



CITY OF BROOKINGS EVENT PERMIT REQUEST

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.

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

Date(s) of event: _____ Times: _____

Name: _____

Address: _____

Telephone: _____

Drop Off/Pick up
Location for Barricades: _____

Permit Fees:

- \$36.00 Permit Fee
- \$_____ Barricade/Cone Delivery Fee
- \$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: _____



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