



CITY OF BROOKINGS EVENT PERMIT REQUEST

CITY PERSONNEL ONLY:		Rec'd:	By:	
Department	By	Date	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date, and deliver to the next Dept. If comments apply, please note on "Comments - City Use Only."
RETURN TO LAURIZ. Distributed: _____

- Car Show
- Flea Market
- Farmer's Market
- Parade
- Block Party
- Other: _____

Date(s) of event: _____ Times: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Permit Fees:
1. \$40.00 Permit Fee/\$10 per recurrence
2. \$89.00 Barricade/Cone Delivery Fee
3. \$327.00 Barricade/Cone & Sign Use Fee -- Refundable upon return.

Location of barricades/street(s) to be closed:

_____ between _____ and _____
 (name of street) (name of street) (name of street)

This is a: New Event Annual Event – held the last ____ years

Will alcohol be served? Yes No Will alcohol be sold? Yes No If yes, must obtain Liquor License
If alcohol to be served/sold must provide diagram of serving area to be cordoned off and advise who is serving.

- I have spoken to and obtained permission from the neighbors who will be affected by this street closure (see reverse side for signatures, addresses & phone numbers).
- Attach \$1.0 Million Certificate of Insurance. (Required to transfer liability for injury/damage from City to person or organization conducting the activity. Certificate must name the City of Brookings as an additional named insured.)
- Hold City Harmless Agreement

Please fill out and return in person with permit fees to: City Manager's Office, City Hall, 898 Elk Drive, Brookings.

Once your request has been approved, you will be notified with dates the City of Brookings will deliver and pick up (during regular business hours) barricades, signs and cones for this event (\$300.00 use fee will be refunded upon return of these items). It is the permittee's responsibility to erect, maintain and remove barricades and cones and return them to location of delivery.

Note: Requests must be received NO LATER THAN ten (10) business days prior to the event.

City Use Only:	Copy to: <input type="checkbox"/> Public Works <input type="checkbox"/> Police <input type="checkbox"/> Fire	Permit No. _____
<input type="checkbox"/> Certification of Insurance	<input type="checkbox"/> Hold Harmless Agreement	\$_____ paid on _____ Receipt # _____
Comments: _____		
Barricade/Cone/Sign drop off date: _____		
Barricade/Cone/Sign pick up date: _____ Barricade/Cone/Sign deposit returned: _____		

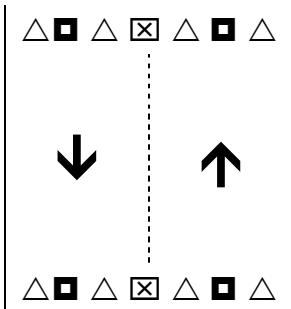
I have spoken to and obtained permission from the following neighbors who will be affected by this street closure.

Signature – Permit Applicant

Name/Signature	Address	Phone #
May attach additional pages if needed		

Please provide a diagram of the area you will be blocking off indicating where cones and barricades will be placed.

When setting up road closures place barricades, signs and cones as indicated below.



- △ = Cones
- = Barricade with Flashers
- ⊠ = Sign Barricade ↔ Detour





City of Brookings

CITY MANAGERS DEPARTMENT

898 Elk Drive, Brookings, OR 97415

(541) 469-1101, Fax (541) 469-3650, TTY (800) 735-1232

EVENT HOLD HARMLESS AGREEMENT

This Release of Claims for Damages, Hold Harmless and Indemnification Agreement (Agreement) is entered, by and between, the Event Applicant, _____ (Applicant) and the City of Brookings, (City) an Oregon municipality.

WITNESSETH

WHEREAS, Applicant has filed a request to hold an event more particularly described in the attached Event Permit, (Permit); and

WHEREAS, the Permit requires that the Applicant enter into this agreement as a stipulation of Permit approval; and

WHEREAS, Applicant agrees to provide the City with a certificate of liability insurance, in the amount of \$1,000,000, naming the City as Certificate Holder;

NOW, THEREFORE, in consideration of the foregoing, the Applicant and the City agree as follows:

1. The above-recitals are true and correct and incorporated herein by reference.
2. The Applicant releases, indemnifies, and agrees to defend, protect, and hold harmless the City, its elected and appointed officials, employees, representatives, agents, volunteers from any and all claims, suits, actions, damages, liabilities and expenses, including costs and attorney's fees, arising out of or in any way related to the event as described in the Permit.
3. This Agreement, and the obligations contained herein, shall run for the duration of said event, and shall be binding on Applicant's heirs, executors, administrators, successors, and assigns.

This agreement is made and executed this _____ day of _____, 20_____.

APPLICANT

CITY OF BROOKINGS

Name

Name/Title

Signature

Signature