

ACTIVITY PERMIT PACKET

Contents & Requirements

Thank you for your interest in having your event downtown! This packet will provide you with information and an application to use public space in downtown Eugene. Before an activity permit can be issued, the required documents must be submitted and approved. Please contact Courtney Kauffman at 541-686-8885 ext 102, or courtneykauffman@eugen SaturdayMarket.org with questions you may have.

*There is a public calendar for permitted events in public spaces downtown, mainly Kesey Square and the Park Blocks. This calendar is viewable at: <http://eugen SaturdayMarket.org/committee-meeting-and-event-calendar.html> (Copy the link, and paste in browser to view). The Activity Permit Calendar is located below the Market Meetings Calendar.

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REQUIREMENTS

Complete, sign (where requested) and deliver the following forms

1. Activity Permit Application (4 pages)
2. Street Closures (if applicable)
3. Concert Provision (if applicable)
4. Certificate of Insurance (a public liability & property damage insurance policy) naming **Saturday Market, Inc.** and **City of Eugene** as additional insureds **OR** a request for a waiver. If you require access to electricity, you will NOT be granted a waiver.
5. Payment of the applicable fees (such as, activity reservation fee and deposit fee)

FEES

Non-Commercial Downtown Activity Permit Reservation Fee - reserve space for specific activity that is "free to the public"**\$10.00 per event**

Returnable Cleaning Deposit - required for events expecting 100 people or more or at the discretion of Saturday Market, Inc..... **\$100.00 returnable fee**

Amplified Sound Fee**\$5.00 per event**

Commercial-Use Downtown Activity Permit - reserve space for an event that charges an admission fee**\$250.00 per day**

Commercial-Use Downtown Activity Permit for Vendors**\$50.00 one-time fee plus 6% of gross sales OR monthly minimum \$100 for extended activities**

FOOD CARTS ON KESEY SQUARE

Food carts on Kesey Square are authorized to remain in their normal location during permitted activities on the square.

ACTIVITY PERMIT APPLICATION

(Please Print)

Application Date _____

Name of your Proposed Activity _____

Date of Proposed Activity _____

Time of Proposed Activity *(Do not include set up or clean up)* _____

Downtown Location Requested Broadway Plaza (Kesey Square) Park Blocks @ 8th and Oak
(Please check the appropriate box)

Your Name _____

Phone: _____

Email Address _____

Address _____

Mailing address if different from above

Describe your organization

Describe in detail the activity / event you are planning

ACTIVITY PERMIT APPLICATION

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*(continued)**Please check the appropriate boxes***Street Closure**Will your event require a street closure? No Yes

If your event requires a street closure, which street(s) would you like to close? _____

*For street closures, please contact the Permit and Information Center (P.I.C.) at 99W. 10th Avenue to apply for a specific Right-of-Way Permit. 9AM – 5PM Mon. – Fri., 541-682-8400.***Right-of-Way Permit for Vehicle Parking**

This type of Right-of-Way (R.O.W.) Permit is only required for vehicles parked on public space, such as a pedestrian Right-of-Way (sidewalk) or city parking space. This permit is not required for vehicles parked temporarily to ONLY unload and load supplies.

Will your event require a R.O.W. Permit for your vehicle? No Yes**Utilities & Amplification**Will you need access to electricity? No YesWill you have amplified sound? (**\$5 fee**) No YesDo you need access to water? No Yes, please circle one: Non-potable only
Potable & non-potable**Certificate of Insurance**

A Commercial General Liability Insurance Policy naming Eugene Saturday Market, Inc. and the City of Eugene as additional insureds is required to obtain a permit for events held on public property. The City of Eugene has coverage for special events.

Will you be obtaining a certificate of Commercial General Liability Insurance? Yes No. **I am requesting a waiver. I understand that I will ONLY be CONSIDERED for a waiver if I do not need electricity for my event AND I expect less than 50 people at my event.****Security**

Events expecting 200 or more persons in attendance must provide clearly identifiable crowd control marshals.

Will your event require crowd control marshals (security)? No Yes**Space Clean Up**Event organizers are responsible for cleaning up after use of public space. This means removing litter and hosing down the Plaza or Park Blocks to remove all surface spills. Damages and excessive clean up may require an additional payment after inspection by the City of Eugene and Saturday Market. **A \$100 returnable deposit is required for all events exceeding 100 people in attendance or at the discretion of Saturday Market.**I expect more than 100 people at my event or I have been informed by Saturday Market that I will need to pay a deposit: No Yes**Garbage Cans & Dumpster Service / Trash Disposal**

Events lasting two hours or longer or having 50 or more people in attendance, require the event organizer to provide his/her own cans and liners and remove the garbage cans after the event. If you need a dumpster, you must contact a disposal company; such as Sani-Pac, directly.

Will you be bringing your own cans and liners? No YesDo you need a dumpster? No Yes

ACTIVITY PERMIT APPLICATION

(continued)

HOLD HARMLESS AGREEMENT

This agreement is made this _____ day of _____, 2016

by _____ (Applicant's Name) of _____ (Organization)
in favor of Saturday Market, Inc. and the City of Eugene.

1. Applicant has applied for an activity permit for an activity scheduled for _____ (date)
Located at _____

2. Applicant agrees to indemnify, defend and hold harmless Saturday Market, and the City of Eugene and all officers, agents and all its employees for damage or an injury arising out of applicant's activities in connection with this event. The agreement to indemnify extends to all liability of the City of Eugene, including costs of defense and attorney's fees arising from any activity by applicant, its members, agents, or employees which is negligent, reckless, or a violation of any legal duty owed to the City of Eugene or any third person.

3. If applicant is other than individual who is signing application, the party signing on behalf of applicant warrants to Saturday Market that he or she is authorized to sign this hold harmless agreement on behalf of the applicant, and to bind applicant to its terms.

4. "I certify that I am an authorized representative of the above organization, and that the information provided is true to the best of my knowledge. I have been advised of the applicable rules and regulations as outlined in Administrative Order No. 56-04-04-F of the Eugene Code. I and/or the organization I represent agree to be bound by all applicable regulations and policies. I and/or the organization I represent understand that any violation of any of these agreements will result in forfeiture of deposit, immediate termination of event, and could jeopardize future use of public space in downtown. I and/or the organization, I represent agree to indemnify, defend, and hold harmless the City of Eugene, its officers, agents and employees; and Eugene Saturday Market, Inc. its officers, agents and employees from and against any and all claims, damages, losses and expenses, including legal fees arising out of or in any way related to my activities and/or those of the organization I represent during the term of the Activity Permit for the Downtown Activity Zone.

I and/or the organization I represent agree to pay all reasonable cost of damage and/or vandalism to downtown public space resulting from the event described above."

Signature _____

Date _____

5. Applicant shall maintain during the term of this agreement a Comprehensive General Liability Insurance Policy in an amount equivalent to \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. A certificate of insurance naming Eugene Saturday Market, Inc. and the City of Eugene as additional insureds shall be delivered to the Saturday Market office prior to approval of the event. The adequacy of all insurance required by these provisions shall be subject to approval by the City's Risk Manager. Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of this agreement by the City.

Signature _____

Date _____

ACTIVITY PERMIT APPLICATION

(continued)

CONDITIONS OF PERMIT AP 06-06

Permittee Agrees To:

- Display Activity Permit or have it ready for presentation upon demand while engaged in an authorized activity.
- Maintain the free flow of pedestrians and access and egress from private premises including Wells Fargo ATM.
- Obtain a permit to use a city parking space on West Broadway, if applicable
- Use one sandwich board sign of no more than 9 square feet per side for advertising placed in a location that does not impede pedestrian traffic.
- Be responsible for excessive clean up and repair of any damage to public space as a result of permittee’s acts or omissions.
- And all other conditions as stated by Eugene City Code 3.335-3.344 and Administrative Rule 3.336

Signature _____

Date _____

Print Name _____

Please answer the questions below

Total fee(s) payable to Saturday Market? *(Please see Contents & Requirements for a list of applicable fees.)*

\$ _____

Do you have any questions or concerns? _____

What is the best time and way to reach you? _____

RETURN TO: **Saturday Market**
ATTN: ACTIVITY PERMITS
30 E. Broadway, Suites 124 & 160
Eugene, OR 97401
FAX 541-338-4248

STREET CLOSURES

You may apply for a street closure permit known as a Block Party Permit (a type of Right-of-Way Permit), at the Permit and Information Center located at 99 W. 10th inside the Atrium building.

Before the City of Eugene will approve a Block Party Permit Application, applicants must:

1. Attach a drawing showing the portion of the street to be closed. Show barricades, signing, and other traffic control devices.
2. Provide proof of approval, in writing, from Lane Transit District if a bus route is affected
3. Describe how emergency vehicle access will be provided
4. Describe how cleanup of the street will be provided
5. Describe any proposed parking restrictions
6. Indicate expected attendance
7. Provide proof of insurance along with a signed “Hold Harmless” agreement protecting the City of Eugene from liability
8. Have the signed approval of all the affected abutting property owners and/or tenants as well as those owners and/or tenants who will be directly affected by the street closure.

NOTE: Eugene Code 4.190 prohibits the consumption of alcoholic beverages in unlicensed public places. No alcoholic beverages may be consumed or dispensed within the public right-of-way.

The time of day and the day of week will be an important consideration for approval or disapproval of the permit. Because the application has to be approved by several departments, **the applicant should allow at least ten working days for processing.**

More information may be obtained by calling the Public Works staff at the Permit and Information Center, (541) 682-8400.

Signature _____

Date _____

Print Name _____

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