Yamhill County
SPECIAL EVENT APPLICATION

This is an application for a "special event" to be held in unincorporated Yamhill County. It is not an application for a "mass gathering," which requires a different application. A "special event" is defined as "any planned activity that brings together a community or group of people for an expressed purpose, including, but not limited to, parades, bicycle events, road runs and filming activity, that may result in total or partial closure of county road or local access road under jurisdiction of the Yamhill County Board of Commissioners."

An "applicant" for a special event is the individual or individuals, corporation, company, firm, business, partnership or agency named in and signing the permit and to whom the permit is issued. The applicant must complete this form and return it to the Department of Public Works with all required attachments **at least 4 weeks before** the event.

Name of Applicant:_____   Date of Event:_____

Name address and telephone of Applicant's representative: _____

_____

Nature of Event: _____

Can event function safely? Explain:_____

How will event interfere with public transit systems or use of right of way by general public? Explain:_____

_____

☐   Attach complete route map include all notable points on the route, including but not limited to road names, starting and stopping points, rest stations, sign locations etc. Events shall be held on approved routes listed as a condition of the permit. After permit for an event has been granted, no changes may be made without specific permission of the Department of Public Works.

Attach following: ☐ Proof of Insurance; ☐ Signed Indemnity Agreement

(for office use only)

The Director of Public Works has determined that the event will not cause undue interference with previously approved or ongoing construction, maintenance, or other activities if the Applicant complies with this permit, including all Directions and General Provisions for Special Event (see attachment to Application).

☐ Yes.   ☐ No. _____

Permit is DENIED for following reason: _____

Permit will be GRANTED upon submittal of event bond or cash deposit in amount of $_____.

Special conditions:_____

By authority of Director of Public Works. _____ Date:_____

DIRECTIONS AND GENERAL PROVISIONS FOR SPECIAL EVENT

Responsibilities of Applicant.

1.   The event applicant must post the route at least 10 days in advance of the event. The locations of these advance signs shall be clearly marked on the route map submitted with the application.

2.   Participants are required to obey all traffic laws. Participants must use existing bike lanes and shoulder area where available. When traveling in the roadway, participants are required to be single file at the outside edge through all no-passing zones, hills and curves.

3.   A police officer or trained flag person (state-approved training course) will be provided by the event applicant if needed to direct traffic if traffic control devices are disregarded. Approaches to all intersections controlled by flag personnel will be properly signed as specified by the M.U.T.C.D. At his discretion, the Director may require the event to provide additional traffic control by flag personnel at the event's expense where so designated.

4.   Course direction for participants when necessary on the road surface shall be made with chalk or gypsum. NO PAINT ALLOWED.

5.   The event applicant is responsible to provide Course Marshals who shall monitor the event and ensure that all participants adhere to the requirements of the permit.

6.   County resources, if required, are on an "as available" basis and may be furnished at cost to facilitate the event.

7.   The event applicant will provide personnel to take down all signs and clean up any trash or debris left behind by participants. Faithful performance of this function shall be guaranteed by submission of an event bond or cash deposit in an amount to be designated by the Department of Public Works. Failure to take down all signs and clean up any trash or debris left behind by participants may result in your group being charged for this service by the County. This charge will be levied against the event bond or cash deposit held by the County. A properly clean event will result in full refund of bond or cash deposit.

General Provisions:

1.   All persons who organize or sponsor a special event on a public right-of-way that involves the interruption of normal vehicular traffic flow, closure of a street or may result in (by nature of the event) violation of any traffic laws or ordinances, is required to have an approved Yamhill County Special Event Permit. Violators WILL be cited when a police officer or deputy sheriff sees the violation or a citizen files a substantiated complaint.

2.   Approval of special events shall be granted only under conditions which assure reasonable safety for all event participants, spectators and other roadway users, and which prevent unreasonable interference with traffic flow that would seriously inconvenience other roadway users.

3.   Advanced notification is required, at least three weeks prior to the requested event, to be made to emergency dispatch, YCOM and Newberg Dispatch, including the Sheriff's Office and all fire districts in the area of the event.

4.   It is the responsibility of the event applicant to obtain any State and/or City permits and/or approvals that may be required in addition to a County Special Event Permit. If other jurisdictions/authorities are affected the applicant shall demonstrate that concurrent permit applications are in process with these affected authorities or have been obtained.

5.   Prior announcement to the traveling public shall be posted at least 10 days in advance of the event along the route at all intersection on temporary signs to warn motorists of the type of event, date, times, and potential for traffic delays. The text lettering shall be at least 4" inches high and white in color on a green background. The signs shall be located in clear sight without creating a hazard to the public. All signs shall be secured in such a manor as to not be blown over prior to the end of the event. Daily monitoring of the signs may be necessary to assure visibility. Information on the sign must be visible from all directions.

6.   It is the event applicant's responsibility to preview the route both well in advance and immediately prior to the event to determine all potential problems that could endanger the participants, spectators and general public and coordinate necessary actions in order to make the route reasonably safe. The applicant is responsible for noting these problems to the participants, and if severe enough, shall cancel the event.

7.   Adequate parking, restrooms, and spectator space must be provided at all staging locations including checkpoints and start/finish line to avoid encroachment onto the roadway. Any use of private land shall have the owner's written approval. The County may ask for copies of these approvals.

8.   Start/Finish banners are not allowed over County roadways.

9.   Priority for event dates will be given to those applicants who satisfactorily complete the permit process on a first-come, first-served basis.

10.   Insurance coverage shall be provided at least to the Tort Claims Act Limits and naming Yamhill County as an additional insured. Proof of insurance must be approved by county legal counsel prior to issuance of the permit.

11.   The applicant will be required to sign a Yamhill County Indemnity Agreement before a permit will be issued.

12.   Each event participant will be required to sign a Yamhill County Special Athletic Event Waiver of Liability.

13.   The event applicant will be responsible for overseeing compliance with all County Provisions and Conditions for the event.

County Responsibility

The adoption of these policies and review, approval and issuance of permits by Yamhill County is intended only for the benefit of the public generally rather than any specific individual. Such acts do not constitute any representation or assurance that the event is safe. Event sponsors and participants are solely responsible for their own safety and the safety of non-participants.

YAMHILL COUNTY
Special Event
Indemnity Agreement

This Indemnity Agreement is presented to Yamhill County on the behalf of:

_____
(fill in name of special event and sponsoring organization here)

to be held on (date): _____

The undersigned ("Applicant") has applied to Yamhill County ("County") for permission to occupy the public right of way or other public property owned or controlled by the County ("the property") for use for a private event. The Applicant understands and agrees that such use of the property may present risks of personal and bodily injury and property damage to participants in the event and to the public at large different from or greater than the risks of using the property for its usual purpose. The applicant understands and agrees that Yamhill County has not inspected the property and makes no representations whatsoever regarding its condition or fitness for any particular use. Further, the County has neither the obligation nor the resources to supervise the event or otherwise protect persons from such different or additional risks of injury or damage.

In partial consideration for County's permission to use the property for a private event, Applicant by his/her signature agrees that he/she shall hold the County and its agents and employees harmless from, indemnify and defend it against any and all claims, actions or suits of any kind or nature brought by any person for personal or bodily injury or property damage arising out of the event and not caused solely by a wrongful act of the County. Applicant further agrees that he/she shall not represent to anyone that the event is sponsored by or shall be supervised or controlled in any manner by the County and that any such representation is cause for immediate revocation of any special event permit granted to Applicant by County for such event.

By:_____
(Print name of event sponsor here)

By:_____   Date:_____
(Signature of Authorized Agent)

ACCEPTED by Department of Public Works:

By:_____   Date:_____

YAMHILL COUNTY
Special Event
Waiver of Liability

(All participant are required to sign this waiver prior to participating in event)

I, the undersigned ("Applicant") have applied to participate in a privately-sponsored special event that will use public right of way or public property under the jurisdiction of Yamhill County ("the County"). I am aware that a private sponsor has assumed supervision and control for the duration of the event and that emergency medical services will not be standing by unless provided by the sponsor. I have informed myself as to the level of supervision and control and the type of medical services that will be available. I understand that use of the County's name with the event does not mean that the County will supply any of those services but, instead, the County only has allowed the sponsor to use public right-of-way or public property for the event itself.

The County has not inspected the property and makes no representations whatsoever regarding its condition or fitness for a particular purpose.

I understand and agree Yamhill County intends to rely on these representations and my knowledge of the event.

In partial consideration of permission for me to enter this event, I hereby hold harmless, WAIVE, RELEASE and covenant not to sue Yamhill County, its officers, employees and agents for myself, my heirs, executors and assigns, for any and all claims that may be legally obtainable for personal or bodily injury or property damage that I may suffer arising out of my participation in this event not caused solely by a wrongful act of Yamhill County. By my signature I certify that I am 18 years of age or older or am the parent or legal guardian of the Applicant and make these representations on behalf of my child or ward.

THIS IS AN IMPORTANT LEGAL DOCUMENT.

READ IT CAREFULLY BEFORE SIGNING.

_____
(If under 18 years, Parent or Guardian signature)   Date:

_____
(If under 18 years, Parent or Guardian printed name)

_____
(If 18 years or older, Applicant signature)   Date:

_____
If 18 years or older, Applicant printed name)