

CITY OF BROOKINGS
STATE OF OREGON

RESOLUTION 11-R-955

A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING THE CITY OF BROOKINGS EVENT PERMIT REQUEST, EVENT HOLD HARMLESS AGREEMENT, AND ESTABLISHING ASSOCIATED FEES.

WHEREAS, the City of Brookings (City) has a policy of supporting local community events and activities; and

WHEREAS, the City seeks to establish a mechanism whereby requests for such events and activities are handled in a systematic and uniform manner; and

WHEREAS, the City desires that the event or activity applicant shall secure appropriate liability insurance and enter into an agreement to hold harmless and indemnify the City, its officers, employees, volunteers, agents and representatives against any potential damages, accidents or injuries that may arise as a result of such event or activity; and

WHEREAS, the City seeks to recoup the cost of the services and/or materials required to assure that these activities and events are conducted in a manner that provides for the safety and well-being of participants, neighboring residents and businesses;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brookings that the attached Event Permit Request and Event Hold Harmless Agreement, are hereby adopted; and

BE IT FURTHER RESOLVED, that a \$36.00 Event Permit Fee and refundable \$300.00 Barricade/Cone Delivery Fee, are hereby incorporated into the Brookings Master Fee Schedule.

Passed by the City Council May 23, 2011 and made effective the same date.



Mayor Larry Anderson

Attest:



City Recorder Joyce Heffington



CITY OF BROOKINGS EVENT PERMIT REQUEST

- ☐ Car Show
☐ Flea Market
☐ Farmer's Market
☐ Parade
☐ Block Party
☐ Other: _____

CITY PERSONNEL ONLY: Rec'd Date: _____ By: _____

Department	By	Date	Approved	Comment
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Admin Services			Y / N	Y / N
City Manager			Y / N	Y / N

Please sign, date and deliver to the next dept. on the list. If comments apply, please note on "Comments - City Use Only". Return to City Managers.

Date(s) of event: _____ Times: _____

Name: _____

Address: _____

Telephone: _____

Drop Off/Pick up

Location for Barricades: _____

Permit Fees:

1. \$36.00 Permit Fee
2. \$_____ Barricade/Cone Delivery Fee
3. \$300.00 Barricade/Cone & Sign Use Fee -- Refundable upon return.

Location of barricades/street(s) to be closed:

_____ between _____ and _____
(name of street) (name of street) (name of street)

This is a (check one): ☐ New Event ☐ Annual Event -- held the last _____ years

☐ I have spoken to and obtained permission from the neighbors who will be affected by this street closure (see reverse side for signatures, addresses & phone numbers).

☐ \$1.0 Million Certificate of Insurance provided. (Required to transfer liability for injury/damage from City to person or organization conducting the activity. Certificate must name the City of Brookings as an additional named insured.)

☐ Hold City Harmless Agreement

Please fill out and return in person with permit fees to: City Manager's Office, City Hall, 898 Elk Drive, Brookings.

Once your request has been approved, you will be notified with dates the City of Brookings will deliver and pick up (during regular business hours) barricades, signs and cones for this event (\$300.00 use fee will be refunded upon return of these items). It is the permittee's responsibility to erect, maintain and remove barricades and cones and return them to location of delivery.

Note: Requests must be received NO LATER THAN ten (10) business days prior to the event in order to be processed.

City Use Only: Copy to: ☐ Public Works ☐ Police ☐ Fire Permit No. _____

☐ Certification of Insurance ☐ Hold Harmless Agreement \$_____ paid on _____ Receipt # _____

Comments: _____

Barricade/Cone/Sign drop off date: _____

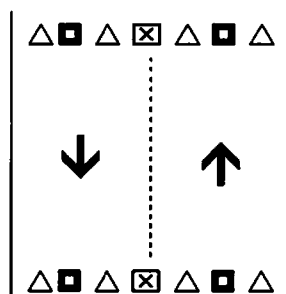
Barricade/Cone/Sign pick up date: _____ Barricade/Cone/Sign deposit returned: _____

I have spoken to and obtained permission from the following neighbors who will be affected by this street closure.

Signature – Permit Applicant

[illegible]

Please set up barricades, signs and cones as indicated below.



$\triangle$ = Cones

■ = Barricade with Flashers

☒ = Sign Barricade ↔ Detour





City of Brookings

CITY MANAGERS DEPARTMENT

898 Elk Drive, Brookings, OR 97415

(541) 469-1101, Fax (541) 469-3650, TTY (800) 735-1232

EVENT HOLD HARMLESS AGREEMENT

This Release of Claims for Damages, Hold Harmless and Indemnification Agreement (Agreement) is entered, by and between, the Event Applicant, _____ (Applicant) and the City of Brookings, (City) an Oregon municipality.

WITNESSETH

WHEREAS, Applicant has filed a request to hold an event more particularly described in the attached Event Permit, (Permit); and

WHEREAS, the Permit requires that the Applicant enter into this agreement as a stipulation of Permit approval; and

WHEREAS, Applicant agrees to provide the City with a certificate of liability insurance, in the amount of \$1,000,000, naming the City as Certificate Holder;

NOW, THEREFORE, in consideration of the foregoing, the Applicant and the City agree as follows:

1. The above-recitals are true and correct and incorporated herein by reference.
2. The Applicant releases, indemnifies, and agrees to defend, protect, and hold harmless the City, its elected and appointed officials, employees, representatives, agents, volunteers from any and all claims, suits, actions, damages, liabilities and expenses, including costs and attorney's fees, arising out of or in any way related to the event as described in the Permit.
3. This Agreement, and the obligations contained herein, shall run for the duration of said event, and shall be binding on Applicant's heirs, executors, administrators, successors, and assigns.

This agreement is made and executed this _____ day of _____, 20____.

APPLICANT

CITY OF BROOKINGS

Name

Name/Title

Signature

Signature