

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 – (\$84 Special Event fee)
- ___ City Property Use fees paid when application is submitted
- ___ Fire Inspection (\$103) – Fire Dept. (541) 386-3939
- ___ Certificate of Insurance of \$1,000,000 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)** (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