

**ADDENDUM - B  
OUTDOOR EVENT  
(Site and/or Transportation Map Required – See Addendum F)**

**ACTIVITY INFORMATION**

Provide DETAILED information below regarding your event:  
(attach additional pages if necessary)

Activity:

**STREET CLOSURES**  
List all streets that you propose to close and provide a Site/Transportation Map clearly showing which streets will be affected and where barricades, signs and traffic control personnel will be stationed:

Street Name	Closing Date and Time	Opening Date and Time:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The applicant is responsible for pick up, installation and return of barricades to City Public Works Fulton Shop, 425 NE Fulton Street. There is a \$25 fee to use City barricades. To make arrangements, contact Public Works at 541-492-6730.**

Do you intend to use a city-owned parking lot or parking garage?  YES  NO

If YES, specify location and complete Addendum E: \_\_\_\_\_

Is a County or State street affected by your event?  YES  NO

If yes, contact the appropriate agency:

- Douglas County Public Works: 541-440-4208
- Oregon Department of Transportation (ODOT): 541-957-3500

**FOOD – REQUIREMENTS**

Will food be served as part of this event?  YES  NO

If YES:

- Obtain a Food Handler’s License from Douglas County – 541-440-3571
- Contact Roseburg Fire Department for an inspection if food is cooked or fire is used– 541-492-6700  
(There is an annual Fire Inspection Booth Fee)

**ALCOHOL – OLCC AND CITY REQUIREMENTS**

Will alcoholic beverages be available as part of this event?  YES  NO

If YES, attach a map and complete the questions below. Applicant will need to submit an OLCC Temporary Sales Permit that requires City approval before returning the form to OLCC. **There is a \$10 fee when on City property. The application must be received a minimum of seven (7) days prior to the event.**

Indicate below the arrangements you have made for the following:

Dispensing:
Security:
Confinement:
<p><b>APPLICANT OBLIGATIONS:</b>          Alcohol sold, dispensed and consumed at the event must be <b>limited to beer and wine</b> and authorized by an OLCC Temporary Sales Permit.</p> <p>Applicant is responsible for obtaining all additional permits, licenses and insurance certificates required prior to the issuance of this Event Permit:</p> <p style="margin-left: 40px;">Alcohol may only be served by individuals who possess a current valid OLCC Server's Permit, or charitable or non-profit organizations with proof of having a Registry Number issued by the Secretary of State and an OLCC Temporary Sales Permit, may use volunteer servers who have received training from the applicant and signed the OLCC brochure provided for such volunteer services.</p> <p style="margin-left: 40px;">Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean-up is not promptly and sufficiently undertaken, the City may do the cleaning itself and charge the applicant for the actual time and expense incurred.</p>

ENTERTAINMENT		
Will live entertainment or music be part of this event? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES, provide the performance start and end times		
<b>Date of Performance</b> _____ _____ _____ _____	<b>Start Time</b> _____ _____ _____	<b>End Time:</b> _____ _____ _____
Will the entertainment or music include amplification: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>If YES, complete a Loudspeaker Permit Application (Addendum C), including the \$20 fee.</b> Note: Amplification is only allowed between 7:00am and 10:00pm. Maximum sound level is 95 decibels. Any misuse or abuse of the amplification authorization will result in immediate revocation of the permit.		

ADDITIONAL INFORMATION
Do you anticipate attendance of 100 or more people? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please describe any arrangements which have been made with respect to each of the following:
<ul style="list-style-type: none"> <li>• Additional Electrical Wiring</li> </ul>
<ul style="list-style-type: none"> <li>• Restroom Facilities</li> </ul>
<ul style="list-style-type: none"> <li>• Security</li> </ul>
<ul style="list-style-type: none"> <li>• Litter Control/Trash Removal (utilization of permanent City of Roseburg trash receptacles is not acceptable removal of trash)           <ul style="list-style-type: none"> <li>✓ Person or entity providing trash related services _____</li> </ul> </li> </ul>

- ✓ Number of trash receptacles \_\_\_\_\_
- ✓ Location of trash receptacles \_\_\_\_\_
- ✓ Schedule for emptying trash receptacles \_\_\_\_\_
- ✓ Plans for cleaning up debris not placed in trash receptacles \_\_\_\_\_

- Parking

**PARK USE**

Does your event involve the use of a City park?  YES  NO  
 Which Park: \_\_\_\_\_

**If YES, you must contact the City of Roseburg Parks Division at 541-492-6730 to reserve park facilities.**

**INSURANCE**

Event applicant shall maintain in force for the duration of the event a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate for bodily injury or property damage. **If alcohol is being served, the insurance coverage shall include liquor liability.**

The following language must be included in the "Description of Operations/Location."  
*"The City of Roseburg, its Officers, Agents and Employees are included as additional insured in regard to Liability arising out of the operations of the named insured per Policy Provisions in regard to the [Event Name] on [Date(s) of Event]."*

<b>CERTIFICATE HOLDER:</b>  <i>City of Roseburg          900 SE Douglas Ave          Roseburg, OR 97470</i>	<b>HOLD HARMLESS</b> Applicant shall defend, indemnify and hold harmless, the City of Roseburg, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of or in connection with the Applicant's activity or event, including use of any premises, or from any activity, work or things done, permitted, or suffered by Applicant in connection with the applicant's activity or event, including use of any premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Roseburg.
Face Amount of Policy:	Policy Holder (s):
Additional Insured:	

**SIGNATURE**

By signing and dating below, the applicant certifies that they understand and will comply with all of the requirements described in this application. Please note that we require a **minimum of 5 business days** to process the application. Incomplete or missing information will delay the review process.

Applicant's Name: (Please Print)	Date:
Applicant's Signature:	Phone Number:

**Payment must be submitted with application, payable to: City of Roseburg**  
**Mailing Address: City of Roseburg, Administration, 900 SE Douglas Ave., Roseburg, OR 97470**

**FOR OFFICE USE ONLY**

Payment Received: Amount: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_