



CITY OF MEDFORD

SPECIAL EVENT PERMIT REQUEST

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

Organization & Event Name: MEDFORD PARKS & RECREATION - WINTER LIGHTS FESTIVAL		Applicant Name: RICH ROSENTHAL	Contact Name: RICH ROSENTHAL	
Event Address: PEAR BLOSSOM PARK 312 E. 4TH ST.		Applicant Phone: 774-2483	Contact Phone: 774-2483	
Event Date: 12-5-15 (SAT.)	# of attendees: 500 (est.)	Applicant Mailing Address: 701 N. COLUMBUS AVE., MEDFORD 97501		
Start Time: 3:30 p.m.	End Time: 7:30 p.m.	Contact Email: richard.rosenthal@cityofmedford.org		
Amplification Requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Type of Amplification: PUBLIC ADDRESS		Number of mobile/marching units, if parade: N/A		
Event Details (e.g., streets involved, streets closed, event purpose, special arrangements, parade formation area): ANNUAL CHRISTMAS TREE LIGHTING CEREMONY COORDINATED BY MEDFORD PARKS & REC. THE EVENT INCLUDES THE ARRIVAL OF SANTA CLAUS, DANCE TEAM PERFORMANCE, A HIGH-SCHOOL BAND PERFORMANCE AND STREET VENDORS. BARTLETT ST. COUPLET WILL BE CLOSED BETWEEN 4TH AND 6TH STREETS. AMPLIFICATION PROVIDED BY CARLSON LIGHT & SOUND ON THE PEAR BLOSSOM PARK STAGE. PORTABLE RESTROOMS WILL BE USED IN LIEU OF MIDDLEFORD.				
Service of Alcohol				
Will Alcohol be served? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no \$50 fee _____ Date Paid _____				
If Alcohol is served, Private Security Guards are <u>required</u> . Security Company Name: _____ Security Company Contact: _____ Security Company Phone: _____ Number of Security Guards Present: _____		<input type="checkbox"/> I have read and understand the conditions outlined in the Medford Municipal Code 5.310 "Drinking in Public." <input type="checkbox"/> I have submitted Liability Insurance w/my application, and this insurance includes the service of Alcohol. <input type="checkbox"/> A Temporary Liquor License has been approved by OLCC.		
Middleford Garage Restrooms				
Do you need Middleford Restrooms open? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no (if yes, fees apply. Complete section below.)				
Security is <u>required</u> for use of Middleford Restrooms: Event-provided security? <input type="checkbox"/> yes -or- City-provided security? <input type="checkbox"/> yes (additional fee required for City-provided security)		Need Restrooms Open From: _____ am/pm Thru: _____ am/pm <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 Need restrooms serviced? <input type="checkbox"/> yes <input type="checkbox"/> no (additional fee required)		
		Fees: _____ deposit _____ fee _____ Date Paid _____ (deposit is refunded if restrooms are returned to original condition)		
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.				
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. 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, agents and assigns from any and all claims solely attributable to a permittee's activities conducted during the event.				
Signature: <u>Rich Rosenthal / Beverly Fowler</u>		Date: <u>9-24-15</u>		
Routing Information/Approvals:				
PW/Engineering	Police	Fire	Parks	Parking
<input type="checkbox"/> <u>Approved</u>		<input type="checkbox"/> <u>Disapproved</u>		
Approved by: _____		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 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 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. |
| ◆ 20 feet for emergency vehicle access | ◆ If event requires street closures, Event Notice Certification form must be completed. |
| ◆ If there are street closures, a Traffic Control Plan must be submitted <u>with</u> your application. | ◆ A Tent Permit must be obtained thru Fire Department if tent size exceeds 400 square feet or 700 square feet and open on all sides |
| ◆ If requesting a Park or City Facility, reservations will need to be arranged thru Parks Department. Additional fees may apply. | |
| ◆ Proof of liability insurance coverage may be required. | |

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

Additional Conditions (for office use only):

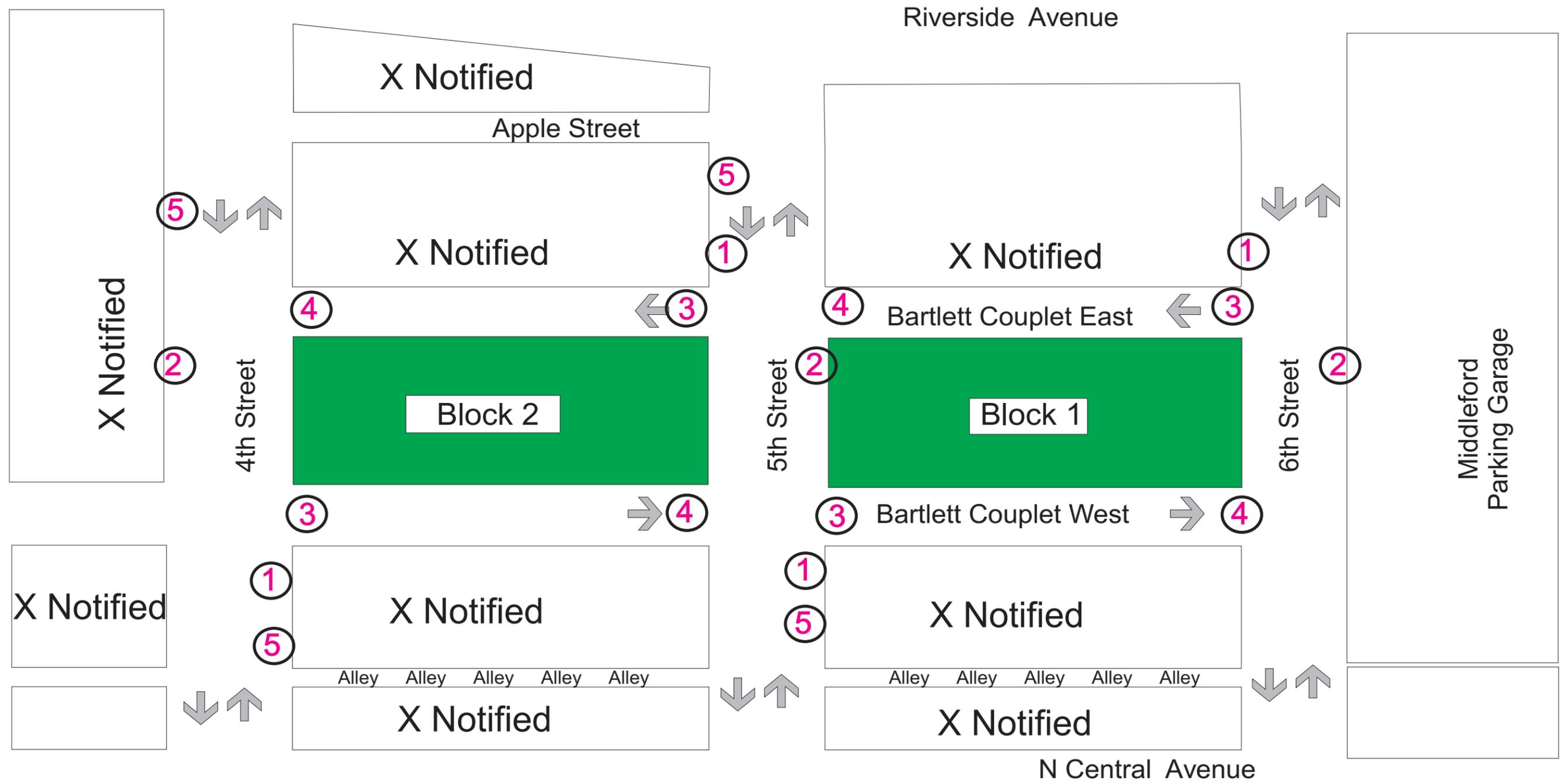
Applicant Signature
Acknowledging the
Additional Conditions:

Beverly Turner
Signature Required if Additional Conditions Apply

Date: 10-1-15

Event Contact: Richard Rosenthal; 541-774-2483; richard.rosenthal@cityofmedford.org

Event Title, Date, Time: Winter Lights Festival; Saturday December 5, 2015; 3:30p-7:30p



① No Right Turn

② No Left Turn

③ Road Closed
Type III Barricade

④ Type II Barricades
or Traffic Cones

⑤ Road Closed Ahead



Event Notice Certification

I, Beverly Power, do hereby certify that I am the authorized event representative of Medford Parks and Recreation Dept and I 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 Beverly Power Date Oct 2, 2015

Event Name Winter Lights Festival Event Date Dec 5, 2015

Attached flyer was distributed on 10/1/15 to those marked "X Notified" on traffic plan

YOU'RE INVITED!

Medford Parks and Recreation Department **Annual Winter Lights Festival**

Pear Blossom Block 1 and 2

Saturday, December 5, 2015 3:30p-7:30p

Set up begins at 12:30p and clean up finished by 8:30p

4th, 5th, and 6th streets will remain open to traffic.

The streets Bartlett East and Bartlett West will be closed on both blocks.

WINTER LIGHTS FESTIVAL — IT'S FREE!

Be part of the annual Winter Lights Festival and Christmas Tree Lighting! Some activities include:

- Holiday Tree Lighting Ceremony
- Coloring Contest with Prizes
- Photo ops with Santa
- Live Performances | Booths & Activities

Day: Sat, Dec 5
Time: 3:30-7:30pm
Place: Pear Blossom Park N. Bartlett St.
(Along 4th, 5th & 6th Streets)

CANDY CANE HUNT — IT'S FREE!

Join the fun as we kick off the holiday season by having a really sweet time. *No registration required.*

Age: 1-12
Day: Sat, Dec 5
Time: Starts at 4:30pm
Place: Pear Blossom Park N. Bartlett St.
(Along 4th, 5th & 6th Streets)



541-774-2400
parks@cityofmedford.org

