

## SPECIAL EVENT PROCEDURE CHECKLIST

### City of Hood River provides to Applicant: (At least 60 Days Prior to Event)

- Special Event Licensing Procedure Check List
- Special Event Application
- Property Use Agreement Application
- Sport Addendum
- Copy of Hood River Municipal Code 5.07 and 13.52

***Make sure the event site(s) are available for the dates and times requested***

### **All requirements below are to be completed 60 days prior to the event**

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

- \_\_\_ Completed Property Use Agreement Form
- \_\_\_ Digital 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. **(30 days prior to event)**
- \_\_\_ 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 **(60 days prior to event date stamp)**
- \_\_\_ Fee(s) Paid – (\$71 Special Event fee)
- \_\_\_ City Property Use fees paid when application is submitted
- \_\_\_ Fire Inspection (\$84) – Fire Dept. (541) 386-3939
- \_\_\_ Certificate of Insurance of \$2,000,000 general liability naming City of Hood River as additional insured **(30 days prior to event)**
- \_\_\_ Liquor Liability Insurance - If the Special Event Permit includes permission to sell or serve beer or other alcoholic beverages **(30 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. **(30 day prior to event)**
- \_\_\_ Traffic Control Plan Required with all street closures, include maps
- \_\_\_ Schedule to meet with City Parks Department for onsite visit, when needed **(schedule 21 days prior to event) (parks@cityofhoodriver.gov)**
- \_\_\_ Applicant to notify the Sherriff's Department if event takes place in the Columbia River and/or outside city limits
- \_\_\_ Street closure permit with ODOT **(60 days prior to event)**  
[Marlene.T.NICHOLS@odot.or.us](mailto:Marlene.T.NICHOLS@odot.or.us) (503) 665-4006
- \_\_\_ OLCC Permit (800) 452-6522 (30 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 and in accordance with Oregon Liquor Control Commission regulations
- \_\_\_ Contact County Health Inspections of food carts (food vendors) 541-386-1115
- \_\_\_ Permit/Dept of Agriculture (fresh fruit vendors) (541) 296-8696