

ADDENDUM - A
INDOOR EVENT – TENNIS COURT/ART CENTER

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

OLCC REQUIREMENTS
Will alcoholic beverages be available as part of this event? <input type="checkbox"/> YES <input type="checkbox"/> 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:
NOTE: If alcoholic beverages will be served,
APPLICANT OBLIGATIONS: Alcohol sold, dispensed and consumed at the event must be limited to beer and wine and authorized by an OLCC Temporary Sales Permit. Applicant is responsible for obtaining all additional permits, licenses and insurance certificates required prior to the issuance of this Event Permit: 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. 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.

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.” <i>“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].”</i>

CERTIFICATE HOLDER: <i>City of Roseburg 900 SE Douglas Ave Roseburg, OR 97470</i>	HOLD HARMLESS 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	

APPROVALS	
POLICE CHIEF OR DESIGNEE: _____	DATE: _____
Conditions of Approval: _____	
CITY MANAGER OR DESIGNEE: _____	DATE: _____
Conditions of Approval: _____	

FOR OFFICE USE ONLY

Payment Received: Amount: _____	Date: _____	By: _____
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