



CITY OF MEDFORD

SPECIAL EVENT PERMIT REQUEST

ALL PERMIT REQUESTS MUST BE COMPLETED IN FULL AND SUBMITTED WITH A MAP DETAILING THE EVENT AREA OR ROUTE.

Organization Name:		Applicant Name:	
Mailing Address		Applicant Phone:	
		Fed. ID#:	
Event Date:	Start Time:	End Time:	Expected #:
Event Address:		Event Contact Person:	Event Contact Phone:
AMPLIFICATION REQUESTED? Yes ____ No ____		Type of Amplification:	
Event Details (streets involved, event purpose, special arrangements, etc.):			
PARADE SPECIFICS:		Formation Area:	
Duration:			
Number of Mobile Units:			
Number of Marching Units:			
<p>NOTE: Uniform Fire Code: (a) Decorative material. Decorative material on parade floats shall be non-combustible or flame retardant. (b) Fire Protection. Motorized parade floats and towing apparatus shall be provided with a minimum 2-A, 10-B:C rated portable fire extinguisher readily accessible to the operator.</p>			
<p>Upon issuance of an Amplification Permit, if any complaints are received by the Police Department, you will be notified and requested to either turn the volume of the amplification down or discontinue its use.</p>			
<p>I HEREBY CERTIFY that I/we are the authorized representative(s) of the above organization, that the above statements are true to the best of my knowledge and I/we agree on the behalf of our group to assume liability at all costs for any misuse or damage to public property, to be bound to the policies and regulations of the City of Medford, and to adhere to any additional requirements imposed by the City of Medford. I further understand that if any information on this permit request is found to be fraudulent or a misrepresentation of the facts, the permit may be revoked.</p>			
Signature: _____		Date: _____	

Routing Information/Approvals:						
PW/SrvCtr	PW/Eng	MPD	Fire	P&R	URA	
Approved by:						
City Manager: _____				Date: _____		

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SPECIAL EVENT POLICY INFORMATION

As affirmed by the City Council and pursuant to the authority vested in the City Manager by the City of Medford Charter, Chapter V, Section 20,(3),(e), which states "...the City Manager shall have general supervision over all city property.", the following policy is established to direct the application and granting for special event permits.

1. It shall be the policy of the City to allow certain uses of city-owned property where the City Manager has determined that the proposed use would not have an adverse impact on City operations or the general public.
2. The City Manager, in permitting such use, may establish any conditions he deems appropriate.
3. Use of City property by public bodies, including all boards, committees and commissions of the City and other governmental entities must, of course, be given priority.
4. Subject to the prior and superior rights of public bodies, any person, association or organization may apply for use of City property. All requests will be considered on a "first-come" basis.
5. All City property shall be returned to original condition, including the replacement of equipment and the disposal of trash.
6. City Manager's staff will determine the "event type" based on the information presented in the Special Event Permit Request based on the following criteria:

SMALL EVENT – is defined as an event that has a nominal affect on city operations or the general public, such as block parties (not requiring a street closure), special parking requests.

MEDIUM EVENT – is defined as an event that has a minor affect on city operations or the general public, such as parades or street closure requests.

LARGE EVENT – is defined as an event that has a major affect on city operations or the general public, such as multiple street closures (for example, the Pear Blossom Festival, Medford Cruise, Art in Bloom, etc.) Large events will require applicant attendance with appropriate City staff at event preparation and planning meetings. Applicant will also be required to provide an adequate number of volunteers to assist with the event.

7. Depending on the "event type" submission deadline of Special Event Permit Request must be made as follows:

SMALL EVENT – two weeks prior to event.

MEDIUM EVENT – two months prior to event

LARGE EVENT – six months prior to event

8. The applicant may also be required to obtain other permits as currently required or approvals from other governmental entities.

Additional Conditions:

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Applicant Signature Acknowledging Additional Conditions		Date