



**SPECIAL EVENTS PERMIT
APPLICATION PACKAGE**

CITY OF NEWPORT SPECIAL EVENT INFORMATION AND GUIDELINES

“Special Event” is any private activity conducted wholly or partly on public property, or that requires the use of city services, such as closure of a street or park, or provision of traffic control, or other services. Special Event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special Event also includes events on private or other public property for which the city provides additional services.

A special event is one that interferes with the citizens’ usual rights to use all public property, including streets, sidewalks, alleys, piers, and parks. Normal small gatherings within the city’s parks are not considered special events unless they cause other park users to be unable to also share the facilities. The rental of city facilities that are rented out on a regular basis, such as the swimming pool, rooms at the recreation center, and ball fields, are not special events unless additional city services beyond the normal rental are provided.

Special events typically require the city to provide services that are above the regular day-to-day activities of its departments. Such services may include the cost of special security by Newport police officers, crowd control, traffic control, use of city barriers, special clean up by city workers, etc. These will be billed to the sponsor at a cost-reimbursement basis; however, the cost may be reduced or eliminated as discussed below.

The Council has agreed to partner with some organizations that sponsor special events that can demonstrate they “Benefit the City” by staging their event. This might mean a reduced or no cost charge to the event for some or all of the items listed above. Qualifying factors necessary to show a benefit to the city include:

1. Benefits to local businesses that depend on these special activities for increased revenue to balance lower earnings at other times.
2. Promotion of the city that bring both tourists and future residents and entrepreneurs to our city during these events.
3. The intangible benefit to our citizens from the camaraderie and fun derived from these activities that contribute to the community atmosphere in Newport. Many of the special events are integral parts of the Newport community and provide an invaluable benefit which deserves consideration in determining whether to grant a fee waiver or reduction.

**CITY OF NEWPORT
SPECIAL EVENTS RESPONSIBILITY CHECKLIST (Example)**

EVENT: _____

Event organizer is responsible for the following:

- 1 Administration of the actual event.
- 2 Set up and take down of all equipment used.
- 3 Clean up during and after event.
- 3 Obtaining and maintaining insurance in the amount of \$ _____ and list the City of Newport as additional insured.
- 4 Paying all expenses related to the event, including awards.
- 5 Providing clean-up personnel at the event site each day to clean up any trash that is created.
- 6 Obtaining all required permits and licenses.

Applicant requests that the City of Newport provide the following:

- 1 Allow use of _____ (city facility).
- 2 Provide traffic control:
 - a. _____ Police officer hours
 - b. _____ Public Works employee hours
 - c. _____ Parks employee hours
 - d. _____ Barriers (Time and location; _____)
 - e. _____ Other city equipment (Specify: _____)
- 3 Litter pickup.
- 4 Additional trash removal.
- 5 Additional Restroom cleaning/supplies.
- 6 Pre/post event site cleanup.

Event Organizer

CITY OF NEWPORT SPECIAL EVENTS FEE WAIVER CRITERIA

The city may grant a total or partial fee waiver.

The city will consider the following factors in determining whether to grant a fee waiver for special events:

1. Benefit to the community.
2. Financial benefit to the city government.
3. Financial benefit to businesses in the city.
4. Positive publicity for the city.
5. Whether the event raises money for a charitable purpose or purpose that benefits the community.
6. Whether the event is operated for profit.
7. Whether the event is operated by a non-profit entity.
8. Whether the event promotes education, public health, or public safety.

In addition to these factors, the city will consider whether the event has in the past or is likely in the future to take action that, if taken by a governmental entity, would be unconstitutional. The city will not fund any event that takes action that, if taken by the city, would be unconstitutional.

SPECIAL EVENT APPLICATION

Submit to: City Recorder
City of Newport
169 SW Coast Highway
Newport, OR 97365
Email: e.glover@newportoregon.gov
541.574.0613

This application must be completed, signed and submitted 90 days before the first day of the event. Late applications may be accepted, but the city cannot assure that late applications will be processed in time to issue the permit. Misrepresentation in the application is ground for denial or revocation of the permit. The city may withdraw the permit if the actual event differs from the description in the application materials.

If you cannot answer in the space provided, submit additional sheets

EVENT

Event Name: _____

Event Date: _____ Time: _____

Location: _____

Facilities to be used: Park _____

(Be specific) Street _____

Sidewalk _____

Other City Property _____

Private Property _____

Set-up dates and start time: _____

Take-down dates and end time: _____

Estimated crowd size: Participants (including vendors and volunteers)

Spectators _____

Has event occurred previously? _____ What dates? _____

Any changes from previous events? _____ (If yes, list changes on separate sheet)

APPLICANT

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Fax: _____

Contact Person (must be authorized to sign for entity): _____

Contact Person Address, Phones, Email _____

Status of Applicant (Type of Entity, For Profit/Nonprofit) _____

DEPOSIT/REQUEST FOR WAIVER

The City of Newport requires payment for the services it provides to special events, unless a waiver is granted. To process an application, the city requires either submission of a \$25 deposit to be credited against the fees that will be charged or submission of a fee waiver request.

_____ A \$25 deposit is submitted with this application.

_____ A fee waiver request is submitted with this application.

DETAILED DESCRIPTION OF EVENT

Provide a detailed description of activities associated with the event, including a detailed description of city services requested. In the description, state whether food, drink, and/or alcoholic beverages will be served. To the extent that the event involves use of parks, streets or other city facilities, provide a description of how and when the facilities will be used and a diagram of the areas that the event will use. To the extent applicable, provide a parking plan, security plan, medical assistance plan, litter control and disposal plan and any other information that would be useful to the city. Use additional sheets as necessary to provide complete information.

INSURANCE INFORMATION

If a special events permit is granted, evidence of insurance may be required naming the City of Newport as an additional insured.

Applicant's Signature

Date: _____