211 Second Street, Hood River, Oregon 97031
Phone: 541-387-5212 • Email: j.gray@cityofhoodriver.gov

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Telefono: 541-387-5212 • Correo electronico: j.gray@cityofhoodriver.gov

# SPECIAL EVENT PERMIT – Hood River Municipal Code Chapter 5.07

# PERMISO DE EVENTO ESPECIAL - Código Capítulo 5.07 del Municipio de Hood River

**"Special Event"** *HRMC 5.07.030* includes any activity which is likely to attract at any one time an assembly of persons, conducted for a specified period at one or more locations within the City under the auspices of and subject to the supervision and direction of a single person**,** including but not limited to festivals, fairs, shows, exhibitions, auctions, city or regional celebrations, athletic events, and public dances.

A **Special Event Permit** is needed to conduct such an event in the city. A substantially complete permit application must be submitted at least 60 days prior to the date of the event.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event. By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the Hood River Municipal Code, Special Event Permit Application, other city documents, permits, requirements and/or correspondence.

Un **Evento especial** *HRMC 5.07.030* incluye cualquier actividad que pueda atraer en cualquier momento una asamblea de personas, realizada por un período específico en uno o más lugares dentro de la ciudad bajo los auspicios y bajo la supervisión y dirección de una sola persona, incluidos, entre otros, festivales, ferias, espectáculos, exposiciones, subastas, celebraciones de la ciudad o regionales, eventos deportivos y bailes públicos.

Se necesita un **permiso de evento especial** para llevar a cabo dicho evento en la ciudad. Una solicitud de permiso completada en su mayoría debe presentarse al menos 60 días antes de la fecha del evento.

Como organizador del evento, es su responsabilidad evaluar el lugar, el ambiente, las cantidad de personas anticipadas y los componentes del evento propuesto para desarrollar e implementar estrategias de gestión que garanticen la seguridad de sus invitados, ciudadanos y el ambiente circundante cual pueda ser afectado por su evento. Al solicitar un permiso para eventos especiales, usted y sus representantes están de acuerdo que tiene la responsabilidad exclusiva en todo momento de conocer, comprender y cumplir o superar todos los códigos, leyes, políticas y regulaciones locales, estatales y federales asociados con el evento propuesto y sus actividades relacionadas, incluidas, entre otras, las disposiciones del Código Municipal de Hood River, la Solicitud de Permiso para Eventos Especiales, otros documentos de la ciudad, permisos, requisitos y / o correspondencia.

Please Note:

If the event includes organized sporting activities, please complete and attach the Sport Event Addendum.

Any maps required need to be digital, not hand drawn.

For questions and to submit applications, please contact – Jennifer Gray at J.Gray@cityofhoodriver.gov

Tenga en cuenta:

Si el evento incluye actividades deportivas organizadas, complete e incluye el Apéndice de eventos deportivo.

Todos los mapas necesarios deben ser digitales, no dibujados a mano.

Para preguntas y enviar solicitudes, comuníquese con – Jennifer Gray al J.Gray@cityofhoodriver.gov

| | |
|---|---|
| Name of Event/Activity : | |
| Type of Event/Activity: | |
| Date(s) of Event: | |
| Hours: From | To: |

** The license shall be limited to the duration of the Special Event. Not to exceed 15 days

General Description of Event Activity:

**Is this a sporting event? No____ Yes____ Please complete addendum if Yes.**

| | | | | | | |
|---|---|---|---|---|---|---|
| Estimated Attendance Per Day: | Participants | | Spectators | | | |
| **Emergency Contact Information - Name and Number** | | | | | | |
| **Alternate Emergency Contact Information - Name and Number** | | | | | | |
| | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Applicant/Organization : | | | | | | | | | | |
| Phone: | | | | | Email: | | | | | |
| Address: | | | | | City/State: | | | | | |
| On site person & contact #: | | | | | | | | | | |
| Address: | | | | | City/State: | | | | | |
| Event Assembly Place: | | | | | | | | | | |
| Set Up Start Time: | | | | | | | | | | |
| Event Disassembly Place: | | | | | | | | | | |
| Tear Down End Time: | | | | | | | | | | |
| Will a street(s) be used for the Event/Activity? Yes No | | | | | | Will all lanes be used? Yes No | | | | |
| Will streets be closed to traffic: | Yes | No | | | | | | | | |
| List all streets to be used: | | | | | | | | | | |
| | | | | | | | | | | |

**Attach a map of the proposed layout of the event and route of the Event if applicable.**

Will a City Park or City Parking Lot be used for the Event/Activity? Yes No

If yes, please complete City Property Use application

**Please attach a detailed site plan of the Event/Activity if applicable. Site plan should include entrances, exits, booths, canopies, bleachers, stages, sanican units, fencing, etc.**

*****additional Sanicans may be required. 1 per 75 attendees ***

Restroom facilities: On site: Yes No If Yes, #_____ Sanican units needed: Yes No

Name of Company providing units: Contact Number:

Number of units: Number of hand washing stations: Locating where units will be placed:

When will units be delivered: _____ And removed: _____

Describe Garbage Management Plan (attach page if needed):

Note: Event holders are responsible for the coordination, delivery and removal of dumpsters and/or trash removal during and after event. Trash left in City garbage cans at Parks and/or Parking Lots from the event holder will be subject to a clean-up fee.

Will food be cooked or served at the event? Yes / No

Describe:

¿Se van a cocinar o servir alimentos en el evento? Sí / No
Describir:

_____

_____

_____

Applicant is responsible for obtaining all food service permits and for compliance with fire safety regulations. An additional fee will be charged if inspection by the Fire Marshal is necessary. The City reserves the right to require additional information regarding participating vendors and may complete onsite inspections. Hood River County Health Department (541) 386-1115

**Fire/Medical services must be reviewed and approved by Hood River Fire Chief.**
Identify methods of providing emergency medical services:

El solicitante es responsable de obtener todos los permisos de servicio de alimentos y del cumplimiento de las normas de seguridad contra incendios. Se cobrará una tarifa adicional si es necesaria la inspección del Jefe de Bomberos. La Ciudad se reserva el derecho de solicitar información adicional sobre los proveedores participantes y puede completar las inspecciones. Departamento de Salud del Condado de Hood River (541) 386-1115

**Los servicios de bomberos / servicios deben ser revisados y aprobados por el jefe de bomberos de Hood River.**
Identificar métodos para proporcionar servicios médicos de emergencia:

_____

_____

_____

*AT THE FIRE CHIEF'S DISCRETION, YOU MAY BE REQUIRED TO PROVIDE PRIVATE MEDICAL/EMERGENCY SERVICES*

*A DISCRECIÓN DEL JEFE DE BOMBEROS, PUEDE SER REQUERIDO QUE PROPORCIONE SERVICIOS MÉDICOS / DE EMERGENCIA PRIVADOS*

Identify all roads in event layout (attach digital map):

Identifique todas las carreteras en el diseño del evento (incluye un mapa digital):

_____

_____

_____

**State highways may need an ODOT permit in addition to a city permit.**
**If required, a copy of the ODOT permit must be included for final approval by city staff.**
Provide a narrative describing method of traffic control and the name, contact information and qualifications of the person(s) or firms providing the traffic control services.
Note: All flaggers directing traffic in public rights-of-way shall be state certified.

**Las carreteras estatales pueden necesitar un permiso de ODOT además de un permiso de la ciudad. Si es necesario, se debe incluir una copia del permiso de ODOT para su aprobación final por parte del personal de la ciudad.**

Proporcione una descripción de los métodos del control de tráfico y el nombre, la información de contacto y las calificaciones de las personas o empresas que prestan los servicios de control de tráfico.
Nota: Todos los señaladores de carreteras que dirigen el tráfico en los derechos de paso públicos deberán estar certificados por el estado.

_____
_____
_____

**EVENTS INVOLVING SERVICE OF ALCOHOL**
Department of Public Safety Standards and Training (DPSST) certified security guards are required at all public special event where alcohol is served. The Chief of Police has discretion to determine all security requirements and to approve all private security services.
*** 1 Security Personnel Required per 75 people attending event.

**Applicant is responsible for obtaining all required OLCC permits. (OLCC: 1-800-452-6522)**
**If required, a copy of the OLCC permit must be included for final approval by city staff.**
Liquor Liability Insurance - If the Special Event Permit includes permission to sell or serve beer or other alcoholic beverages, the applicant shall obtain a separate Liquor Liability insurance policy.

**EVENTOS RELACIONADOS CON EL SERVICIO DE ALCOHOL**
Se requieren guardias de seguridad certificados por el Departamento de Normas y Capacitación de Seguridad Pública (DPSST) en todos los eventos especiales públicos donde se sirve alcohol. El Jefe de Policía tiene discreción para determinar todos los requisitos de seguridad y aprobar todos los servicios de seguridad privada.
*** Se requiere 1 personal de seguridad por cada 75 personas que asisten al evento.

**El solicitante es responsable de obtener todos los permisos de OLCC requeridos. (OLCC: 1-800-452-6522)**
**Si es necesario, se debe incluir una copia del permiso OLCC para su aprobación final por parte del personal de la ciudad.**
Seguro de responsabilidad civil por bebidas alcohólicas: si el Permiso para eventos especiales incluye permiso para vender o servir cerveza u otras bebidas alcohólicas, el solicitante deberá obtener una póliza de seguro de responsabilidad civil adicional por licor.

13.44.110 ALCOHOL 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.

13.44.110 VENTA DE BEBIDAS DE ALCOHOL PROHIBIDAS. No se venderán bebidas alcohólicas en ningún parque, excepto con un permiso de la Ciudad y de conformidad con los Reglamentos de la Comisión de Control de Licores de Oregon.

Will alcohol be served at event? Yes / No Hours: _____
Hosted Bar _____ No Host Bar _____ Beer Garden _____ Other
Security provided by: Contact Name:
Contact Number: _____

¿Se va vender alcohol en el event? Si / No Horas: _____

Barra con host _____ Barra sin host _____ Jardín de cervezas _____ Otro _____
Seguridad proveído por: _____ Nombre de contacto: _____
Numero de contacto: _____

Number of (DPSST) certified security personnel: _____

Número de personal de seguridad certificado (DPSST): _____

A narrative describing method of crowd security and control.

Una descripción del método de la seguridad y el control de multitudes.

_____

_____

## HRMC 8.09 – Noise Control Ordinance is enforced.

8.09.030 Acts Prohibited. No person may produce or permit to be produced, with a sound producing source, sound that:
(1) When measured at or within the boundary of noise sensitive property and where that noise sensitive property is not the source of the sound and the noise measurement:

(a) exceeds 50 dBA at any time between 10:00 p.m. and 7:00 a.m. the following day; or
(b) exceeds 60 dBA at any time between 7:00 a.m. and 10:00 p.m. the same day; or
(c) is plainly audible at any time between 7:00 a.m. and 10:00 p.m. the same day at a distance of at least 100 feet from the source of the sound; (Ord. 1708, 1994)

**HRMC 8.09: se aplica la ordenanza de control de ruido**

8.09.030 Actos prohibidos. Ninguna persona puede producir o permitir que se produzca, con una fuente de producción de sonido, sonido que:
(1) Cuando se mide en o dentro del límite de la propiedad susceptible al ruido y donde esa propiedad susceptible al ruido no es la fuente del sonido y la medición del ruido:

(a) supera los 50 dBA en cualquier momento entre las 10:00 p.m. y las 7:00 a.m. del día siguiente; o
(b) excede los 60 dBA en cualquier momento entre las 7:00 a.m. y las 10:00 p.m. el mismo día; o
(c) es claramente audible en cualquier momento entre las 7:00 a.m. y las 10:00 p.m. el mismo día a una distancia de al menos 100 pies de la fuente del sonido; (Ord. 1708, 1994)

Music/Speaker Yes / No Amplified Yes / No Time: From _____ To _____
Type of Sound: ____ Live Band ____ DJ ____ Boom Box ____ Karaoke ____Other

Música/Bocina Si / No Amplificado Si / No Tiempo: De _____ A _____
Tipo de sonido: ____ Banda en vivo ____ DJ ____ Boom Box ____ Karaoke ____Otro

**PUBLIC RELATIONS –** You are required to notify residents and/or businesses that will be affected by your event. It will be the responsibility of event organizers to alert those likely to be impacted (i.e., street closures, no parking zones, noise, etc.) and obtain signatures by residents and/or business on City forms when required by the City. This needs to be done at least 30 days prior to the Event.

**ADA COMPLIANCE**
The Americans with Disabilities Act (ADA) was signed into law in 1990 and requires that access be available to people of all physical abilities. Parking, grounds, picnic areas, buildings, and restrooms will remain ADA compliant during the event. For more information, see attachment A.

**RELACIONES PÚBLICAS:** debe notificar a los residentes y / o negocios que se verán afectados por su evento. Será responsabilidad de los organizadores del evento alertar a aquellos que puedan verse afectados (es decir, cierres de calles, zonas de estacionamiento, ruido, etc.) y obtener firmas de los residentes y / o negocios en los formularios de la Ciudad cuando así lo requiera la Ciudad. Esto debe hacerse al menos 30 días antes del evento.

**CUMPLIMIENTO ADA**

La Ley de Estadounidenses con Discapacidades (ADA) se promulgó en 1990 y exige que el acceso esté disponible para personas con todas las capacidades físicas. El estacionamiento, los terrenos, las áreas de picnic, los edificios y los baños seguirán cumpliendo con la ADA durante el evento. Para más información, ver el anexo A.

**LIABILITY and HOLD HARMLESS –** City shall not be liable for any damage to persons or property resulting from any act or negligence of any person other than itself, its agents and employees. Applicant shall hold harmless and indemnify the City against all claims, loss, damage, liability and expense, including attorney fees, for injury or damage of every nature arising or resulting from Applicant's use of the Property, or any occurrence on or about the Property, including without limitation, any act, omission, or negligence of Applicant, or any agent, employee, or invitee of Applicant in, on or about the Property, excepting only those claims based on the acts or negligence of the City.

"NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury death or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned park and for use of the park-related amenities in the designated park area. Other uses of this park, or any use of the property outside the designated park area are not subject to a charge and, therefore, The City of Hood River is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

**RESPONSABILIDAD Y MANTENER DAÑOS**: la Cuidad no será responsable de ningún daño a personas o propiedad que resulte de cualquier acto o negligencia de cualquier persona que no sea ella, sus agentes y empleados. El Solicitante se mantendrá indemne e indemnizará a la Ciudad contra todos los reclamos, pérdidas, daños, responsabilidades y gastos, incluidos los honorarios de abogados, por lesiones o daños de cualquier naturaleza que surjan o resulten del uso de la Propiedad por parte del Solicitante, o cualquier ocurrencia en o sobre la Propiedad, incluidos, entre otros, cualquier acto, omisión o negligencia del Solicitante, o cualquier agente, empleado o invitado del Solicitante en o sobre la Propiedad, excepto sólo aquellas reclamaciones basadas en los actos o negligencia de la Ciudad.

"AVISO: la ley de Oregon (ORS 105.682, et seq.) establece que el propietario de la tierra no es responsable por contrato o agravio por lesiones, muerte o daños a la propiedad que surjan del uso de la tierra con fines recreativos (conocida como inmunidad de uso recreativo). Esa inmunidad de responsabilidad no se aplica si el propietario cobra por el permiso para usar la tierra. Esta tarifa es solo por el uso del parque asignado y por el uso de los servicios relacionados con el parque en el área designada del parque. Otros usos de este parque, o cualquier uso de la propiedad fuera del área designada del parque no están sujetos a un cargo y, por lo tanto, la ciudad de Hood River no es responsable por lesiones, muerte o daños a la propiedad que surjan de tales usos del propiedad por la cual no se ha realizado ningún cargo específico.

**INSURANCE** – Insurance is required for all events or activities open to the public requiring this permit. Event Organizers / Applicants are required to provide proof of a Comprehensive General Liability Insurance policy with Limits not less than $1,000,000 on a Combined Single Limit Per Occurrence basis. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage and must name the City of Hood River as an "Additional Insured". This liability insurance shall apply to, and provide coverage for, any and all claims for bodily injury and property damage arising from or caused by the use for which the applicant is granted and shall be primary coverage

**SEGURO:** se requiere seguro para todos los eventos o actividades abiertos al público que requieren este permiso. Los solicitantes / organizadores de eventos deben presentar un comprobante de una póliza de seguro integral de responsabilidad civil general con límites no inferiores a $1,000,000 sobre una base de límite individual combinado por ocurrencia. Cada póliza se redactará como póliza principal, no contribuirá con o excederá ninguna cobertura y debe nombrar a la Ciudad de Hood River como un Asegurado adicional. Este seguro de responsabilidad civil se aplicará y proporcionará cobertura para todas y cada una de las reclamaciones por lesiones corporales y daños a la propiedad que surjan o sean causados por el uso para el que se otorga el solicitante y será la cobertura primaria

**Proof of Insurance must be submitted to the City of Hood River no later than 30 days prior to the event and must carry the standard 10 day notice of cancelation clause**

**El comprobante de seguro debe presentarse a la ciudad de Hood River a más tardar 30 días antes del evento y debe llevar la cláusula estándar de aviso de cancelación de 10 días**

Liquor Liability Insurance - If the Event Organizer / Applicant plans to “serve” and or “sell” alcohol the Event Organizer / Applicant must provide proof of Liquor Liability Insurance Coverage with Limits not less than $1,000,000

The applicant shall execute an agreement agreeing to release, hold harmless and defend the City of Hood River, its officials, employees and agents for any harm, claim, loss, personal injury, death or property damage that may arise in connection with any Special Event Permit.

Seguro de responsabilidad civil por licor: si el Organizador del evento / Solicitante planea "servir" o "vender" alcohol, el Organizador / Solicitante del evento debe proporcionar prueba de la Cobertura del seguro de responsabilidad civil por licor con límites no inferiores a $ 1,000,000

El solicitante deberá ejecutar un contrato acordando liberar, mantener indemne y defender a la Ciudad de Hood River, sus funcionarios, empleados y agentes por cualquier daño, reclamo, pérdida, lesiones personales, muerte o daños a la propiedad que puedan surgir en relación con cualquier Evento Especial Permiso.

**COST RECOVERY –** The fees shall be payable in full at the time of submission of an application. If an event is denied or cancelled, all fees shall be refund except the application fee. The application fee is non-refundable. Application needs to be submitted no later than 60 days prior to the date of the event. No permit shall be assignable or transferable or shall authorize the applicant to conduct any other type of business or special event.

The event organizer and permit applicant shall be responsible for paying the City’s costs associated with processing the permit application and providing City services to the event, including all regular and overtime costs for City employees, clean-up, repair, etc. As part of a complete application, the applicant shall submit the fee estimated by the City Manager to cover all of the City’s costs associated with a Special Event and/or City Property Use. This fee shall be deemed a deposit on the actual amount expended by the City to provide services to the event. Any additional costs will be billed to the applicant after the event.

**RECUPERACIÓN DE COSTOS:** las tarifas se pagarán en su totalidad en el momento de la presentación de una solicitud. Si se niega o cancela un evento, todas las tarifas se reembolsan, excepto la tarifa de solicitud. La tarifa de solicitud no es reembolsable. La solicitud debe presentarse a más tardar 60 días antes de la fecha del evento. Ningún permiso será asignable o transferible ni autorizará al solicitante a realizar ningún otro tipo de negocio o evento especial.

El organizador del evento y el solicitante del permiso serán responsables de pagar los costos de la Ciudad asociados con el procesamiento de la solicitud del permiso y la prestación de servicios de la Ciudad para el evento, incluidos todos los costos regulares y de tiempo extra para los empleados de la Ciudad, limpieza, reparación, etc. Como parte de una solicitud completa, el solicitante deberá presentar la tarifa estimada por el Administrador de la Ciudad para cubrir todos los costos de la Ciudad asociados con un Evento Especial y / o Uso de la Propiedad de la Ciudad. Esta tarifa se considerará un depósito sobre la cantidad real gastado por la Ciudad para proporcionar servicios al evento. Cualquier costo adicional será facturado al solicitante después del evento.

***By signing this permit I am stating that I have read it in its entirety and agree to comply with all applicable ordinances, resolutions, policies of the City of Hood River and the Hood River Municipal Code Chapter 5.07 .*** “I certify all information given on this application, and any supporting information, is true and complete. I hereby authorize the City of Hood River to make all necessary contacts and/or inquiries needed to check my stated information and to ensure I qualify for this permit. References are authorized to release to the City of Hood River all information requested. I hereby release all references and the City of Hood River from any liability which might be claimed because of information provided by such references.”

**Al firmar este permiso, yo declaro que lo he leído en su totalidad y acepto cumplir con todas las ordenanzas, resoluciones y políticas aplicables de la Ciudad de Hood River y el Capítulo 5.07 del Código Municipal de Hood River.** Certifico que toda la información proporcionada en esta solicitud, y cualquier información de respaldo, es

verdadera y completa. Por la presente, autorizo a la Ciudad de Hood River a hacer todos los contactos y / o consultas necesarios para verificar mi información declarada y asegurarse de que califico para este permiso. Las referencias están autorizadas a divulgar a la ciudad de Hood River toda la información solicitada. Por la presente libero a todas las referencias y a la Ciudad de Hood River de cualquier responsabilidad que pueda ser reclamada debido a la información proporcionada por dichas referencias

**Signature of Applicant:** _____ **Date:** _____

**Firma de solicitante:** _____ **Fecha:** _____

## TO BE COMPLETED BY THE CITY

## SER COMPLETADO POR LA CIUDAD

| OFFICE USE ONLY | DEPARTMENT | RECOMMENDATIONS/NOTES | | SIGNATURE |
|---|---|---|---|---|
| | POLICE DEPARTMENT | | | |
| | PUBLIC WORKS | | | |
| | PLANNING DEPARTMENT | Zoning: Use is Permitted in Zone: | | |
| | FIRE DEPARTMENT | | | |
| | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | NOISE PERMIT REQUIRED: | YES NO | LIABILITY INSURANCE: | YES NO | SITE PLAN / MAPS: | YES NO |
| | OLCC PERMIT REQUIRED: | YES NO | SECURITY REQUIRED: | YES NO | ODOT PERMIT REQUIRED: | YES NO |

**FEES: ($92) _____** **DEPOSIT: (TBD) _____** **FIRE FEES: ($116) _____** **RECIEPT #: _____**
**Non-Refundable** **Within 30 days/Expedited Process** **When Required**

APPLICATION RECEIVED BY: DATE:

PERMIT ISSUED BY: DATE:

PERMIT REQUEST: APPROVED PERMIT REQUEST: DENIED REASON(S) FOR DENIAL:

HRMC **5.07.060. Appeals.** Any person whose application for a license has been denied, whose license has been issued subject to conditions, who disagrees with the transient merchant class assigned to the application, or whose license has been subsequently revoked, may appeal the decision to the City Manager. The City Manager's decision may be appealed to the City Council. The appeals shall be filed within five (5) days of the date of the decision from which the appeal is being made and shall be filed with the City Recorder. No business shall be conducted during the pendency of the appeal. The fee for appeals shall be set by Council resolution. The Council shall schedule a hearing date that shall not be later than the second regular session following the filing of the written appeal with the City Recorder, and shall notify the applicant of the date and time that the applicant may appear either in person or by a representative.

**THIS COMPLETED AND APPROVED APPLICATION ALSO SERVES AS THE OFFICIAL SPECIAL EVENT PERMIT.**

ATTACHMENT A

**ADA COMPLIANCE**

The Americans with Disabilities Act (ADA) was signed into law in 1990 and requires that access be available to people of all physical abilities. Parking, grounds, picnic areas, buildings, and restrooms will be ADA compliant.

**This list is to help – not to be an all inclusive list of ADA requirements**
**ACCESSIBILITY REQUIREMENTS FOR SPECIAL EVENTS**

ADJUNTO A

**CUMPLIMIENTO ADA**

La Ley de Estadounidenses con Discapacidades (ADA) se promulgó en 1990 y exige que el acceso esté disponible para personas con todas las capacidades físicas. El estacionamiento, los terrenos, las áreas de picnic, los edificios y los baños cumplirán con la ADA.

**Esta lista es para ayudar, no para ser una lista completa de los requisitos de ADA**
**REQUISITOS DE ACCESIBILIDAD PARA EVENTOS ESPECIALES**

The Americans with Disability Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities and opens doors for full participation in all aspects of everyday life. These guidelines are intended to help event organizers design events to accommodate people of all abilities. This handout is not intended to be an all-inclusive guide to ADA compliance. It is the responsibility of the event organizer to understand and comply with all federal regulations that pertain to the Americans with Disabilities Act.

La Ley de Estadounidenses con Discapacidades (ADA) es una ley federal de derechos civiles que prohíbe la discriminación contra las personas con discapacidades y abre puertas para la participación plena en todos los aspectos de la vida cotidiana. Estas pautas están destinadas a ayudar a los organizadores de eventos a diseñar eventos para acomodar a personas de todas las capacidades. Este folleto no pretende ser una guía completa para el cumplimiento de la ADA. Es responsabilidad del organizador del evento comprender y cumplir con todas las reglamentaciones federales relacionadas con la Ley de Estadounidenses con Discapacidades.

**The Basics:**
• Include in your logistics plan how and where you will provide accessible parking, ADA-compliant toilets and accessible pathways. Include other accommodations you are making, such as the provision of ramps, accessible seating, etc. to make your event accessible.
• All print materials promoting your event must include the Request for Accommodation notice with the international symbol for accessibility (ISA-blue and white symbol of a wheelchair icon) as well as a contact name and phone number for a patron to request accommodation from you.
• Plans should be in place to provide sign language interpreters, assistive listening devices, Braille or other alternative formats should it be needed.
• Staff, volunteers and others should be trained on how to involve, assist and accommodate people with disabilities.

**Resumen de puntos importantes:**
• Incluya en su plan de logística cómo y dónde proporcionará estacionamiento accesible, baños que cumplan con la ADA y vías accesibles. Incluya otras adaptaciones que esté haciendo, como la provisión de rampas, asientos accesibles, etc. para que su evento sea accesible.
• Todos los materiales impresos que promocione su evento deben incluir el aviso de Solicitud de alojamiento con el símbolo internacional de accesibilidad (símbolo ISA-azul y blanco del imagen de una silla de ruedas), así como un nombre de contacto y un número de teléfono para que un usuario solicite alojamiento a usted.
• Deben existir planes para proporcionar intérpretes de lenguaje de señas, dispositivos de asistencia auditiva, Braille u otros formatos alternativos si fuera necesario.
• El personal, los voluntarios y otros deben recibir capacitación sobre cómo involucrar, ayudar y acomodar a las personas con discapacidad.

**Making the Venue Accessible**
Particular attention should be given to the accessibility of the event location. Understanding how visitors arrive at and move through your event will go a long way in identifying and removing barriers. The ADA regulations recommend the following priorities for barrier removal:
• Provide access from public sidewalks, parking areas, and public transportation
• Provide access to the booths, displays/exhibits and activities at your event
• Provide access to public restrooms and portable toilets
• Avoid barriers to other public amenities, such as drinking fountains and benches

**Hacer el lugar accesible**
Se debe prestar especial atención a la accesibilidad de la ubicación del evento. Comprender cómo los visitantes llegan y se mueven a través de su evento contribuirá en gran medida a identificar y eliminar barreras. Las regulaciones de la ADA recomiendan las siguientes prioridades para la eliminación de barreras:
• Proporcionar acceso desde aceras públicas, áreas de estacionamiento y transporte público.
• Proporcione acceso a los puestos, exhibiciones y actividades en su evento
• Proporcionar acceso a baños públicos y baños portátiles.

• Evite las barreras a otros servicios públicos, como bebederos y bancos.

**Accessible Routes**
The path a person with a disability takes to enter and move through your event is called an accessible route. This route must be at least three feet wide and not be blocked.
• All pathways should remain clear of protrusions.
• Attention should be given to avoid trip hazards.
• Cabling, wiring, hoses, etc. crossing the accessible route must be covered by a complying resilient cable ramping system usable by persons using wheelchairs. If tape is used to anchor any cabling/wiring in the path of travel, colored tape is required.
• An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of way is blocked by temporary conditions. Where possible, the alternate path of travel should be parallel to the disrupted pedestrian access route and on the same side of the street.
• If an alternate path of travel is provided, signage designating the alternate path of travel is required.
• Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a portable barricade.
• If a raised area (stage, podium, dais, etc.) will be used by event attendees, accessible access to the raised area must be provided.
• If crowd control measures are to be used, plans must be in place to ensure that the path of travel is not blocked and that people who are blind or have low vision do not encounter trip hazards

**Rutas accesibles**
El camino que toma una persona con discapacidad para ingresar y moverse a través de su evento es llamada ruta accesible. Esta ruta debe estar al menos tres pies de ancho y no estar bloqueada.
• Todas las vías deben permanecer libres de protuberancias.
• Se debe prestar atención para evitar riesgos de tropiezos.
• Alambres, sistemas de cableado, las mangueras, etc., que cruzan la ruta accesible deben estar cubiertos por un sistema de rampas de cable flexible que las personas que usan sillas de ruedas puedan usar. Si se usa cinta para anclar cualquier cableado / alambres en la ruta de viaje, se requiere cinta de color.
• Se debe proporcionar una ruta de viaje alternativa siempre que la ruta de acceso peatonal existente en un derecho de paso público esté bloqueada por condiciones temporales. Siempre que sea posible, la ruta alternativa de viaje debe ser paralela a la ruta de acceso peatonal interrumpida y en el mismo lado de la calle.
• Si se proporciona una ruta de viaje alternativa, se requiere una señalización que designe la ruta de viaje alternativa.
• Cuando la ruta alternativa de viaje es adyacente a condiciones potencialmente peligrosas, la ruta debe protegerse con una barricada portatil.
• Si los asistentes al evento utilizarán un área elevada (plataforma, podio, estrado, etc.), se debe proporcionar acceso accesible al área elevada.
• Si se van a utilizar medidas de control de multitudes, se deben establecer planes para garantizar que el camino de viaje no esté bloqueado y que las personas ciegas o con baja visión no se encuentren con riesgos de tropiezo.

**Parking**
• If parking is provided for an event, accessible parking is required.
• If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
• Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility (ISA).
• Signs with the international symbol for accessibility (ISA) are to be mounted where they are visible.

**Estacionamiento**
• Si se proporciona estacionamiento para un evento, se requiere estacionamiento accesible.
• Si no se proporciona estacionamiento para un evento, se requiere una zona de carga y descarga de pasajeros accesible.
• El estacionamiento accesible y las zonas de carga y descarga de pasajeros deben identificarse utilizando el símbolo internacional de accesibilidad (ISA).
• Las señales con el símbolo internacional de accesibilidad (ISA) se debe montar donde sean visibles.

**Portable Toilets**
The total number of portable toilets to be provided for an event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event can there be less than one for each location. If a

single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
• If portable toilets are provided, accessible units shall be located on a level area.
• An accessible path of a minimum of 36” to each accessible portable toilet is required.
• Access to the door of a portable toilet must not be impeded by any barriers. Pay attention to ensure that portable toilet doors do not open outward and thus protrude, onto pathways.
• Accessible portable toilets must be identified with the international symbol of accessibility (ISA).

**Baños Portátiles**
El número total de baños portátiles que se proporcionarán para un evento determina el número requerido de baños portátiles accesibles en un área determinada. Este número es el 5% del total, pero en ningún caso puede haber menos de uno para cada ubicación. Si se coloca una sola unidad, debe ser accesible. La colocación de unidades individuales aumentará la cantidad de baños portátiles accesibles necesarios para su evento.
• Si se proporcionan baños portátiles, las unidades accesibles se ubicará en un área nivelada.
• Se requiere una ruta accesible de un mínimo de 36 pulgadas a cada baño portátil accesible.
• El acceso a la puerta de un baño portátil no debe ser impedido por ninguna barrera. Preste atención para asegurarse de que las puertas de los baños portátiles no se abran hacia afuera y, por lo tanto, sobresalgan hacia los caminos.
• Los inodoros portátiles accesibles deben identificarse con el símbolo internacional de accesibilidad (ISA).

**Additional resources: Listed below are resources to answer your questions and/or help you make your event accessible. • ADA National Network (DBTAC) - http://www.dbtacnorthwest.org • US Access Board US.Access-board.gov • U.S. Department of Justice - www.ADA.gov**

**Recursos adicionales: A continuación está una lista de recursos para responder sus preguntas y / o ayudarlo a que su evento sea accesible. • ADA National Network (DBTAC) - http://www.dbtacnorthwest.org • US Access Board US.Access-board.gov • U.S. Department of Justice - www.ADA.gov**

# Apéndice de eventos deportivos

Completar e incluir con la solicitud de eventos especiales si es apropiado:

| | |
|---|---|
| **Tipo de deporte** | |
| **# de participantes y edades** | |
| **Información de contacto de seguridad del sitio** | |
| **Plan de seguridad para emergencia en el agua / Se ha notificado al Sheriff** | |
| **Plan de seguridad en caso de emergencia médica** | |
| **Plan para casos de emergencia / Plan de como salir de un caso de emergencia** | |
| **Plan de almacenamiento en el sitio** | |
| **Comentarios** | |

# SPECIAL EVENT PROCEDURE CHECKLIST

# LISTA DE VERIFICACIÓN PARA EVENTOS ESPECIALES

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

- Special Event Licensing Procedure Checklist
- 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***

***La ciudad de Hood River proporciona al solicitante: (al menos 60 días antes del evento)***

- *Lista de verificación del procedimiento de licencia de eventos especiales*
- *Solicitud de evento especial*
- *Solicitud de Acuerdo de Uso de Propiedad*
- *Apéndice de eventos deportivos*
- *Copia del código municipal 5.07 y 13.52 de Hood River*

***Asegúrese de que los sitios del evento estén disponibles para las fechas y horas solicitadas***

***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

**Todos los requisitos a continuación deben completarse 60 días antes del evento. También se requiere para el cierre de la calle / estacionamiento o el uso de un parque de la ciudad o desfile:**

___ Completar el formulario de acuerdo de uso de propiedad
___ Proveer un mapa digital del área (afuera) de evento propuesta
___ Pagar las tarifa(s) de uso de la propiedad: consulte la solicitud para conocer las tarifas
___ Completar el formulario de notificación de cierre de la calle: juntar firmas de todos los propietarios de negocios y residentes afectados por el cierre de la calle. **(30 días antes del evento)**
___ Plan de control de tráfico: proporcionar mapa(s) y descripción del plan
___ Plan de estacionamiento
___ Plan de manejo de basura - Hood River Garbage 541-386-2272
___ Plan de instalaciones de baños (1 baño por cada 75 asistentes al evento) 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 – ($89 Special Event fee)
___ City Property Use fees paid when application is submitted
___ Fire Inspection ($113 – 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)**

**El solicitante debe proporcionar lo siguiente a la ciudad de Hood River:**

___ Completar la solicitud para evento especial y conseguir firma **(con sella 60 días antes del evento)**
___ Tarifa(s) pagada(s) - (tarifa de evento especial $89)
___ Pagar las tarifas de uso de propiedad de la ciudad cuando se presenta la solicitud
___ Inspección de incendios ($113) - Departamento de bomberos (541) 386-3939
___ Proveer certificado de seguro de $ 1,000,000 de responsabilidad general nombrando a la ciudad de Hood River como asegurado adicional **(30 días antes del evento)**
___ Seguro de responsabilidad civil por licor: si el permiso para eventos especiales incluye permiso para vender o servir cerveza u otras bebidas alcohólicas **(30 días antes del evento)**

**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

**Cuando se aplicable, el solicitante debe completar el artículo que figura a continuación:**

___ Prueba del servicio de seguridad para monitoreo del evento, 1 por cada 75 asistentes cuando se sirve alcohol en un evento. **(30 días antes del evento)**
___ Plan de control de tráfico requerido con todos los cierres de calles, incluye mapas
___ Programar una visita del sitio con el Departamento de Parques de la Ciudad, cuando sea necesario **(programa 21 días antes del evento) (parks@cityofhoodriver.gov )**
___ El solicitante debe notificar al Departamento del Sheriff si el evento se lleva a cabo en el río Columbia y / o fuera de los límites de la ciudad
___ Permiso de cierre de calle con ODOT **(60 días antes del evento)** (503) 665-4006
___ Permiso OLCC (800) 452-6522 **(30 días antes del evento)** Se prohíbe la venta de bebidas alcohólicas. No se venderán bebidas alcohólicas en ningún parque, excepto con un permiso de la Ciudad y de acuerdo con los reglamentos de la Comisión de Control de Licores de Oregon (código municipal 13.44.110)
___ Comuníquese con el departamento de salud del condado para inspecciones de carritos de comida (vendedores de comida) 541-386-1115
___ Permiso / Departamento de Agricultura (vendedores de fruta fresca) (541) 296-8696

# Chapter 5.07
# TRANSIENT MERCHANTS AND SPECIAL EVENTS

Sections:

**5.07.010 Title.**
**5.07.020 Purpose and scope.**
**5.07.030 Definitions.**
**5.07.040 License – Required – Fee.**
**5.07.050 License – Application – Standards and limitations.**
**5.07.060 Application process – Issuance – Appeal.**
**5.07.070 Display of license.**
**5.07.080 Removal of structures.**
**5.07.090 Penalty – Hold harmless and indemnification.**

Legislative History: Ord. 1527 (1983); Ord. 1595 (1988); Ord. 1596 (1988); Ord. 1726 (1996); Ord. 1752 (1998); Ord. 1757 (1999); Ord. 1825 (2002); Ord. 1859 (2004); Ord. 1870 (2005); Ord. 1973 (2005); Ord. 2073 (2023)

## 5.07.010 Title.

The provisions of this chapter are intended to authorize and regulate transient vending and special events on all property within the City of Hood River. To that purpose, there is added to the Hood River Municipal Code Chapter 5.07 entitled “Transient Merchants and Special Events," and those sections and subsections set forth below.

## 5.07.020 Purpose and scope.

A. This ordinance provides reasonable and necessary regulations for the licensing of transient merchants and special events in order to:

1. Protect the public health and safety;

2. Maintain the free flow of pedestrian and vehicular traffic on streets, sidewalks and areas open to the public;

3. Prevent interference with the peaceful enjoyment of the areas near places where the transient vending activity or special event is occurring; and

4. Preserve, protect and enhance the economic, scenic, historic and aesthetic values and objectives of the city.

B. The regulations of this code are not intended to permit any violation of the provisions of any other law or regulation.

C. These regulations shall apply to activities on city-owned and leased property.

D. These regulations shall not apply to garage sales, yard sales, rummage sales or swap meets conducted on private property, provided that the sale is not conducted over a period in excess of 4 consecutive days or more often than 3 times per calendar year.

E. These regulations shall not apply to sales conducted by municipal, government, religious, charitable, educational or other similar organizations, provided that the sale is conducted on premises owned or leased by the applicant for the regular conduct of its business or affairs.

F. These regulations shall not apply to temporary or seasonal uses within permanent structures, except for those activities within permanent structures subject to regulation as a special event.

G. Regulation of special events shall not apply to private parties or to events taking place within a permanent structure having a current on-premise license from the Oregon Liquor Control Commission.

H. Exemption of a use from the provisions of this chapter shall not exempt the use from other applicable provisions of this Code.

## 5.07.030 Definitions.

The following definitions shall apply to this chapter:

“Dance” includes a dance which is open to the public, or for which admission is charged directly or indirectly.

“Person” includes the singular and plural and any individual, firm, corporation, association, club, co-partnership or society or any other organization.

“Special event” includes any activity which is likely to attract at any one time an assembly of persons, conducted for a specified period at one or more locations within the City under the auspices of and subject to the supervision and direction of a single person, including but not limited to festivals, fairs, shows, exhibitions, auctions, city or regional celebrations, athletic events, and public dances.

“Transient merchant” includes any person who offers food, beverages, produce, merchandise, a service, or other thing of value for sale within the city on a temporary or seasonal basis. The following classes of transient merchants are hereby established:

1. Class 1: A transient merchant requiring direct connection to City-operated utilities for the preparation or storage of that which is being offered for sale. “Utilities” includes water, storm sewer or sanitary sewer. A license to a Class 1 transient merchant is issued for a single period per calendar year, which may be renewed annually.

2. Class 2: A transient merchant not requiring direct connection to City-operated utilities for the preparation or storage of that which is being offered for sale. A license to a Class 2 transient merchant is issued for a period between 30 and 366 consecutive days, which may be renewed.

"Waterfront" includes that area in the City located north of Interstate 84, west of the Hood River, and east of Wells Island. (Ord. 2073 §1, 2023)

## 5.07.040 License – Required – Fee.

No person shall engage in business as a transient merchant or conduct a special event within the city without first obtaining a license as provided in this chapter. No person shall be deemed to be exempt from the application of this chapter by reason of that person having conducted business within the City prior to the effective date of this ordinance. The license fees shall be set by resolution of the City Council. The fees shall be payable in full at the time of submission of an application and shall be non-refundable. No license shall be assignable or transferable or shall authorize the applicant to conduct any other type of business or special event.

## 5.07.050 License – Application – Standards and limitations.

An applicant for a license under this chapter must file an application in writing. The City Recorder shall provide the application form and establish written procedures and submittal requirements necessary to process the application in accordance with this Chapter. The application will be reviewed to determine compliance with the following standards and limitations.

A. *Transient Merchant License.*

1. The proposed use must meet the definition of "transient merchant" and be subject to classification as set out in HRMC 5.07.030. Any use not meeting the definition of "transient merchant" or subject to classification shall be deemed to be a use subject to review under HRMC Title 17.

2. Transient merchants shall not be permitted in the R-1, R-2 or R-3 zones. Written permission of the property owner for the proposed use shall be required. No encroachment upon city rights-of-way shall be permitted.

3. Each license shall be issued for a single fixed location, and no transient merchant shall change location except upon a permitted license renewal; provided, however, that Port-owned Waterfront properties shall be considered one location for purposes of this section, and movement within the Waterfront on Port-owned properties shall be subject to regulation by the Port of Hood River or its designee.

4. Unless approved as part of a commercial land use permit in compliance with HMRC Title 17, no transient merchant who is a food vendor shall be permitted to park accessory RVs or trailers, erect accessory structures or buildings, nor provide tables or seating for the use of patrons. A table for condiments will be permitted.

5. No more than four licenses to operate may be issued for a single site, lot, or parcel, unless first approved as a commercial use with a waste, sewer, restroom, and transportation plan and assessment, in compliance with applicable regulations of HRMC Title 17.

B. *Special Event License.*

1. The proposed use must meet the definition of "special event." Any use not meeting the definition of "special event" shall be deemed to be a use subject to review under chapter 17.03.050.

2. Special events shall not be permitted in the R-1, R-2.or R-3 zones. Written permission of the property owner for the proposed use shall be required.

3. A special event license is issued to the sponsor of the special event.

4. The license shall be limited to the duration of the special event, not to exceed 15 days.

5. The application must be submitted 30 days prior to the first day of the special event. An application submitted after the deadline will be considered if accompanied by a late fee and submitted no later than 14 business days prior to the first day of the special event. If the 30th day falls on a day when the City administrative offices are closed, the application will be considered if it is received by the City on the next business day.

6. The Chief of Police shall have the authority and discretion to set general policy for security and safety for special events and to determine the specific security and safety requirements for an individual special event.

C. All licenses shall also comply with the following:

1. All licenses must comply with all applicable state and local laws, including but not limited to regulations and standards imposed or enforced by the Hood River County Sanitarian and the Hood River Municipal Code.

2. All waste shall be disposed of in compliance with all city, county and state standards, and may not be poured into storm sewers or onto the ground. Adequate trash receptacles must be provided in accordance with the terms of the license.

3. No use will be permitted:

a. Within the required landscape or setback area of the property;

b. That blocks vision at street intersections;

c. That blocks a crosswalk or otherwise impedes the flow of pedestrian traffic;

d. That blocks entrances or exits from buildings;

e. That blocks a driveway or otherwise impedes the flow of vehicular traffic;

f. Within 10 feet of any disabled parking space or access ramp;

g. Within 50 feet of any entrance or driveway to a health care facility with an emergency or urgent care facility, school, or police or fire station;

h. Within any service drive of a parking lot; or

i. In a location that conflicts with any fire or safety code regulations.

4. The City Recorder may impose conditions of approval on the license that are necessary to comply with the requirements of the license and this chapter. In determining whether to grant or deny a license, or in setting any conditions of approval, the City Recorder shall consider:

a. The need to maintain the free flow of pedestrian and vehicular traffic on streets, sidewalks and areas open to the public;

b. Criminal history of the applicant or event sponsor;

c. Any documented history of problems with an applicant or event previously held;

d. Suitability of the premises for the type of activity applied for; and

e. Compliance with all applicable local and state laws, ordinances and regulations, and the standards set forth in this section.

5. The conditions applicable to a license may include the right of the city or the County Sanitarian to a post-licensing inspection of the licensee's business premises to insure compliance with appropriate structural, mechanical, fire, health and/or safety regulations or concerns. Inspection may also be conducted from time to time during the course of the license period, as deemed necessary by the city or the County Sanitarian. If the licensee fails, within the specified time, or if no time is specified, a reasonable time, to remedy any non-complying practice or defective condition identified as a result of any inspection, the licensee's license shall be revoked, without refund.

6. The Fire Marshal shall have the authority and discretion to set general policy for fire safety, including inspections, and to determine the specific fire safety requirements and require a fire safety inspection for any individual transient merchant or special event. Whenever in the opinion of the Fire Marshal it is necessary for public safety at a special event, the Fire Marshal may require the special event licensee to contract with the City for standby fire and emergency medical watch through the City's Fire Department. The licensee shall be responsible for paying the City's fee for such coverage and the licensee shall execute a contract for the services as a condition to receiving the special event license.

7. The Building Official shall have the authority and discretion to require structural inspections for any temporary structure.

8. All licensees for use of City-owned property, including rights-of-way, shall be required to furnish evidence of liability insurance providing primary coverage in an amount that is not less than the City's tort liability limits established by the Oregon Legislature naming the City as an additional insured. The liability insurance shall apply to, and provide coverage for, any and all claims for bodily injury and property damage arising from or

caused by the use for which the license is granted and shall be primary coverage. In lieu of meeting the insurance requirements of this section, any governmental entity may enter into an agreement with the City to indemnify and hold the City harmless in the event of any damage or injury resulting from the use.

9. All licenses shall include a condition of approval requiring the licensee to reimburse the City the costs incurred by the Police Department and Fire Department in responding to the special event or transient merchant's operation. Payment must be made to the City within 30 days of the date of the City's invoice. In any action to collect unpaid balances, the City is entitled to collect its cost and attorney fees. (Ord. 2073 §2, 2023)

## 5.07.060 Application process – Issuance – Appeal.

A. *Application Process.* Upon receipt of a completed application and fee, the City Recorder shall refer the application to the appropriate city departments for review and, if applicable, to the County Sanitarian.

B. *Issuance.* The City Recorder shall issue a license if the City Recorder finds that the application has been approved by the appropriate departments, or can meet approval through appropriate conditions.

C. *Appeal.* Any person whose application for a license has been denied, whose license has been issued subject to conditions, who disagrees with the transient merchant class assigned to the application, or whose license has been subsequently revoked, may appeal the decision to the City Manager. The City Manager's decision may be appealed to the City Council. The appeals shall be filed within five (5) days of the date of the decision from which the appeal is being made and shall be filed with the City Recorder. No business shall be conducted during the pendency of the appeal. The fee for appeals shall be set by Council resolution. The Council shall schedule a hearing date that shall not be later than the second regular session following the filing of the written appeal with the City Recorder, and shall notify the applicant of the date and time that the applicant may appear either in person or by a representative.

## 5.07.070 Display of license.

The licensee shall display the license, together with any conditions, at all times on the business premises, in a location visible to customers.

## 5.07.080 Removal of structures.

Any structures, carts, vending units, tents, tables or other appurtenances used by the licensee may not be located or relocated on the property until commencement of the license term, and shall be removed from the property promptly upon expiration of the license term.

## 5.07.090 Penalty – Hold harmless and indemnification.

Any person who violates or causes a violation of any provision of this chapter shall be subject to punishment as prescribed in Chapter 1.12 of the Hood River Municipal code. Upon any violation the City Manager, or a designee of the City Manager, may order the licensed activity to cease, and upon receipt of written notice, the activity shall immediately cease. Any such persons and licensees shall indemnify and hold the city and its officers, agents and employees harmless from and against all claims for injury, loss or damage arising out of or in any way related to the operation of licensee's business. This agreement to indemnify or defend shall survive termination or revocation of licensee's license.

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**The Hood River Municipal Code is current through Ordinance 2082, passed May 27, 2024.**

Disclaimer: The City Recorder's Office has the official version of the Hood River Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

City Website: cityofhoodriver.gov

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