

ADDENDUM E – PUBLIC FACILITIES USE
(City Owned Parking Lots, Parking Garage, Airport)
(Site and/or Transportation Map Required – See Addendum F)

~ ~ \$25.00/Day Fee ~ ~
~ ~ \$100.00 Refundable Cleaning Deposit ~ ~

ACTIVITY INFORMATION	
Location:	<input type="checkbox"/> Parking Lot (identify specific location) _____ <input type="checkbox"/> Downtown Parking Garage <input type="checkbox"/> Roseburg Airport
Provide DETAILED information below regarding your event: (attach additional pages if necessary)	
Activity:	
The applicant is responsible for pick up, installation and return of barricades to City Public Works Fulton Shop, 425 NE Fulton Street. To make arrangements, contact Public Works at 541-492-6730.	

ALCOHOL – OLCC AND CITY 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:	
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.	

ADDITIONAL INFORMATION	
Permittee must be an adult 18 years of age or older who will be present at the activity. If the activity is for youth, the youth must be supervised.	

Permittee must not deviate from the usage area, purpose of usage or type of activity indicated on the permit. Any deviation may result in immediate shutdown of the Activity and future permits may be forfeited.
Notice to revise or cancel the Activity is required a minimum of 72 hours (3 days) in advance, to the City Manager's Office at 541-492-6866.
Permittee agrees to return any facility and areas near, adjacent to or provided for use in conjunction with the identified activity(ies), inclusive of their utilities; fixtures and landscaping, to their original condition at the expiration of this Permit. If not, City will clean, repair or replace at a current and reasonable cost. Such costs will be charged to the Permittee whether the unclean or damaged condition is intentional or otherwise. Failure to return the facility or other approved areas to their original condition may cause the Permittee to forfeit approval of any future permits. No alterations of any kind will be allowed to the facility(ies) without the prior written consent of the City.
Disclaimer: Permittee agrees that this permit does not constitute any type of City sponsorship, support or approval of Permittee's business, activity or other purpose relating to such use, and that no video or photographic record of this event will be used for commercial or revenue producing purposes, except for the services that may have been purchased by permittee.
Applicant is responsible for cleanup after the event, pick up, installation and returning barricades to Public Works. Call 541-492-6730 to make arrangements for barricades.

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]."

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

FIRE CHIEF OR DESIGNEE: _____ DATE: _____
Conditions of Approval: _____

PUBLIC WORKS DIRECTOR OR DESIGNEE: _____ DATE: _____
Conditions of Approval: _____

CITY MANAGER OR DESIGNEE: _____ DATE: _____
Conditions of Approval: _____