SPECIAL EVENT PERMIT APPLICATION

*Application must be submitted at least 30 days prior to event

Event Name: ____________________________
Sponsoring Organization: ____________________________
Contact Person: ____________________________ Address: ____________________________
Email Address: ____________________________ Phone: ____________________________
Date/s and Time/s of Event: ____________________________ Estimated Attendance: ____________________________
Type of Event Activities: ____________________________ (Please attach rules governing the event)
Location of Event (attach site drawing, race or parade route, or floor plan): ____________________________

City services or equipment needed (i.e. street/parking lot closure, traffic control, barricades, security, electrical access): ____________________________

Private Security Provided? ___Yes ___No ___ If yes, name of security provider: ____________________________
Number and Location of Trash Receptacles: ____________________________
City of Coos Bay Business License: ___Yes ___No ___ If yes, license number: ____________________________

*Sale or Consumption of Alcohol: ___Yes ___No ___ OLCC approval? ___Yes ___No

*Insurance requirements change if alcohol is served

AGREEMENT OF INDEMNIFICATION AND INSURANCE

__________________________ agrees to defend, save and hold harmless the City of Coos Bay, its officers, agents and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the ____________________________, its officers, agents and employees acting within the scope of this permit or the duties in the performance of this agreement.

__________________________ agrees to maintain liability insurance coverage of not less than $1,000,000 per occurrence for commercial general liability and automobile liability, to cover any liability arising out of or associated with this event, and agrees to name the City of Coos Bay, its officers, agents and employees as an additional insured on such policy with a copy of the endorsement attached to the certificate of insurance.

__________________________ further agrees to provide the City of Coos Bay with a certificate of liability insurance including additional insured endorsement not less than two weeks prior to the scheduled event and shall amend the notification for cancellation of coverage to 30 days. If above named sponsoring entity fails to provide the certificate of insurance and endorsements within the time required herein, this Special Event Permit will automatically be revoked.

Signature of Authorized Agent of Sponsoring Organization ____________________________ Date ____________________________

Printed Name of Authorized Agent of Sponsoring Organization ____________________________

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