

# Riverfront Park Permit Application



## RETURN COMPLETED FORM TO:

City of Salem, Public Works Department  
555 Liberty Street SE Room 100  
Salem OR 97301-3513  
503-588-6261 (Monday-Friday, 8 a.m.-5 p.m.) • Fax: 503-584-4680  
parksandrecreation@cityofsalem.net • After hours/weekend contact: 503-588-6311

## EVENT INFORMATION

Type of Event     Company Picnic     Product Fair     Community Celebration/Festival  
 Run/Walk     Concert     Other (Specify) \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Set-up Start Time \_\_\_\_\_  a.m.  p.m. Clean-up End Time \_\_\_\_\_  a.m.  p.m.

Event Hours \_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.

Area(s) of Park Requested (see map on page four)     Amphitheater     North Meadow     South Meadow  
 Boat Dock Overlook     Boat Dock     Pavilion     Parking Lot

Describe Your Event Set-up:  
\_\_\_\_\_  
\_\_\_\_\_

Depending on scope of event, ancillary permits may be required (fees may apply):

- Alcohol     Amusement Rides     Street Closure     Fireworks     Sound Permit
- Photography     Tents/Canopies     Irrigation Locate     Short-Term Concessions

## HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I certify that the information contained in this application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed special event policy. I agree to abide by these rules, and further certify that I, on behalf of the sponsor, am also authorized to commit the sponsor, and therefor agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Salem.

I agree, on behalf of the sponsor, to defend, indemnify and hold harmless the City of Salem, its employees, agents, officers and volunteers from any and all claims, damages, losses, and expenses, including legal fees arising from or in connection with activities during the special event.

I further agree to promptly reimburse the City of Salem for any clean-up, loss or damage to city property resulting from this issue.

Applicant \_\_\_\_\_

(Please Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EVENT AMENITIES

Yes	No		Yes	No	
		Food will be served			Admission fees/donations will be collected
		Food will be sold (Short-term Concessionaire Permit Required)			Event will be advertised to the general public
		Non food items will be sold (Short-term Concessionaire Permit Required)			Access to potable water needed
		Tents and/or canopies will be erected (Irrigation locate and/or Fire Department permit may be required)			Vehicle access to turf areas will be necessary (Irrigation locate required)
		Access to park electricity will be needed			Alcohol will be served/sold
		Amplified sound will be used (Sound permit required)			Special services (security, traffic control, etc.) will be needed

**NOTE:** Some ancillary permits and fees may apply.

## EVENT LAYOUT

On the attached map (page four) please show your event layout, including the locations for the following:

- Alcoholic Concession and/or Beer Garden areas
- Food Concession and/or Food Preparation Areas–If you intend to cook food in the event area, please specify methods:  Gas  Electric  Charcoal  Other (Specify) \_\_\_\_\_
- Portable Toilet Facilities
- First Aid Facilities and Ambulance Locations
- Tables and Chairs
- Fencing, Barriers and/or Barricades
- Canopy/Tent Locations and/or Booth, Exhibits, and Display Enclosures (please include size and indicate whether they are walled)
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures
- Vehicles, Trailers, and/or Motorhomes
- Trash Containers and Dumpsters

Describe your plan for clean-up, disposal, and off-site removal of waste and garbage during and after the event \_\_\_\_\_

**NOTE:** Event organizers shall make any and all arrangements for the clean-up, disposal, and off-site removal of waste and garbage. The use of city services for this purpose shall be charged back to the user group.

## SAFETY / SECURITY

Please describe your procedures for both crowd control and internal security:

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## ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

Are there any entertainment features related to your event? If so, what are they (e.g., live music, amusement rides, inflatable play structures, etc.)?

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Will sound amplification be used? If yes, please indicate:

Start Time \_\_\_\_\_  a.m.  p.m. Finish Time \_\_\_\_\_  a.m.  p.m.

Have you completed a sound permit application?  Yes  No

## SPECIAL SERVICE PROVIDERS

Special Services	Name of Provider	Name of Contact	Phone Number
Caterers			
Sound Production			
Tents/Canopies			
Private Security Services			
Insurance Carrier			
Chemical Toilet Provider			
Amusement Rides, Inflatable Structures, etc.			
Garbage Service Provider			
Lighting and Electrical Services Provider			

## INSURANCE REQUIREMENTS

A *Certificate of Insurance* may be required with this application. If directed to do so, please provide a *Certificate of Insurance* which shows \$2 million in commercial general liability insurance and a policy endorsement which names the City of Salem, its officers, employees, agents, and volunteers as additional insured. Each event is evaluated on its risk exposure.

## APPLICANT AND SPONSORING ORGANIZATION

Primary Contact Person \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Applicant Email Address \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day/Work Phone \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person "On Site" Day(s) of Event \_\_\_\_\_

