



MEDFORD
OREGON

Checklist for Block Parties

Please complete and submit the following to the City Manager's Office:

- Special Event Permit Request
- Map/diagram of area including:
 - Neighboring Addresses
 - Street Closure(s)
 - Traffic Control Plan, approved by Engineering Department. You are responsible for furnishing, placing, and removing barricades, street closure signs and other required signs. For more information, please contact Engineering Dept. (541) 774-2100.
- Block Party – Neighbor Approval Form
- Event Notice Certification



Special Event Permit Request

Organization & Event Name:			Applicant Name:		
Event Address:			Applicant Phone:		
Event Date:	Start Time:	End Time:	Applicant Mailing Address:		
Max # of attendees at any time: <input type="checkbox"/> 50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 101-500 <input type="checkbox"/> 501-1000 <input type="checkbox"/> 1,001+		Total # attendees:	Email Address:		
Will you have Food Vendors? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list vendor(s): _____ Qty: _____			Will you have Tents/Canopies? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, size: _____ ft. X _____ ft. Qty: _____		
Amplification? <input type="checkbox"/> YES <input type="checkbox"/> NO Do you need Power? <input type="checkbox"/> YES <input type="checkbox"/> NO Type (live band, bullhorn, microphone): _____			Street/Sidewalk Closures (Traffic Control Plan required):		
Event Details: (event purpose, special arrangements, streets involved, streets/sidewalks closed, parade formation area):					
<u>Service of Alcohol?</u> <input type="checkbox"/> YES <input type="checkbox"/> NO			<u>Middleford Garage Restrooms?</u> <input type="checkbox"/> YES <input type="checkbox"/> NO		
\$50 processing fee paid on: _____ at Finance Dept. (541) 774-2030			Additional fees apply. Complete section below:		
If Alcohol is served, Private Security Guards are <u>required</u>:			I Need Restrooms Open During the Days/Times Below:		
Security Company Name: _____			From: _____ am/pm Thru : _____ am/pm		
Security Company Phone: _____			<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Number of Security Guards Present: _____			Total Fees Paid: \$ _____ Date: _____		
<input type="checkbox"/> I have read and understand the conditions outlined in the Medford Municipal Code 5.310 "Drinking in Public."			<u>Refundable Cleaning Deposit</u>		
<input type="checkbox"/> I have included my OLCC Temporary Liquor License and General Liquor Liability Insurance certificate w/my application.			Deposit Amount Paid: \$ _____ Date: _____		
			Refund Amount: \$ _____ Check Date: _____ Initial _____		
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. I agree to indemnify, defend and hold harmless the City, its officers, representatives, employees and agents from any and all claims solely attributable to a permittee's activities conducted during the event. <input type="checkbox"/> I have included my General Liability Insurance Certificate with this application.					
Applicant Signature: _____ Date: _____					
Department Approvals:					
<input type="checkbox"/> Facilities <input type="checkbox"/> Fire <input type="checkbox"/> PW/Engineering <input type="checkbox"/> Parks <input type="checkbox"/> Parking <input type="checkbox"/> Police <input type="checkbox"/> Risk					
<input type="checkbox"/> Approved			<input type="checkbox"/> Disapproved		
Approved by City Manager/Designee: _____ Date: _____					

CITY OF MEDFORD **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 18,(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 minimal effect on city operations or the general public, such as block parties or amplification requests (not requiring a street closure).

Submission Deadline: Two weeks prior to event.

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

Submission Deadline: Two months prior to event.

LARGE EVENT – is defined as an event that has a major effect 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 be required to provide an adequate number of volunteers to assist with event.

Submission Deadline: Six months prior to event.

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

SMOKING IS NOT PERMITTED IN ANY CITY PARK OR FACILITY

By signing page one (1) of application, event organizer agrees the following permit requirements are the responsibility of the sponsoring organization. Some requirements may not apply to your event.

- | | |
|--|--|
| ◆ Clean up the area(s) used after event. | ◆ An OLCC Temporary Liquor License is required if alcohol is served. |
| ◆ Furnish, place, and remove barricades, street closure signs and other required signs. | ◆ Private security guards are required if alcohol is served. |
| ◆ If there are street/sidewalk closures, a Traffic Control Plan must be submitted with your application. | ◆ When electrical sources or flammable/combustible materials are present, fire extinguishers must be made available every 75 feet. |
| ◆ 20 feet of clearance for emergency vehicle access is required. | ◆ General liability insurance coverage is required, and certificate of insurance must be submitted with application. |
| ◆ If requesting a Park or City Facility, reservations will need to be arranged thru Parks Department. Additional fees may apply. | |

Unless specified in Additional Conditions, the City of Medford provides no services.

Any "Additional Conditions" will be emailed along with the approved permit, unless applicant does not have access to email, in which case conditions will be listed here:



BLOCK PARTY – NEIGHBOR APPROVAL

Your neighbors at _____ are hosting a block party.
Address

_____ will be closed on _____
Street Closure(s) Date(s)
from _____ a.m./p.m. to _____ a.m./p.m.

I approve/disapprove of the block party described above.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described above.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described above.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described above.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described above.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____

I approve/disapprove of the block party described on the previous page.

Print Name: _____ Phone: _____

Signature: _____ Address: _____



MEDFORD
OREGON

Event Notice Certification

I, _____, do hereby certify that I am the authorized event representative of _____ and I will notify/have notified all property owners, residents and businesses abutting our event and/or street closures, (see map attached) as required by the City of Medford.

Signed _____ Date _____

Event Name _____ Event Date _____



Notification Instructions for Block Parties

1. Using the Block Party – Neighbor Approval form, obtain signatures from all property owners on neighborhood block, along with any property owners who will be affected by the street closure.
 2. Complete and sign Event Notice Certification.
 3. Submit a map of the area notified, which includes addresses.
- Submit **event notice certification, notification map, and block party – neighbor approval** with your application.