



PUBLIC ASSEMBLY PERMIT APPLICATION

Sponsor Information (please print or type)

| | | |
|---|-------------------------|------------------|
| Name of Event: | | |
| Name of Organization: (if different) | | |
| Address: | | |
| City: | State: | Zip Code: |
| Telephone: | E-Mail: | |
| Name of authorized rep: | Name of Contact: | |
| Contact Telephone: | Contact Email: | |

Location of Event: _____ **Date of Activity:** _____

Event Start Time: _____ **Event End Time:** _____ **Set up time:** _____ **Tear Down Time:** _____

Date/Time No Parking Barricades Needed Before Event: _____

Date/Time Street Closure Signs Removed: _____

Walk Through of Park Facility Needed Before Event: YES _____ NO _____

Specific Details of Event (What activities are planned?)
 Explain in Detail _____

- _____ Cooking/BBQ Will there be propane tanks? Y / N
- _____ Serving food
- _____ Run/walk (in park only)
- _____ Run/walk – on public streets (Certified flaggers required – provide map of proposed route)
- _____ Serving alcohol (contact OLCC for permit application)
- _____ Drinking alcohol (contact Redmond Police Dept. must approve OLCC permit to serve/drink in park)
- _____ Using stage
- _____ Tents/canopies (must weigh down with sand bags or water jugs – no tent stakes)
- _____ Carnival

Estimated Number of Participants? _____

City Streets crossed or blocked? NO _____ YES _____ Location _____

(Certified flaggers required – provide map of proposed route)

If yes, attach a map, and a certified traffic control plan for closures and/or flaggers

Describe first aid provisions, water provisions, and sanitary facilities at the event. Additional regular and ADA sanitary facilities may be required. _____

Clean-up is responsibility of Sponsor. **How will garbage be removed following event?** _____

Insurance: General Liability insurance certificate with minimum limits of \$1,000,000 per occurrence, naming the City of Redmond, its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The additional insured policy shall provide the City with primary and non-contributory coverage. City Code Section 7.374 Insurance certificates with endorsements meeting insurance requirements must be submitted and approved prior to commencement of services under this contract.

Application will not be processed until insurance information is provided.

_____ **Applicant/Sponsor Authorized Signature** _____ **Date**

Police Officers may be required if event attendance or activities requires such per code section 7.366 Public Safety

1. The applicant shall submit plans for public safety at the assembly to the Chief of Police for approval.
2. Adequate traffic control and crowd protection policing shall be contracted for or otherwise provided by the applicant. The Chief of Police may also require at least one traffic control person for each 200 persons expected or reasonably expected to be in attendance at any time during the event. The Chief may also require at least one crowd control person for each 500 persons expected or reasonably expected to be in attendance at any time during the event.
3. The applicant shall submit the names and necessary background information on forms provided by the Chief of Police for all traffic control and crowd control personnel to be used during the assembly for investigation by the Chief of Police as to fitness. All personnel must meet the following minimum standards in order to be approved as suitable by the Chief of Police.
 - A. Be 21 years of age or older.
 - B. Be in good physical health.
 - C. Never have been convicted of a felony or misdemeanor involving moral turpitude.
 - D. Have received reasonable minimum training in law enforcement or have on-the job experience in law enforcement.
4. The policing personnel must wear appropriate identification and must be on duty during the entire assembly unless a relief schedule has been planned and approved. A relief schedule will be approved by the Chief of Police only when sufficient policing strength on duty has been maintained to meet the minimum strength standards described above.
5. It shall be the duty of the policing personnel to report any violations of law to the Chief of Police

FOR INTERNAL USE ONLY

If a department has special conditions, restrictions or reason for denial, the City shall contact applicant immediately.

| | | | | | |
|---|----------|-----|----|-----|---------------|
| Approved sanitary facilities | (WWTP) | yes | no | n/a | initial _____ |
| Fire protection standards | (Fire) | yes | no | n/a | initial _____ |
| Medical services | (Fire) | yes | no | n/a | initial _____ |
| Public Safety/Security | (Police) | yes | no | n/a | initial _____ |
| Street closure, parking or traffic control (PW Transportation) | | yes | no | n/a | initial _____ |
| Community Development | (CDD) | yes | no | n/a | initial _____ |
| Risk Management | | yes | no | n/a | initial _____ |

RESTRICTION INFORMATION COMMENTS:

Application: Approved Denied

City Manager _____ Date _____

Date: _____ Permit Fee \$ _____ Receipt # _____
 Public Works Fee \$ _____ (\$30.00 an hour per staff member)
 Deposit Fee \$ _____ 250.00 _____

INDEMNITY AGREEMENT

The Sponsor named below, its officers, employees and members shall, through the signing of this agreement by an authorized party or agent, hereby agrees, for and in consideration of the approval of the Event listed below, to be held on the date listed below, and to be held within the City of Redmond, to indemnify, defend and hold harmless the City of Redmond, a political subdivision of the State of Oregon, its officers, agents, directors, employees and volunteers, herein called "City," from any and all suits and claims, losses and liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act or omission arising out of or any way related to the event as described above, or participation in the event as a participant, spectator, sponsor, promoter, agent or official.

The event sponsor shall obtain all music licensing and copyright licenses required for all music presentations and performances. The event sponsor must meet disability access for public events as required under the Americans with Disabilities Act (ADA). The event sponsor is responsible for maintaining certified traffic control when events cross or use public streets. The event sponsor is required to clean facilities and property to the condition prior to use for the event specified below. The sponsor agrees to pay all clean-up costs they fail to perform.

In addition, the "Sponsor" agrees to furnish the City of Redmond with a certificate of insurance for Commercial General Liability in the amount of \$1,000,000 per occurrence/aggregate, specific to the event naming the City of Redmond, its officers, agents, directors, employees and volunteers as an additional insured by endorsement. The additional insured insurance shall provide the City with primary and non-contributory coverage.

DATED this _____ day of _____, 20__

Sponsor Name: _____

Sponsor Signature by authorized party: _____

Name of Event: _____

Date(s) of Event: _____

APPROVED BY: _____
Authorized City Representative Signature

DATED this _____ day of _____, 20__



ACCESSIBILITY REQUIREMENTS FOR SPECIAL EVENTS

The City of Redmond expects event organizers, city staff, and the public to ensure both full and equal participation and accessibility by all members of the community during the planning of community special events,. It is the event organizers' responsibility to comply with all provisions required by the Americans with Disabilities Act (ADA).

All event sites, both indoor and outdoor, temporary event venues, and permanent facilities and structures used for Special Events within the City of Redmond must be accessible to people with disabilities or reasonable accommodations made.

General

The ADA requires equal access to facilities, services and programs for persons with disabilities. To assist in this effort, the following "Special Events Accessibility Checklist" is provided as a guide for event organizers. This checklist provides highlights of accessibility requirements but does not encompass the entire accessibility standard which can be found at the following website: <http://www.access-board.gov/adaag/html/adaag.htm> .

Within this document the term "accessible route" is synonymous with the term "path of travel".

Is the signage accessible?

- Parking, loading/unloading zones, accessible paths/routes, accessible entrance, restrooms, seating and companion seating must be identified with the international symbol for accessibility (ISA), including directional signage in highly contrasting colors, such as white on black or black on white.
- Signage shall be placed so pedestrian flow will not obstruct its visibility.
- Characters should be sized between 5/8 and 2 inches high.

Is the parking accessible?

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
 - An accessible route is required from accessible parking spaces, and from the passenger loading and unloading zone to the event entrance.
- The number of required accessible parking spaces:

| Total Parking Spaces | Required Accessible Spaces |
|----------------------|--|
| 1-25 | 1 |
| 26-50 | 2 |
| 51-75 | 3 |
| 76-100 | 4 |
| 101-500 | 1 additional space per 50 parking spaces |
| 501-1,000 | 2% of total spaces |

- At least one space in every eight accessible spaces must be van accessible, with one space always the minimum.
- The accessible route in the parking area must remain clear (no signage can obstruct the accessible route.
 - If a map of the event is provided, accessible parking areas with the accessible route must be clearly illustrated.

Is the entrance accessible?

People with disabilities should be able to arrive on the site, approach the building or event area and enter as freely as any participant, including those without disabilities. The accessible route of travel shall be the most feasible direct route as other pedestrian paths that are not accessible.

- If there are stairs at the main entrance, is there a ramp, a lift, or an alternative accessible entrance?
- Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

- Can the alternate accessible entrance be used independently?

Are routes of travel accessible?

- Is the route of travel stable, firm and slip resistant?
- Do curbs on the route have curb cuts at parking and drop-off locations?
- Curb ramps must be clear of any obstructions, including concessions, portable toilets, trashcans, vendors, barriers, etc., at all times.
- Public Right of Way draft access rules/best practices require an accessible route within the event with a 48" inch minimum width, when available. Some older sidewalk sections may not have the full 4 feet of width and can be reduced to a 36 inch (3 ft.) minimum width.
- Access aisles within buildings and structures require a minimum width of 36" clearance.
- Standards for an accessible route are 5% running slope and 2% cross-slope maximum.
- Temporary/portable ramps may be needed to provide an accessible route of travel. Ramps may not exceed a slope of 8.33% (1:12).
- Is there a 5-foot circle or T-shape space for turning a wheelchair completely at "dead-ends," corners, turns and in front of booths and counters?
- Cabling or wiring crossing the accessible route must be covered by a complying resilient cable ramping system usable by persons using wheelchairs. If tape is used to anchor any cabling/wiring in the path of travel, colored tape is required.
- All public staging areas (e.g. stages, trailers, tents, hands-on displays, etc.) must have the appropriate ramping for access. Ramping must conform to ADA regulations, which require the least degree of slope possible. Maximum allowable slope is 1:12(8.33%).
- All barriers or protrusions must be detectable by persons using a white cane (no more than 27 inches from the surface and up to a height of 80", including scaffolding and scaffolding braces.
- Where the accessible route of travel is adjacent to potentially hazardous conditions, the route must be protected with a portable barricade

Are the restrooms accessible?

- When restrooms are open to the public or portable units provided, they must be ADA compliant.
- Restrooms must be located on an accessible route and be wheelchair accessible.
- Portable restroom units must be placed in a level area not to exceed a 2% cross-slope in any direction.
- The total number of portable toilets to be provided for the event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event less than one for each location.
- If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- Access to the door of a portable toilet must not be impeded by any barrier such as a tree.
- Hand-washing facilities must also be accessible.

Are the tables in the eating areas and concession stands accessible?

- If seating is provided, accessible seating and companion seating are required.
- Five percent (5%) of all tables in eating areas must be accessible.
- All concessions, vendors, etc., shall be placed on an appropriate firm surface to adequately allow use by people with disabilities.
- A portion of all concession counter spaces must be a maximum 34 inches high and a minimum 36 inches in length.

A word about Guide Dogs

While dogs and other pets may be prohibited at an event, Guide Dogs/Service Animals are permitted by law. They are not considered pets, must not be interfered with, and must be allowed to accompany the person to all activities.



Special Events

Redmond City Code

411 SW 9th Street
Redmond, OR 97756
(541) 923-7710
Fax: (541) 548-0706
www.ci.redmond.or.us

Special Event – Public Assembly Permit Fee

| | |
|---|-----------------|
| Event with no street closures | \$75.00 |
| Event with street closures | \$150.00 |
| Event on 5 th Street or 6 th Street | \$200.00 |
| Public Works staff time | \$30.00 an hour |
| Deposit for trash and restroom clean up | \$250.00 |

Special Events

7.350 Definitions. As used in Sections 7.352 to 7.394, the following shall mean:

Assembly. Except as provided in Section 7.354, the term assembly includes all gatherings of a group or groups of the public of more than 100 persons, indoors or outdoors, in a public park or on public property.

City Manager. The City Manager of the City of Redmond or designee.

Council Approved Street Closures. Streets which require the approval of Redmond City Council in order for closure to occur to support a special event or public assembly. These include applications which request any closure of any portion of either 5th or 6th streets. Council shall consider these requires using variables identified in City Policy CD 101.

Festival Street. Streets designed and identified by the Redmond City Council to support community events.

Parades. A large public procession that impacts the streets for no more than four hours.

Public property. Property owned or under the control of the City of Redmond or premises open to the public as defined in ORS 801.400.

Special Events. As used in this chapter, a “Special Event” is an assembly or gathering of persons for entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person other than the City that may involve use or closure of public right-of-way of City-owned property.

Traditional Events. Recognized, community oriented events whose applications do not require approval from Redmond City Council. These events are defined in City Policy CD 101.

[Section 7.350 amended by Ord. #2014-06 passed March 11, 2014]

7.352 Permit Required.

1. Any event with an expected attendance of 100 or more persons in a public park, on public right-of-way or on public property must obtain a Public Assembly Permit from the City of Redmond.
2. One permit shall be required for each assembly. No permit shall be transferable or assignable without the consent of the issuing body.
3. Liability for failure to comply with the provisions of Sections 7.352 to 7.394 shall attach to persons who are responsible for obtaining permits under those provisions.

[Section 7.352 amended by Ord. #2014-06 passed March 11, 2014]

7.354 Exemptions.

1. The following activities are exempted from the provisions of Sections 7.350 to 7.394:
 - A. The annual Deschutes County Fair.
 - B. Events at the Deschutes County Fairgrounds.
 - C. Any regularly organized and supervised school district activity or program of the City or athletic contests organized by the Redmond Parks and Recreation District which do not utilize public streets and rights-of-way.
2. Events that close down a public right-of-way for less than four hours are exempted from the provisions of Sections 7.360(5) and 7.366(1)(B).
3. Events in public parks within the city limits are exempted from the provisions of Sections 7.360(3), 7.360(5), and Section 7.366, unless they involve street crossings at which time they will be required to provide certified flaggers per Section 7.360(3) but not a Traffic Control Plan.

[Section 7.354 amended by Ord. #94-22 passed July 26, 1994]

[Section 7.354 amended by Ord. #2014-06 passed March 11, 2014]

7.356 Fees – Fee Waivers.

1. The fee for the permit to cover the cost of administering and issuing the permit prior to the event, and inspecting facilities prior to and during the event as needed, shall be as established in the City of Redmond Fee Schedule.
2. The City Manager may waive some or all of the permit fees on finding that the applicant or event provider is the City or other local government. The City Manager's decision to waive some or all of the permit fees may be appealed to the City Council whose decision on the appeal is final.
3. All events shall require a deposit as established by the City of Redmond Fee Schedule. If all provisions of the event are adhered to, then the deposit will be returned to the applicant within 14 (fourteen) calendar days from the last day of the event. If the City of Redmond incurs any costs associated with the event due to a lack of compliance with the permit provision, then the City shall retain full cost recovery of those expenses from the deposit and return any remainder to the applicant. This includes costs incurred by the Redmond Police Department or other departments should incident responses be required on the premises of the event.
4. The applicant shall be responsible to the City the sum total of the costs related to the management by the City of the special event that is in excess of the ordinary management costs of the City for the ordinary and usual use of public property, parks, public streets, rights-of-way and sidewalks. These costs do not include the nonrefundable application fee and shall be identified by the City Manager.
5. The following parades are exempt from Assembly Permit fees: 4th of July Parade, Deschutes County Fair Parade, Veterans Day Parade, and the Redmond School District noise parades.

[Section 7.356 amended by Ord. #97-42 passed November 11, 1997]

[Section 7.356 amended by Ord. #2014-06 passed March 11, 2014]

7.358 Application Procedure.

1. Applications must be received by City per the following schedule:
 - A. Applications which request Council Approved Street Closures (5th and 6th Street) must be received 120 (one hundred twenty) days in advance of the event.
 - B. Applications which request other public right-of-way closures must be received at least 90 (ninety) days in advance of the event.
 - C. Applications for events in the public parks that exceed 250 attendees must be received at least 90 (ninety) days in advance of the event.
 - D. Applications for all other events in the city limits must be received at least 45 (forty-five) days in advance of the event.

2. Applications shall be on forms furnished by the City and shall be signed by the person or persons organizing and sponsoring the assembly. Each application shall at a minimum state the location to be used for the assembly, the number of persons reasonably anticipated to attend, and that the applicant will abide by all rules and regulations of Section 7.352 to 7.394 and other regulations and laws for the protection of the health, morals, peace and safety of the persons employed at the location, the patrons or participants, and the public.
3. If the City receives an application with less than the minimum requirement established in Sections 7.358(1) and 7.358(2) of this code, then the applicant waives all time periods for response and appeal rights referenced in this code.
4. Each application submitted shall be evaluated on its own merits, and there shall be no presumption that special events occurring annually or otherwise periodically will qualify for a subsequent special event license, except those events designated as Traditional Events by City Policy CD 101.
5. The application shall be completed in its entirety by the applicant prior to any review of it. Additional information may be required by the City. The City is not obligated to begin review of applications which have incomplete information.
6. Any facilities or structures to be constructed or erected in conjunction with the special event shall comply with all applicable federal, state or local laws, regulations, codes and ordinances.
7. The applicant may request as part of its application that it be granted an exclusive right to determine which vendors or concessionaires are permitted to operate within the defined venue of the special event. However the City is not required to approve requests and has the authority to suggest modifications.
8. Upon receipt of an application, the City Manager or designee shall route copies of the completed application to the following departments and agencies for review: Public Safety, Public Works, Community Development, Risk Management, Parks, and any other departments and agencies deemed necessary. Written approval and assurance must be obtained from each of the appropriate city officials or departments that demonstrate satisfactory arrangements have been made by the applicant to comply with all of the conditions specified in Sections 7.360 to 7.374. The officials or departments may approve the permit, subject to conditions necessary to assure compliance with the appropriate criteria enumerated in those sections. When any type of physical facility is required or subject to approval, preliminary approval may be granted based upon specific plans proposed and submitted by the applicant.
9. The city Manager or designee shall review the approvals and comments and issue or deny the permit accordingly.
10. In the case of a closure on either 5th or 6th streets (per section 7.350), the Redmond City Council shall consider the application for approval after review and comments by the City departments and partner agencies.
11. If the application is denied, the City Manager or designee shall notify the applicant of the denial within 45 days of receipt by the City of a completed application. The denial shall also notify the applicant of the appeal procedures found in this code.

[Section 7.358 amended by Ord. #2014-06 passed March 11, 2014]

7.360 Application Requirements.

1. **Scaled Site Plan.** The applicant must provide a scaled drawing of the event indicating location of activities, amenities, and other provisions required by the Public Assembly Permit application.
2. **Public Safety.** The applicant shall provide a Public Safety Plan.
 - A. Adequate traffic control and crowd protection policing shall be contracted for or otherwise provided by the applicant. The City Manager or designee may also require at least one traffic control person for each 200 persons expected or reasonably expected to be in attendance at any time during the event. The City may also require at least one crowd control person for each 500 persons expected or reasonably expected to be in attendance at any time during the event.
 - B. The applicant shall submit the names and necessary background information on forms provided by the City Manager or designee for all traffic control and crowd control

personnel to be used during the assembly for investigation by the City as to fitness. All personnel must meet the following minimum standards in order to be approved as suitable by the City:

1. Be 21 years of age or older.
 2. Be in good physical health.
 3. Never have been convicted of a felony or misdemeanor involving moral turpitude.
 4. Have received reasonable minimum training in law enforcement or have on-the-job experience in law enforcement.
- C. The policing personnel must wear appropriate identification and must be on duty during the entire assembly unless a relief schedule has been planned and approved. A relief schedule will be approved by the City Manager or designee only when sufficient policing strength on duty has been maintained to meet the minimum strength standards described above.
- D. It shall be the duty of the policing personnel to report any violations of law to the City and to take whatever action is necessary to enforce the terms of the permit.
3. **Traffic Control Plan.** The applicant shall provide a Manual on Uniform Traffic Control Devices (MUTCD) Traffic Control Plan by a Certified Traffic Control Supervisor. The Traffic Control Plan must state that a Certified Traffic Control Supervisor will oversee the set-up and break-down of traffic diversion for the event, and that certified flaggers will be used for any street crossings that do not involve a street closure.
 4. **Sanitary Facilities Plan.** The applicant shall provide a Sanitary Facilities Plan indicating how many sanitation facilities will be provided and where they will be located. If the applicant is utilizing existing public sanitation facilities to comply with the Sanitary Facilities requirement, then the applicant will be responsible for cleaning and maintaining the facilities during the course of the event. The number of Sanitation Facilities required for the event will be at the discretion of the City Manager or designee. Parades do not require a Sanitary Facilities Plan and are not required to provide additional sanitation facilities.
 5. **Parking Facilities Plan.** The applicant shall provide a parking plan with the application. The parking plan needs to identify parking facilities for the event vendors, event customers, and event participants. Public parking facilities are reserved for the regular course of daily business associated with the area in which the event is taking place, unless the City Manager approves use of those facilities for the event. The parking plan should be provided as a scale drawing. Adequate access shall be provided for the parking area to facilitate the movement of vehicles at any time to or from the parking area. If buses are used to transport the public to the event, it shall be shown that public parking or parking as described above is available at a site from which buses are scheduled to pick up persons to transport them to the event. Events that close a public right-of-way for less than four hours do not need to provide a parking plan with the application. Events located in a public park in the city limits that anticipate less than 250 people are not required to provide a parking plan.
 6. **Trash Facilities Plan.** The applicant shall provide a plan for all trash removal during and at the end of the event. The applicant shall clean the public space, within the approved site plan, within 24 hours of the conclusion of the event. If the applicant fails to clean up the refuse, the clean-up shall be arranged by the City and the costs charged to the applicant.
 7. **Marketing and Promotion Plan.** The applicant shall provide a plan indicating the marketing that will be done to promote the event. All signs, posters and other promotional items must comply with city code.

[Section 7.360 amended by Ord. #2014-06 passed March 11, 2014]

7.362 Fire Protection Standards. If required, applicant shall show that the Fire Chief has approved the type, size, number and location of fire protection devices and equipment available at, in or near any location, including outdoor sites, buildings, tents, stadiums or enclosures, where more than ten persons may be expected to congregate at any time during the course of the assembly.

7.364 Medical Services. If required, each assembly of more than 1,000 persons shall have at least one first-aid station approved by the Fire Chief and staffed by a person trained for emergency medical care. If the assembly exceeds 2,500 persons, at least one ambulance or rescue vehicle shall be in attendance at all times.

7.366 Public Notice Requirements.

1. All events that involve the closure of a public right-of-way must provide:
 - A. Notice of the event to those agencies representing the neighborhoods in which the event is taking place, i.e. the Redmond Chamber of Commerce, Redmond Downtown Association, Neighborhood Associations, etc.
 - B. Notice to impacted frontages of the planned event (business and residences directly impacted and those within a 300' radius), including a copy (electronic or otherwise) of the Site Plan, the Traffic Control Plan, the Parking Plan and any other materials the City Manager or designee deems necessary. Proof of delivery of the notice needs to be provided to the City at least 30 (thirty) days in advance of the event. Traditional Events, events that are closing the public right-of-way for less than four hours are exempt from this noticing requirement.
 - C. Notice to the media of the planned street closures two days in advance of the event.
2. Events in the public parks that anticipate less than 250 people are exempt from this noticing requirement.

[Section 7.366 amended by Ord. #2014-06 passed March 11, 2014]

7.368 Street Closures. All events that involve closing any portion of either 5th or 6th Streets require approval of the Redmond City Council. Traditional Events are exempt from this requirement. The decision of the City Council shall be considered final.

1. Applications for events that require street closures involving any portion of 5th or 6th need to be received at least 120 days in advance of the event; requests to close all other streets need to be received ninety (90) days in advance of the event.
2. Events closing a state street need to attach ODOT's approval and Certificate of Liability to the application.

[Section 7.368 amended by Ord. #2014-06 passed March 11, 2014]

7.370 Inspection of Required Facilities. All facilities shall be in existence in sufficient time, but not less than two hours before the event for which an application has been submitted, and shall be subject to inspection by the appropriate officials. If the actual facility or construction fails to meet the standards approved in the proposed plans, preliminary approval shall be withdrawn and all permits granted subject to such approval shall be withdrawn.

7.374 Insurance. The permit applicants shall be required to furnish evidence of general liability insurance with minimum limits acceptable to the City of Redmond, naming the City of Redmond, its officers, directors, agents, employees and volunteers as an additional insured by endorsement. The additional insured endorsement shall provide primary, non-contributory coverage and provide coverage for any and all claims for bodily injury and property damage arising from or caused by the assembly for which the permit is granted.

[Section 7.374 amended by Ord. #94-26 passed August 11, 1994]

[Section 7.374 amended by Ord. #2010-01 passed February 23, 2010]

[Section 7.374 amended by Ord. #2012-03 passed May 8, 2012]

7.378 Permit Approval.

1. The City Manager shall grant and issue the assembly permit if, after consideration, the Manager finds:

- A. All city officials and departments have issued their approval pursuant to Sections 7.358 to 7.374;
 - B. The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - C. The facilities desired have not been reserved for other use at the day and hour required in the application;
 - D. The conduct of the activity will not substantially interrupt the safe and orderly movement of traffic;
 - E. The conduct of the activity will not require the diversion of so great a number of police officers of the City to properly police the activity and the contiguous areas as to prevent normal police protection to the City;
 - F. The conduct of the activity is not reasonably likely to cause injury to persons or property so as to incite violence, crime or disorderly conduct; and
 - G. The proposed activity or use of a park or park facility will not unreasonably interfere with or detract from the general public enjoyment of the park.
2. In order to assure compliance with the criteria of this section, the City Manager may impose reasonable conditions on the granting of a permit.

[Section 7.378 amended by Ord. #2014-06 passed March 11, 2014]

7.380 Permit Denial. The City Manager shall deny the assembly permit if the City Manager finds that the criteria of Section 7.378 have not been or cannot be complied with. If the permit is denied, the applicant shall be notified of the denial and the reason for denial.

[Section 7.380 amended by Ord. #2014-06 passed March 11, 2014]

7.382 Appeal. If the permit is denied, the applicant may appeal the denial to the City Council in accordance with the provisions of Section 7.228.

7.384 Permit Information. A permit issued pursuant to Sections 7.350 to 7.378 shall contain the following information and must be retained by the applicant on site during the event:

1. Site Plan.
2. Date of the activity.
3. Location of the activity, including, if applicable, restrictions to certain areas of a park.
4. Hour when the activity will start and terminate.
5. Special conditions imposed on the activity.
6. A copy of the approved Parking Plan if applicable.
7. A copy of the approved Sanitary Facilities Plan if applicable.
8. A copy of the approved Trash Plan if applicable.
9. A copy of the approved Traffic Control Plan if applicable.
10. A copy of the approved Public Notice Plan if applicable.

[Section 7.384 amended by Ord. #2014-06 passed March 11, 2014]

7.386 Inspection. The City Manager or designee or authorized representatives shall have the right to go on the premises or facilities for which the permit has been granted for the purpose of inspection and enforcement of this code and state law.

[Section 7.386 amended by Ord. #2014-06 passed March 11, 2014]

7.388 Crowd Limitation. If at any time during the assembly the size of the crowd exceeds by 10 percent or more the number of persons reasonably anticipated to be in attendance, the Chief of Police may require the permittee or sponsor to limit further admissions until sanitation, parking, fire, health, medical, traffic and crowd control requirements have been brought into conformity with the standards under which the permit was issued.

7.390 Duty to Preserve Order Placed on Operator. It is the purpose of Sections 7.350 to 7.394 to put the burden of preserving order upon the operator of the assembly. If an assembly is not operated in accordance with rules and regulations prescribed by those sections, the permit shall be subject to revocation.

7.392 Revocation of Permit.

1. If an assembly is not being operated according to the rules and regulations of Sections 7.352 to 7.390, the City Manager or designee shall have the right to revoke the permit and the applicant or other responsible individual shall be subject to applicable penalties under this code, city ordinances and state law. Failure to comply with the terms and conditions of Sections 7.350 to 7.390 shall constitute a public nuisance and shall be subject to all criminal and civil remedies.
2. The revocation decision of the City Manager or designee shall be subject to the appeal procedures of Section 7.228.

[Section 7.392 amended by Ord. #2014-06 passed March 11, 2014]

7.394 Waiver. The City Manager or City Council may waive any of the requirements set forth in Sections 7.350 to 7.394 if it is found that the proposed event is of general benefit to the entire community and meets the criteria set forth in Section 7.378, excepting Section 7.374.

[Section 7.384 amended by Ord. #2014-06 passed March 11, 2014]



CITY OF REDMOND

411 SW 9th Street
Redmond, OR 97756
(541) 923-7721
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Scaled Site Plan

Submitted

The applicant must provide a scaled drawing of the event indicating location of activities, amenities, and other provisions required by the Public Assembly

Complete

Permit application.

Public Safety (Police Dept. or private security control)

Submitted

Completed

- A.** The applicant shall provide a Public Safety Plan. Adequate traffic control and crowd protection policing shall be contracted for or otherwise provided by the applicant. The City Manager or designee may also require at least one traffic control person for each 200 persons expected or reasonably expected to be in attendance at any time during the event. The City may also require at least one crowd control person for each 500 persons expected or reasonably expected to be in attendance at any time during the event.
- B.** The applicant shall submit the names and necessary background information on forms provided by the City Manager or designee for all traffic control and crowd control personnel to be used during the assembly for investigation by the City as to fitness. All personnel must meet the following minimum standards in order to be approved as suitable by the City:
1. Be 21 years of age or older.
 2. Be in good physical health.
 3. Never have been convicted of a felony or misdemeanor involving moral turpitude.
 4. Have received reasonable minimum training in law enforcement or have on-the-job experience in law enforcement.
- C.** The policing personnel must wear appropriate identification and must be on duty during the entire assembly unless a relief schedule has been planned and approved. A relief schedule will be approved by the City Manager or designee only when sufficient policing strength on duty has been maintained to meet the minimum strength standards described above.
- D.** It shall be the duty of the policing personnel to report any violations of law to the City and to take whatever action is necessary to enforce the terms of the permit.

Submitted

Traffic Control Plan

Completed

The applicant shall provide a Manual on Uniform Traffic Control Devices (MUTCD) Traffic Control Plan by a Certified Traffic Control Supervisor. The Traffic Control Plan must state that a Certified Traffic Control Supervisor will oversee the set-up and break-down of traffic diversion for the

event, and that certified flaggers will be used for any street crossings that do not involve a street closure.

Submitted

Sanitary Facilities Plan

Completed

The applicant shall provide a Sanitary Facilities Plan indicating how many sanitation facilities will be provided and where they will be located. If the applicant is utilizing existing public sanitation facilities to comply with the Sanitary Facilities requirement, then the applicant will be responsible for cleaning and maintaining the facilities during the course of the event. The number of Sanitation Facilities required for the event will be at the discretion of the City Manager or designee. Parades do not require a Sanitary Facilities Plan and are not required to provide additional sanitation facilities.

Parking Facilities Plan

Submitted

Completed

The applicant shall provide a parking plan with the application. The parking plan needs to identify parking facilities for the event vendors, event customers, and event participants. Public parking facilities are reserved for the regular course of daily business associated with the area in which the event is taking place, unless the City Manager approves use of those facilities for the event. The parking plan should be provided as a scale drawing. Adequate access shall be provided for the parking area to facilitate the movement of vehicles at any time to or from the parking area. If buses are used to transport the public to the event, it shall be shown that public parking or parking as described above is available at a site from which buses are scheduled to pick up persons to transport them to the event. Events that close a public right-of-way for less than four hours do not need to provide a parking plan with the application. Events located in a public park in the city limits that anticipate less than 250 people are not required to provide a parking plan.

Trash Facilities Plan

Submitted

Completed

The applicant shall provide a plan for all trash removal during and at the end of the event. The applicant shall clean the public space, within the approved site plan, within 24 hours of the conclusion of the event. If the applicant fails to clean up the refuse, the clean-up shall be arranged by the City and the costs charged to the applicant.

Marketing and Promotion Plan

Submitted

Completed

The applicant shall provide a plan indicating the marketing that will be done to promote the event. All signs, posters and other promotional items must comply with city code.