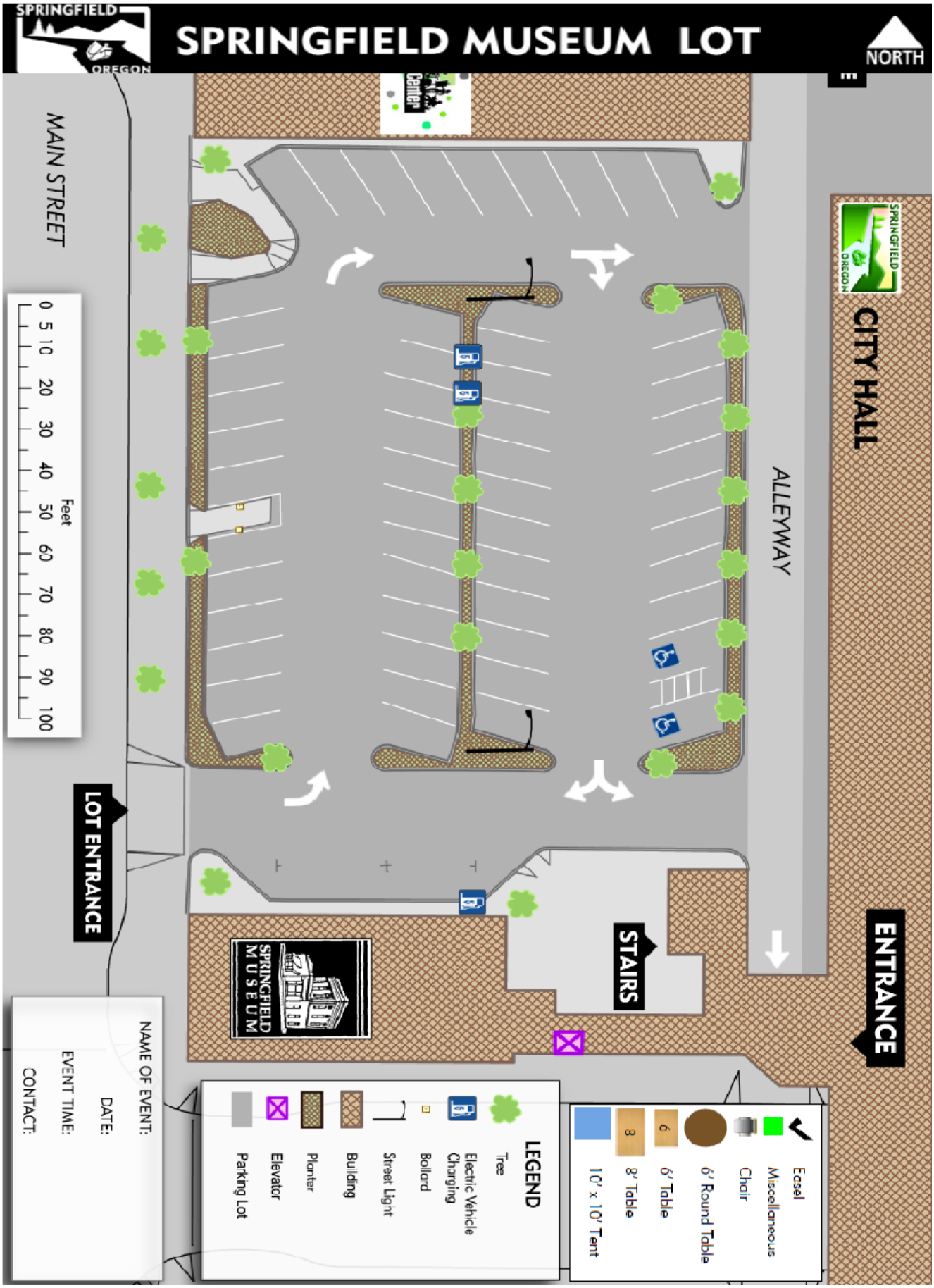
Requested Closure

Reason for Closure: Event will have food and display booths located on the street.

Date & Time: May 5th, 2017 3 - 5 p.m.

SPRINGFIELD
OREGON
SPRINGFIELD CITY HALL LOBBY
ENTRANCE
ATM
DEVELOPMENT & PUBLIC WORKS DEPT. (NW WING)
ADMINISTRATIVE SERVICES
LIBRARY
Springfield Public LIBRARY
Where Minds Grow
Easel
Miscellaneous
Chair
6' Round Table
6' Table
8' Table
6
8
Legend
Public Meeting Room
Electrical Outlet
Structural Column
Fire Extinguisher
AED
NORTH
LIBRARY MEETING ROOM
STAIRS
MAYOR AND CITY MANAGER'S OFFICE
OPEN TO STREET
EUGENE-SPRINGFIELD FIRE DEPT.
ENTRANCE
COUNCIL MEETING ROOM
JESSE MAINE MEETING ROOM
CONFERENCE ROOM 3
DEVELOPMENT & PUBLIC WORKS DEPT. (SE WING)
EVENT NAME
DATE
TIME
CONTACT
0 5 10 20 30 40 50 60 70 80 90 100
Feet
There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission or positional inaccuracy of this product.
Springfield DPW TSD, April 2015


SPRINGFIELD CITY HALL PLAZA
NORTH
LIBRARY PARKING
NAME OF EVENT:
DATE:
TIME:
STAFF CONTACT:
LEGEND
Building
Stairs
Planter
Elevator
Bench
Tree
5TH STREET
FOUNTAIN
ENTRANCE
CITY HALL
'A' STREET
Springfield Public LIBRARY
Where Minds Grow
0 5 10 20 30 40 50 Ft
There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.
Springfield CPW TSD April 2019


SPRINGFIELD MUSEUM LOT
SPRINGFIELD OREGON
NORTH
CITY HALL
ALLEYWAY
MAIN STREET
ENTRANCE
STAIRS
LOT ENTRANCE
SPRINGFIELD MUSEUM
Feet
0 5 10 20 30 40 50 60 70 80 90 100
Easel
Miscellaneous
Chair
6' Round Table
6' Table
8' Table
10' x 10' Tent
LEGEND
Tree
Electric Vehicle Charging
Bollard
Street Light
Building
Planter
Elevator
Parking Lot
NAME OF EVENT:
DATE:
EVENT TIME:
CONTACT:

SPRINGFIELD
OREGON
SPRINGFIELD LIBRARY LOT
NORTH
NAME OF EVENT:
DATE:
EVENT TIME:
CONTACT PERSON:
LEGEND
Tree
Street Light
Building
Planter
Parking Lot
5TH STREET
LOT ENTRANCE & EXIT
B STREET
LOT ENTRANCE & EXIT
LOT EXIT
CITY HALL
SPRINGFIELD
OREGON
There are no warranties that accompany this product. Users assume all responsibility for any loss or damage arising from any error, omission, or positional inaccuracy of this product.