

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
March 25, 2002  
7:00 p.m.**

**I. CALL TO ORDER**

Mayor Bob Hagbom called the meeting to order at 7:04 p.m.

**II. PLEDGE OF ALLEGIANCE**

Led by member of Boy Scout Troop #32

**III. ROLL CALL**

Council Present: Mayor Bob Hagbom, Councilors Frances Johns, Rick Dentino, a quorum present.

Council Absent: Council President Larry Curry, Councilor Lorraine Kuhn, and Ex-Officio Student Councilor Noël Connelly, all excused.

Staff Present: City Manager Leroy Blodgett, Police Chief Chris Wallace, Lt. John Bishop, Fire Chief William Sharp, and Administrative Secretary Sharon Ridens

Media Present: Reporter Bryan Bullock from the Curry Coastal Pilot Newspaper

Other: Mrs. Dori Blodgett, leaders and members of Boy Scout Troop #32, and approximately 15 other citizens

#### IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

##### A. Announcements

1. Planning Commission Resignation – Richard Gyuro  
With regret, Mayor Hagbom announced and accepted the resignation of Planning Commissioner Chair Richard Gyuro. Advertising for a citizen volunteer for this vacancy will be forthcoming.
  
2. Proclamations
  - a. Spring Clean-up Month - April 8 through 27, 2002  
Mayor Hagbom proclaimed the month of April 2002 as “SPRING CLEAN-UP MONTH IN BROOKINGS-HARBOR,” and ask all citizens to pitch-in, and join the Community Pride Partnership, by showing pride in our community and taking advantage of the free clean-up opportunities offered by Curry Transfer & Recycling during April and I further urge everyone to get involved by having a garage sale on “Garage Sale Saturday” April 27, 2002.

##### B. Appointments

1. Skate Park Committee – Additional members  
Based on a recommendation from City Manager Blodgett due to the continued active commitment and sincerity of two interested community citizens, Mayor Hagbom asked Council to appoint Keith Delaney and Jeff Anderson to the Council’s advisory Skate Park Committee.

**Councilor Johns moved, a second followed, and the Council voted unanimously to appoint Keith Delaney and Jeff Anderson as Citizens-at-large to the Council’s advisory Skate Park Committee.**

Delaney was present and welcomed enthusiastically. Anderson was unable to make Council meeting due to family emergency.

Mayor Hagbom gave special recognition to Boy Scout Troop #32 present in the audience and complying with a requirement to learn more about city government. Those members and leaders present were Eric Roberts, Chris Seemann, Allen Elrod, Quincy Coons, Cody Coons, Bill Coons, Jerry Darbyshire, and Ben Darbyshire. The Mayor briefly explained the Council’s duties, and the organizational command of the different department and the City Manager. He then asked members to request from our City Manager any additional information they might want.

**V. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

**A. Committee and Liaison reports**

**1. Chamber of Commerce**

There was no report from the Chamber of Commerce/

**2. Council Liaisons**

Councilor Johns advised she attended the following: Parks Master Plan Public Workshop and the March Bruin Café, where Council and staff worked, serving lunch to specially recognized students at BHHS.

Council Dentino attended the SOC-HOP (Southern Oregon Commission on Housing Opportunity Providers) in Bandon as directed at the last Council meeting presentation by Ernie Luna; AMF meeting - lining up this year's shows; Port of Brookings-Harbor; Curry Co. Commission on Children and Families in Gold Beach; worked at the Bruin Café; attended the wedding of City Manager Blodgett and had a good time!

Mayor Hagbom read a letter from BHYA's (Brookings Harbor Youth Association) President Bill Ferry thanking us for participation in the March Bruin Café. He informed Council of an invitation to have lunch at Kalmiopsis Elementary School in May and briefly discussed the Back-to-School Week during the week of April 29-May 4. Mayor Hagbom also reminded audience and Council of Coos Curry Electric Coop's annual home show this weekend - March 29 & 30.

Councilor Johns asked for volunteers to work at the home show.

**B. Unscheduled**

There were no unscheduled appearances.

**VI. STAFF REPORTS**

**A. City Manager**

**1. Chamber of Commerce Special Requests for 2002 Azalea Festival**

**a. Request to sell alcohol on City property-Azalea Park for Chamber Mixer**

**b. Other requests**

City Manager Blodgett presented his staff report and new copies (made a part of these minutes) of the park use applications and application to possess and consume alcoholic beverages on City

property during the Azalea Festival indicated events indicating approval by all department heads. There was a brief discussion. Blodgett recommended approval of the alcohol use and park use requests, with specific conditions.

**Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the Chamber of Commerce's application to possess and consume alcoholic beverages on city property at the Azalea Festival After Hours Business Mixer on May 24, 2002, in Azalea Park.**

**Councilor Johns moved, a second followed, and the Council voted unanimously to approve Chamber of Commerce's park use applications for use of Azalea Park during the Azalea Festival as in previous years, with two provisions: 1) Brookings-Harbor Chamber of Commerce should obtain a City Business License in its name to cover all event participants; 2) Brookings-Harbor Chamber of Commerce should contact Ray's and other effected businesses as to when streets will be closed and parking areas used.**

2. Other

City Manager Blodgett updated Council on the Department Heads' successful work on obtaining a balanced proposed 2002-03 City budget, with only a few technical modifications by the Finance Director. Blodgett stated he was very proud of the Department Heads and was proud that next year the City will be able to provide the level of services we have today, noting there is not a lot of "fat"

B. Fire Department

1. Approval of bids on fire truck accessories

Fire Chief Bill Sharp presented his staff report for awarding the bid for accessory equipment for new fire truck. He explained the detail of the report and recommended Council award the bids as presented. Brief discussion ensued. Blodgett indicated the bid total was \$60,734.02, and that the City had budgeted \$70,000 for the items. Therefore, the project is under budget.

Councilor Dentino moved, a second followed, and the Council voted unanimously to award the bids for the purchase of the accessory equipment to the low bidders of each of the twenty items listed below:

**BID ITEM: 8- 4500 PSI ,Self Contained Breathing Apparatus**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Safety & Supply Co.	\$19,304.00	
Life Safety Corp	18,792.00	
SeaWestern Fire Equipment	18,292.16	
Sanderson Safety Supply	17,542.80	
Cascade Fire Equipment	15,160.00	\$15,160.00
No other bidders		

**BID ITEM: 9- 4500 PSI, 45 Minute spare Carbon Composite bottles.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
SeaWestern Fire Equipment	\$7,585.74	
Safety & Supply Co.	7,551.00	
Life Safety Corp	7,056.00	
Sanderson Safety Supply	6,852.15	
Cascade Fire Equipment	5,940.00	\$5,940.00
No other bidders		

**BID ITEM: 2000' - 5" Tri-Flow LDH supply line hose . 5" X100' coupled/fire threads , stamped BFR 01 / corresponding #s , Red color.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Cascade Fire Equipment	\$11,860.00	
Mallory Co.	11,840.00	\$11,840.00
No other bidders		

**BID ITEM: 600' - 2 ½" X50 coupled/fire thread ' Dura-Built 800 hose, Yellow color, stamped-BFR 01 / corresponding.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Mallory Co.	\$1,440.00	
Cascade Fire Equipment	1,428.00	\$1,428.00
No other bidders		

**BID ITEM: 600'- 1 3/4 " X50' coupled/fire thread Dura-Built hose, Orange color, stamped-BFR 01 / corresponding #s.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Mallory Co.	\$1,008.00	
Cascade Fire Equipment	996.00	\$996.00
No other bidders		

**BID ITEM: 4- 1 3/4" Bubble Cup foam nozzles / 95 GPM, with pistol grip shut off.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Conway Associates	\$2,231.00	
Mallory Co.	2,108.00	
LN Curtis & Sons	1,740.00	
Cascade Fire Equipment	1,684.00	\$1,684.00
No other bidders		

**BID ITEM: 6- 1 3/4" Akron Turbojet Nozzle with Pistol grip**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Mallory Co.	\$3,846.00	
Conway Associates	3,450.00	
LN Curtis & Sons	3,150.00	
Cascade Fire Equipment	2,934.00	\$2,934.00
No other bidders		

**BID ITEM: 4- 2 1/2" Elkhart nozzles, Elkhart - Chief combination 4000-27**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Conway Associates	\$3,440.00	
Oregon Apparatus	3,343.20	
Wild Fire	2,860.00	
Cascade Fire	2,820.00	
Mallory Co.	2,773.16	
SeaWestern Fire	2,149.20	\$2,149.20
No other bidders		

**BID ITEM: 2- Husqvarna 357XP Chain saws / 20" bars and carbide chains.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Mallory Co.	\$1,300.00	
Curry Equipment	840.00	\$840.00
No other bidders		

**BID ITEM: 1- Husqvarna 3120K Saw with (2)-16" abrasive wheel blade for steal.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Curry Equipment	\$922.00	\$922.00
No other bidders		

**BID ITEM: 1- Herbert 5" hose clamp and mounting bracket.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Conway Associates	\$208.50	
Wild Fire	203.50	
LN Curtis & Sons	201.50	\$201.50
Cascade Fire Equipment	Incomplete	
AllStar Fire Equipment	Incomplete	
No other bidders		

**BID ITEM: 2 sets Zico Quic-bridge 5" hose bridges, aluminum alloy 24" wide.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Conway Associates	\$1,510.00	
Mallory Co.	1,360.00	
Cascade Fire Equipment	1,270.00	
LN Curtis & Sons	1,220.00	
SeaWestern Fire	1,184.00	
Wild Fire	847.00	
AllStar Fire Equipment	728.00	\$728.00
No other bidders		

**BID ITEM: 1- Super Vac 24" positive Pressure ventilation fan, 9.0 horse power Honda engine.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
LN Curtis & Sons	\$1,990.00	
Wild Fire	1,695.00	
Mallory Co.	1,660.00	
AllStar Fire Equipment	1,650.00	
Cascade Fire Equipment	1,639.00	\$1,639.00
No other bidders		

**BID ITEM: 2- Tele-Lite Honda EX 1000iD Generator/ mounted quartz lights # TEU - 1000 ID**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Mallory Co.	\$2,590.00	
Cascade Fire Equipment	2,470.00	
AllStar Fire Equipment	2,290.00	
SeaWestern Fire	2,227.20	
Wild Fire	2,138.50	
LN Curtis & Sons	1,990.00	\$1,990.00
No other bidders		

**BID ITEM: 2- Bendix King radio Model # EMH5990A-/gmh5992x 1 unit shall be mounted in the cab and integrated with the headsets.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Slater Communications	\$2,460.00	
Oregon Apparatus	2,168.00	\$2,168.00
No other bidders		



**BID ITEM: 4- Stream Lite 20 watt spot light boxes and chargers shall be mounted in cab.  
1- by Captains seat, 3- mounted in Firefighters seating area.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Oregon Apparatus	\$790.00	
SeaWestern Fire	516.00	
Conway Associates	420.00	
LN Curtis & Sons	390.00	
Cascade Fire Equipment	384.00	
Mallory Co.	355.80	
AllStar Fire Equipment	350.00	
Wild Fire	346.80	\$346.80
No other bidders		

**BID ITEM: 1- 4 Way Hydrant Valve – Akron 627 4” inlet X 5” Fire thread discharge.**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Cascade Fire Equipment	\$1,490.00	
LN Curtis & Sons	1,270.00	\$1,270.00
No other bidders		

**BID ITEM: 4- 3M Opticom Emitter/switch – Model # 3M792H**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Oregon Apparatus	\$5,274.52	\$5,274.52
No other bidders		

**BID ITEM: 2-Jafferey Chimney Hose Snuffer**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
LN Curtis & Sons	\$1,370.00	
Wild Fire	720.00	
Conway Associates	550.00	\$550.00
No other bidders		

**BID ITEM: 16- SuperPass/Temp Sensor Personal Alert**

<b>BIDDER (high to low)</b>	<b>BID</b>	<b>LOWEST BID</b>
Mallory Co.	\$3,712.00	
Conway Associates	3,600.00	
AllStar Fire Equipment	3,080.00	
LN Curtis & Sons	3,040.00	
Cascade Fire Equipment	2,672.00	\$2,672.00
No other bids		

Fire Chief Sharp advised new truck is to arrive during the second week of May and offered it for Council to ride in during the upcoming Azalea Festival Parade.

**VII. CONSENT CALENDAR**

- A. Approval of Council Meeting Minutes
    - 1. Minutes of March 11, 2002, Regular Council Meeting
- (end Consent Calendar)

**Councilor Johns moved, a second followed, and the Council voted unanimously to approve the consent calendar as printed.**

**VIII. REMARKS FROM MAYOR AND COUNCILORS**

- A. Council
  - B. Mayor
- There were no additional comments from Council or Mayor Hagbom.


**XII. ADJOURNMENT**

By unanimous verbal consent, Mayor Hagbom and Council agreed to adjourn the Common Council meeting at 7:34 p.m. However, Mayor Hagbom and City Manager Blodgett continued talking with the scout troop regarding his, Council's, and the City Manager's duties and the differences between Commissions and Committees, of which are volunteer positions. The scouts were surprised and the number of hours each volunteered.

Respectfully submitted:

  
\_\_\_\_\_  
Bob Hagbom  
Mayor

ATTEST by City Recorder this 9 day of April 2002.

  
\_\_\_\_\_  
Paul Hughes  
Finance Director/City Recorder

*Please Refer*



# APPLICATION TO POSSESS AND CONSUME ALCOHOLIC BEVERAGES ON CITY OF BROOKINGS PUBLIC PROPERTY

*Handled out @ 3-25-02 cc mtg*

- ◆ GROUP OR ORGANIZATION NAME Brookings Harbor Chamber of Commerce
- ◆ CONTACT PERSON Les Cohen
- ◆ DAYTIME PHONE NUMBER 469-3181
- ◆ ADDRESS P.O. Box 940 Brookings 97415
- ◆ PUBLIC LOCATION REQUESTED Azalea Park Gardens
- ◆ DATE REQUESTED Friday, May 24, 2002
- ◆ TIME REQUESTED 5:00- 8:00 p.m.
- ◆ TYPE OF ALCOHOLIC BEVERAGES INVOLVED Beer & Wine
- ◆ PURPOSE OF GATHERING Azalea Festival after hours business mixer

As an official representative of the above named group I request a temporary permit to possess and consume alcoholic beverages on public premises in accordance with Brookings Ordinance No. 79-0-315, Sec. 4., which I have reviewed. I understand our organization must meet all State of Oregon requirements for serving alcohol and must provide insurance as shown on the attachment.

Les Cohen  
Representative Signature

3/6/02  
Date Signed

**FOR CITY PERSONNEL USE ONLY:** Completed App. received: \_\_\_\_\_

Forwarded to: Date Sent 3-24-02  Community Dev/PubWrks: (circle one) APPROVE / DO NOT APPROVE-date/initials: \_\_\_\_\_

Date Sent - 3/22/02 to  Chief of Police: PC (circle one) APPROVE / DO NOT APPROVE-date/initials: 3/22/02 PC

Date Sent - 3/22/02 to  Fire Chief (circle one) APPROVE / DO NOT APPROVE-date/initials: \_\_\_\_\_

Date Sent - 3/22/02 to  Finance Dept (circle one) APPROVE / DO NOT APPROVE-date/initials: 3/22/02 PC

Date Sent - \_\_\_\_\_ to  City Manager

DEPARTMENT HEADS: Please consider any applicable City ordinance requirements, initial, & date; PC's to follow after final approval.

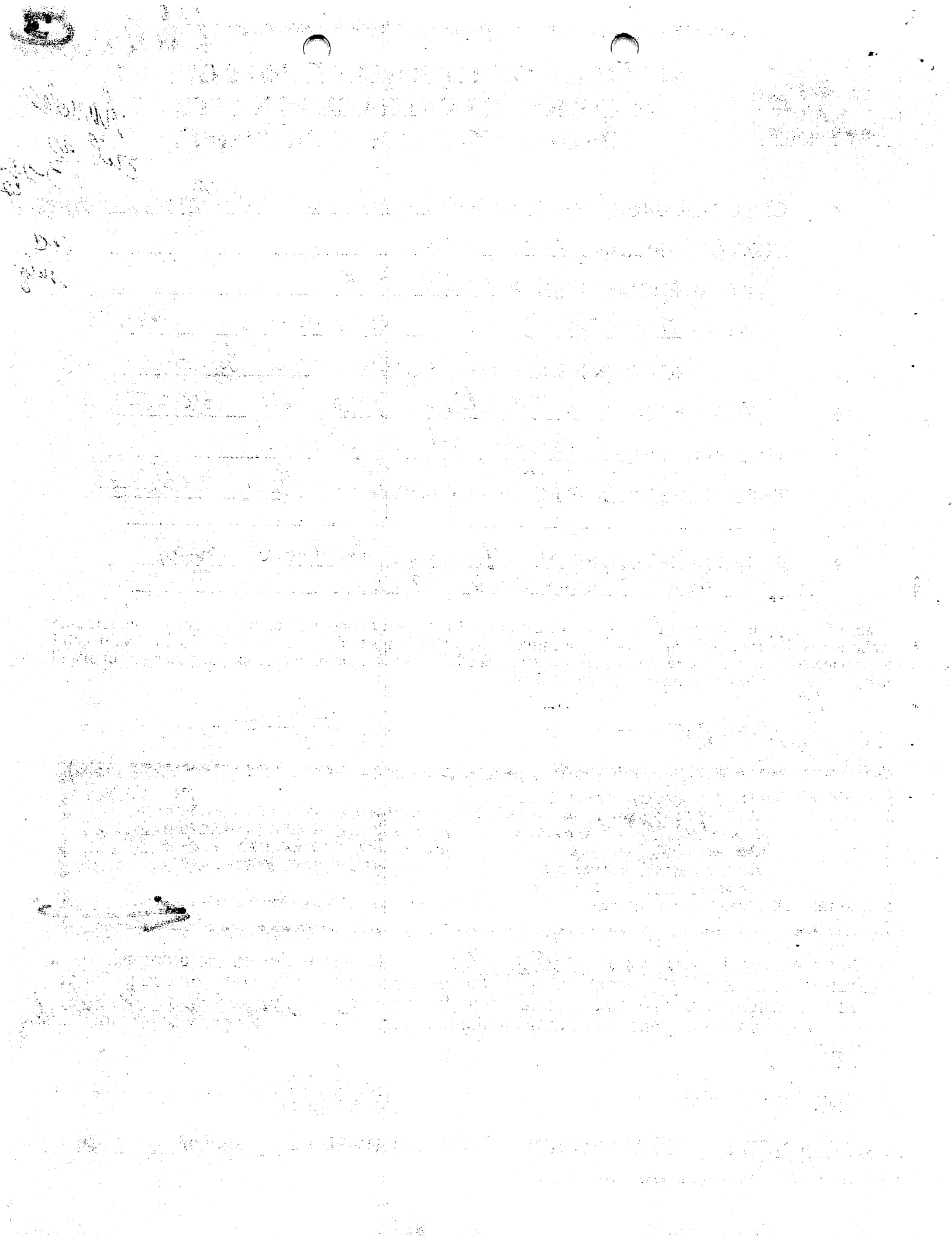
*Pls DM 3-25-02*

As City Manager, I, Leroy Blodgett, having reviewed the aforementioned application do hereby recommend do not recommend to the common council of the City of Brookings approval of said application in the name of Brookings Harbor Chamber of Commerce for purposes of possessing and consuming alcoholic beverages on City property as provided on application.

L Blodgett  
City Manager

3/25/02  
Date Signed

**CITY COUNCIL:**  APPROVED  DISAPPROVED on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_





# PARK USE APPLICATION FORM

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

FOR CITY PERSONNEL ONLY: Completed App. received:  
Forwarded to:

Date Sent 3-20-02 to  Community Dev/PubWrks  
Date Sent - to  Chief of Police  
Date Sent - to  Fire Chief  
Date Sent - to  Finance Dept  
Date Sent - to  City Manager

APPROVAL ON BACK SIDE: Please consider any applicable City ordinance requirements; Make notations, sign & date; PC's to follow after final approval.

*Please Rush*

*See attached letter*

**SPECIFIC PARK/LOCATION:** (Circle One)

**SPECIFIC ACTIVITY AREA NEEDED:** (Circle one or more)

Azalea Park Bud Cross Park

Gazebo Bandshell/Stage Kidtown Picnic-Area

Chetco Point Park Stout Park

Lawn-ONLY/Area: \_\_\_\_\_ Little League Field(s)

Easy Manor Park Other: \_\_\_\_\_

Softball/Soccer Field(s) Tennis Courts Other: \_\_\_\_\_

Event Date(s) Saturday, May 25, 2002 Time: From - 11:00 (am/pm) To - 5:00 (am/pm)

Approximate Number expected to attend event (each day): 300

Nature of Event: Azalea Festival Program

Name of Organization: Brookings - Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44 DrLic#&State 4892139 (OR)

Mailing Address: P.O. Box 940 Phone: 541-469-3181 (Day/Night)

ANSWER YES OR NO TO ALL QUESTIONS (circle one):

Is this event free to the public? Yes  No - If entry fee required/need City Reserve Police Officer(s)

Will there be dancing? Yes  No

Will you be using amplification equipment? Yes  No

Type of equipment? \_\_\_\_\_

Will any merchandise be sold? Yes  No

What? \_\_\_\_\_

Will alcohol be sold? Yes  No

OR consumed? Yes  No  SEE alcohol use permit/application information

→→ THESE ACTIVITIES may require SPECIAL licenses/permits/applications! Contact City Hall ←←

SPECIAL REQUESTS BY ORGANIZATION (Print or Type): Respectfully request waiver of stage fees

## LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the city, its officials and employees, harmless from any liability resulting from use of said property.

### THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refunded to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Les Cohen Date: 3-7-02

Print name of person completing this application: Les Cohen REVIEW BACK PAGE

**APPLICANT - Review Attached Procedures and consider any requirements that might apply.**

**FOR CITY USE ONLY**

**but applicant is to review as obtaining any required permits and/or license is the responsibility of the applicant**

*Handwritten scribbles and signatures in the top right area.*

\_\_\_\_ SITE PLAN (Required for certain events)  
To be provided with complete application.  
Contact the City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

\_\_\_\_ INSURANCE (Required for Certain Events)  
Applicant must provide proof of insurance for this event as shown on attached Park Use Insurance Requirements information page.

\_\_\_\_ SPECIAL LICENSES OR PERMITS REQUIRED (Required for certain events)

- City Business License required:                    YES    NO    Reason \_\_\_\_\_
- City Alcohol Permit & Ins. for same required:    YES    NO    Reason \_\_\_\_\_
- OLCC Alcohol Permit required:                    YES    NO    Reason \_\_\_\_\_
- Proof of Insurance required:                    YES    NO    Reason \_\_\_\_\_
- City Dance License required:                    YES    NO    Reason \_\_\_\_\_
- Security Officer(s) required:                    YES    NO    # of officers \_\_\_\_ /Reason \_\_\_\_\_

\_\_\_\_ SIGNS - Identify quantity, location, and type: \_\_\_\_\_

Use Fee: \$ \_\_\_\_\_, by applicant's check # \_\_\_\_\_ and City Paid Receipt # \_\_\_\_\_

Deposit: \$ \_\_\_\_\_, by applicant's check # \_\_\_\_\_ and City Paid Receipt # \_\_\_\_\_

Comments or restrictions on reservation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Development Approval <i>PLW</i>	<i>L Barber</i>	Date: <i>3/25/02</i>
Police Department Approval <i>PLW</i>	<i>PLW</i>	Date: <i>3/22/02</i>
Fire Department Approval <i>PLW</i>	<i>PLW</i>	Date: <i>3/22/02</i>
Finance Department <i>PLW</i>	<i>PLW</i>	Date: <i>3/25/02</i>
City Manager Approval <i>PLW</i>	<i>PLW</i>	Date: <i>3/25/02</i>

AFTER APPROVAL & PROCESSING-Copy To:

- Police Dept
- Fire Dept
- Public Work
- Community Development
- Finance Dept (Accounts Rec/Accounts Payable)
- VIPS (Volunteers In Police Service)
- Applicant w/letter
- Original to Admin. Sec (file w/letter copy)

After Event, set for \_\_\_\_\_, Deposit WAS / WAS NOT returned/refunded: Date- \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_  
(date) (initials) (why)





# PARK USE APPLICATION FORM

*Please Read*

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

FOR CITY PERSONNEL ONLY: Completed App. received: \_\_\_\_\_  
 Forwarded to: 3-30-02  Community Dev/PubWrks  
 Date Sent - \_\_\_\_\_ to  Chief of Police  
 Date Sent - \_\_\_\_\_ to  Fire Chief  
 Date Sent - \_\_\_\_\_ to  Finance Dept  
 Date Sent - \_\_\_\_\_ to  City Manager

APPROVAL ON BACK SIDE: Please consider any applicable City ordinance requirements; Make notations, sign & date; PC's to follow after final approval.

SPECIFIC PARK/LOCATION: (Circle One)

- Azalea Park Bud Cross Park
- Chetco Point Park Stout Park,
- Easy Manor Park Other: \_\_\_\_\_

SPECIFIC ACTIVITY AREA NEEDED: (Circle one or more)

- Gazebo Bandshell/Stage Kidtown Picnic-Area
- Lawn-ONLY/Area: \_\_\_\_\_ Little League Field(s)
- Softball/Soccer Field(s) Tennis Courts Other: Garden area

Event Date(s): May 24, 2002 Time: From - 5:00 am/pm To - 8:00 am/pm

Approximate Number expected to attend event (each day): 100 - 150

Nature of Event: Azalea Festival After Hours Business Mixer

Name of Organization: Brookings - Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44 DrLic#&State 4892139 (OR)

Mailing Address: P.O. Box 940 Phone: 469-3181 (Day/Night)

ANSWER YES OR NO TO ALL QUESTIONS (circle one):

- Is this event free to the public? Yes  No - If entry fee required/need City Reserve Police Officer(s)
- Will there be dancing? Yes  No
- Will you be using amplification equipment? Yes  No
- Type of equipment? \_\_\_\_\_
- Will any merchandise be sold? Yes  No
- What? \_\_\_\_\_
- Will alcohol be sold? Yes  No
- OR consumed? Yes  No - SEE alcohol use permit/application information

→→ THESE ACTIVITIES may require SPECIAL licenses/permits/applications! Contact City Hall ←←

SPECIAL REQUESTS BY ORGANIZATION (Print or Type): Request waiver of fee

## LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the city, its officials and employees, harmless from any liability resulting from use of said property.

### THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refunded to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Les Cohen Date: 3-7-02

Print name of person completing this application: Les Cohen REVIEW BACK PAGE



**APPLICANT - Review Attached Procedures and consider any requirements that might apply.**

**FOR CITY USE ONLY**

**but applicant is to review as obtaining any required permits and/or license is the responsibility of the applicant**

\_\_\_\_ SITE PLAN (Required for certain events)  
To be provided with complete application.  
Contact the City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

✓ INSURANCE (Required for Certain Events)  
Applicant must provide proof of insurance for this event as shown on attached Park Use Insurance Requirements information page.

\_\_\_\_ SPECIAL LICENSES OR PERMITS REQUIRED (Required for certain events)

City Business License required:	YES	NO	Reason _____
City Alcohol Permit & Ins. for same required:	YES	NO	Reason _____
OLCC Alcohol Permit required:	YES	NO	Reason _____
Proof of Insurance required:	<b>YES</b>	NO	Reason <u>on file</u>
City Dance License required:	YES	NO	Reason _____
Security Officer(s) required:	YES	NO	# of officers _____ /Reason _____

\_\_\_\_ SIGNS - Identify quantity, location, and type: \_\_\_\_\_

Use Fee: \$ \_\_\_\_\_, by applicant's check # \_\_\_\_\_ and City Paid Receipt # \_\_\_\_\_

Deposit: \$ \_\_\_\_\_, by applicant's check # \_\_\_\_\_ and City Paid Receipt # \_\_\_\_\_

Comments or restrictions on reservation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Development Approval <u>[Signature]</u>	Date: <u>3-25-02</u>
Police Department Approval <u>[Signature]</u>	Date: <u>2/2/02</u>
Fire Department Approval <u>[Signature]</u>	Date: <u>3/22/02</u>
Finance Department <u>[Signature]</u>	Date: <u>3/24/02</u>
City Manager Approval <u>[Signature]</u>	Date: <u>3/25/02</u>

AFTER APPROVAL & PROCESSING-Copy To:

- Police Dept
- Fire Dept
- Public Work
- Community Development
- Finance Dept (Accounts Rec/Accounts Payable)
- VIPS (Volunteers In Police Service)
- Applicant w/letter
- Original to Admin. Sec (file w/letter copy)

After Event, set for \_\_\_\_\_, Deposit WAS / WAS NOT returned/refunded: Date- \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_  
(date) (initials) (why)