

# SPECIAL EVENT/STREET CLOSURE PROCEDURE CHECKLIST

## **City of Hood River provides to Applicant: (At least 45 Days Prior to Event)**

- Special Event Licensing Procedure Check List
  - Special Event Application
  - Property Use Agreement Application
  - Special Event Permit Process for Street Closure Information
  - Copy of Hood River Municipal Code 5.07 and 13.52
  - When applicable: Fire/EMS Dept. agreement for special event services (according to Chief)
- Make sure the event site(s) are available for the dates and times requested***

## **All requirements below are to be completed 30 days prior to the event**

### **Also Required for Street Closure/Parking Lot or City Park Use or Parade:**

- Completed Property Use Agreement Form
- Map of (outside) proposed event area
- Property Use Fee(s) Paid – see application for fees
- Street Closure Notification Signature Form – collect signatures from **all** business owners and residents affected by the street closure.
- Traffic Control Plan (provide map(s) and description of plan)
- Parking Plan
- Trash Management Plan – Hood River Garbage 541-386-2272
- Restroom Facilities Plan (1 restroom per 75 attendees at event) GPSI 541-352-6069

### **Applicant to provide to the City of Hood River:**

- Completed Application for Special Event; signed (date stamp when received)
- Fee(s) Paid – (\$71 special event fee) - Late fee \$35
- Copy of picture ID for police investigation
- Event Not on City Property - Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured (**21 days prior to event**)
- Event On City Property - Certificate of Insurance of \$1,000,000 general liability naming City of Hood River as additional insured (**21 days prior to event**)
- Liquor Liability Insurance - If the Special Event Permit includes permission to sell or serve beer or other alcoholic beverages (**21 days prior to event**)

### **When applicable, item listed below need to be completed by applicant:**

- Proof of security service monitoring event, 1 per 75 attendees when alcohol is served at an event. (21 day prior to event)
- Traffic Control Plan Required with all street closures, include maps
- Applicant to notify the Sherriff's Department if event takes place in the Columbia River
- Street closure permit with ODOT (30 day prior to event)
- [Marlene.T.NICHOLS@odot.or.us](mailto:Marlene.T.NICHOLS@odot.or.us) (503) 665-4006
- OLCC Permit (800) 452-6522 (21 day prior to event)
- 13.44.110 Alcoholic Beverage Sales Prohibited. No alcoholic beverages shall be sold in any park, except by permit from the City Manager and in accordance with Oregon Liquor Control Commission regulations
- Proof of County Health Inspections of food card (food vendors) 541-386-1115
- Permit/Dept of Agriculture (fresh fruit vendors) (541) 296-8696
- Fire Inspection (\$84) – Fire Dept. (541) 386-3939