

CITY OF BANKS



EVENT APPLICATION & PLANNING GUIDE

Adopted by City Council on June 13, 2023

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City of Banks – Event Application and Planning Guide

The City of Banks is the location for many events throughout the year. It is very important that you fill out your applications completely. Missing information can slow the permit process or terminate the application.

Permit applications **must** be received by the City of Banks no later than thirty (30) days prior to the actual date of your event, and may be submitted as early as one (1) year before your event. If your application is accepted by the City after the thirty (30) day deadline, the applicant waives his/her appeal rights. **Applications may not be accepted when the proposed event is fewer than fifteen (15) days away.**

In general, a permit is required for any organized activity involving the use of, or having impact upon public property, public facilities, including, but not limited to parks, sidewalks, streets or the temporary use of private property in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the communities surrounding the events.

Please use this handbook to assist you in filling out the necessary forms that pertain to your event. City staff can direct you to the forms that need to be filled out for your particular event.

If you plan on using any of the City Parks for your event, you should make a reservation to ensure the space you need will be available.

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GENERAL INFORMATION

Upon submitting your Special Event Application, all information will be considered public information, and may be used by the City for promotional purposes (e.g., calendar of events on City website). The City will use all information regarding your event to approve or deny your application. It is important that the information on your application be accurate, and that your application is filled out completely.

SPECIAL EVENT PERMIT

The Special Event Permit Application is designed to gather general information about the event. The applicant will be required to provide the following information: the type of event, dates, times, locations, event background, and contact information. Remember to include a copy of your organization's IRS 501(3)C tax letter if applicable.

PLANNING INFORMATION

The Planning Information section is designed to gather important details about how the event will be run. There are many specific details to running an event, and the City needs to ensure that each event has thoroughly planned out the different aspects involved. It is very important that all information be complete and accurate, so that the City can approve your event in a timely manner. The following is an overview of the information you will need to fill out the required forms.

SITE PLAN/ROUTE MAP

Please submit a site plan/route map that will provide the City with a visual of what the event will look like. Please remember to mark the locations of all items that are not normally located at the site. If you need any street closures, you must fill out a "Street Closure Permit Application", in addition to any other required forms.

SECURITY

The information you provide about security at your event will help to ensure the City that the crowd will be properly controlled. You are not required to hire a security organization; however, you must provide a way to control the anticipated crowd at your event. If you are expecting fewer than 50 people at your event, you do not need to fill out this section.

ALCOHOL

If alcoholic beverages will be available for purchase at your event, you are required to obtain the necessary licenses and permits. The City may require you to obtain additional insurance for alcohol. A license must be obtained from the Liquor Control Commission. For special events you will most likely be required to obtain a Temporary Sales License (TSL). For more information regarding the proper licenses and permits, please contact the local Oregon Liquor Control Commission (OLCC) at (503) 872-5000. The local OLCC office is located at 9079 SE McLoughlin Blvd., Portland, Oregon 97222-7355.

For events where you would like to serve alcohol, but it will not be sold, please contact the City Manager.

The Banks Code of Ordinances states:

§ 130.03 DRINKING IN PUBLIC PLACES.

No person shall drink or consume alcoholic liquor in or on a street, alley, mall, parking lot or structure, motor vehicle, public grounds, or other public place unless the place has been licensed for that purpose by the Oregon Liquor Control Commission. Provided, however, consumption of alcohol is permitted in a park when a permit has been obtained from the City Manager.

(Ord. 2015-03-02, passed 4-14-2015) Penalty, see § [130.99](#)

If you will be having alcohol at your event, please submit an “Alcohol Permit Application” in addition to all other applications.

MEDICAL

Unexpected mishaps can occur at your event at anytime. It is important that you plan ahead and have medical services available in the case someone needs medical attention. If you are expecting fewer than 50 people at your event, you do not need to fill out this section.

PARKING AND SHUTTLE

Parking at Banks City parks is limited. Whether you are expecting 10 or 100 people at your event, it is a simple fact that they all have to be transported to the designated location. It is important that you have thought about where your attendees will park. Depending on your location, and your expected attendance, it may or may not be

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necessary to control your event parking. Larger events may have a need for no parking areas and/or handicap parking.

Please be conscientious of where you are parking. Areas such as Sunset Park are private properties, and if you wish to park there you must contact them to make arrangements. Violators of the City of Banks Parking Code will be cited.

ACCESSIBILITY

Each event is required to comply with all applicable City, County, State, and Federal Disability Access Requirements. All areas of your event need to be accessible to individuals with disabilities, or provide an alternative area with the same activities.

GARBAGE AND RECYCLING

It is necessary that you have a plan for the proper disposal of waste material at your event. It is not required that you recycle, but it is recommended. You should have enough garbage cans at your event, and change the liners regularly so that they do not overflow. You may want to consider having a ground maintenance crew so that garbage is properly taken care of. The City of Banks will not provide garbage service. This is the responsibility of the event applicant to collect, contain and dispose of all garbage, and the applicant will be fined if they fail to do so.

You may wish to contact our local garbage provider to arrange for extra garbage cans for your event, and the pick up of the garbage cans after the event.

Local garbage/recycling provider:
SWATCO (503)324-0230

SANITATION

You must have an adequate amount of toilets and wash stations for the people attending your event. If there is no access to permanent bathrooms, or you need additional bathrooms for your event, then you will need to arrange to have portable toilets and wash stations delivered to your events location. The number of toilets that are needed depends of the number of people who will be attending your event. You may want to have your sanitation equipment checked throughout the event to make sure they are properly cleaned and stocked.

Local portable toilet/wash station providers:
RonJons Unlimited (503) 822-6090 Schulz – Clearwater (503) 692-9009

AMPLIFIED EQUIPMENT

An Amplified Equipment Permit is required for the use of any amplification sound or music equipment. If you plan on using such equipment, please fill out the Amplified Equipment Permit Application and submit with your other applications.

Per the City of Banks Code of Ordinances:

📖 § 130.04 UNNECESSARY NOISE.

(A) No person shall create, generate, continue, cause or allow to be generated on their property any noise that is excessive and unreasonably annoys, disturbs, injures or endangers the reasonable comfort, repose, health, peace or safety of any person of normal sensitivity. A noise may be deemed excessive and unreasonably annoying or disturbing based on its volume (loudness), frequency, repetition, duration, or the time when it occurs.

(B) The following are examples of excessive or unreasonable noise that are deemed violations of this section. This is not an exclusive list of violations, but illustrative examples:

- (1) Keeping, maintaining or having control or ownership of an animal that, by loud and frequent or continued noise, disturbs the reasonable comfort and repose of a person in the vicinity;
 - (2) Use of an engine or motorized device, implement or tool that create a noise so loud as to disturb the reasonable comfort and repose of a person in the vicinity;
 - (3) Motor vehicles, trucks, automobiles, motorcycle and the like that create a noise so loud as to disturb the reasonable comfort and repose of a person in the vicinity;
 - (4) Construction, excavation, demolition, alteration, or repair of a building between the hours of 6:00 p.m. and 7:00 a.m. except by special permit granted by the city; and/or
 - (5) The creation or broadcast of music, musical instrument(s) or human voice over an amplified speaker or sound system between the hours of 6:00 p.m. and 7:00 a.m. that disturbs the reasonable comfort and repose of two or more people in the vicinity or in a manner that makes it a public nuisance. This does not include organized school or club sports events conducted at an established outdoor sports venue or facility so long as the event is concluded by 10:00 p.m.
- (Ord. 2014-10-01, passed 11-11-2014) Penalty, see § [130.99](#)

FOOD CONCESSION OR PREPARATION

Questions regarding food concessions and food preparation areas are asked so that the City can get a better idea of what will be occurring at your event. Please list or describe any food concessionaires if applicable.

Any person selling or providing food and/or beverages inside of your event **MAY** be required to apply for a health permit through Washington County. For more information, please contact the Washington County Department of Health and Human Services by phone at (503) 846-8722, visit their website at www.co.washington.or.us, or visit their office at 155 N. First Avenue, Suite 160, Hillsboro, Oregon 97124-3072.

OTHER CONCESSIONS

This section is designated to let the City know if any merchandise vendors will be set up at your event. Please list or describe concessionaires if applicable.

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

Vendor Name: _____

Merchandise being sold: _____

EVENT APPLICATION

GENERAL INFORMATION

Applicant Name: _____

Event Title: _____

Main Contact Name: _____ Phone Number _____

Description: _____

- Event Category: Athletic/Recreation Dance Bike Race
 Exhibits/Misc. Carnival Run/Walk
 Festival/Celebration Circus
 Parade/Procession/March Wedding
 Concert/Performance Protest
 Farmer/Outdoor Market Informational "Rally"
 Special Attraction Church Activity

Anticipated Attendance: Total _____ Per Day _____

Anticipated Participants: Total _____ Per Day _____

DATE/TIME

Set up	Date _____	Time _____	Day of Week _____
Event Start	Date _____	Time _____	Day of Week _____
Event End	Date _____	Time _____	Day of Week _____
Dismantle Start	Date _____	Time _____	Day of Week _____
Dismantle End	Date _____	Time _____	Day of Week _____

LOCATION

Address _____

Description _____

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BACKGROUND

- Yes No Have you held this event before?
- Yes No Is your event part of a larger marketing campaign?
- Yes No Is the Host Organization a commercial entity?
- Yes No Is the Host Organization a bona fide tax exempt, non-profit entity?
If yes, you need to attach to this application a copy of your IRS 501(3)C tax letter providing proof and certifying your current tax Exempt, non-profit status.
- Yes No Is there a fee for people attending, or people working the event?
If yes,
Entry Fee \$ _____
- Other Fee(s) \$ _____ Describe: _____
- Yes No Are vendors or other fees required?
If yes,
Amount(s) \$ _____

PLANNING INFORMATION

SITE PLAN/ROUTE MAP

A site plan/route map **MUST** be submitted with your permit request. The site plan/route map must include, but is not limited to:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel, and all requested street or lane closures.
- The location of fencing, barriers and/or barricades, indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- Location of first aid facilities, amplification equipment, generators, stages, platforms, scaffolding, bleachers, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Other event related components not listed above: _____

Please list all entertainment and activities that will occur along with items you are bringing into the park: _____

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Do you need any street closures: Yes No

If yes, please complete and submit a "Street Closure Permit Application".

This request MUST be submitted thirty (30) days prior to the event.

Use the space below or attach a piece of paper with a drawing of your site plan.

SECURITY (Required if you have more than 50 people attending the event)

Yes No Have you hired a licensed professional security company to Develop and manage your event's security plan?

Security Organization _____

Address _____

Contact Name _____ Telephone _____

What days/hours will you have security? _____

Please describe your security plan including crowd control, internal security, venue safety, or attach a copy of the plan to this application. _____

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ALCOHOL

- Yes No Will your event involve alcohol?
If yes, you must fill out the "Alcohol Permit Application" and submit it in addition to all other applications.

MEDICAL (Required if you have more than 50 people attending the event)

- Yes No Will there be a first aid station on site?
- Yes No Will there be a Nurse or an EMT on site?
If yes:
Name _____ Telephone Number _____
- Yes No Have you hired a licensed professional emergency medical services provider?
If yes:
Name _____ Telephone Number _____

PARKING AND SHUTTLE

- Yes No Will your event involve the use of parking and/or shuttle service?
If yes, please describe or provide an attachment of your plan.

- Yes No Will you need areas designated as no parking areas?
Please explain _____

- Yes No Will there be designated spots for handicap parking?

§ 92.09 VANDALISM, POSSESSION OF FLOWERS AND SHRUBS.

(A) It is unlawful for any person to remove, destroy, break, injure, mutilate, or deface in any way any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, tree, lawn, shrub, fern, plant, flower, or other property in any park. This would include the use of athletic equipment (i.e. golf clubs, metal cleats, horseshoes, and the like) in such a manner to damage property.

(B) **It is unlawful to operate a motorized vehicle on park property without authorization of the City Council or City Manager.**

(C) It is unlawful for any person other than an employee or officer of the city to bring upon any of the parks or have in their possession while therein, any tree, shrub, or plant or any newly plucked branch or leaf or tree, shrub, or plant without the consent of the City Council or City Manager.

(D) It is unlawful to operate a skateboard, skates, roller blades, bicycle, or scooter in or on any structure (i.e. gazebo and the like).

(Ord. 100.01, passed 11-13-2001; Am. Ord. 2013-08-01, passed 8-13-2013) Penalty, see § [92.99](#)

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GARBAGE AND RECYCLING

- _____ Number of trash cans
- _____ Number of dumpsters with lids
(One for every 400 persons or increments thereof)
- _____ Number of recycling containers

Equipment setup
Date _____ Time _____
Equipment pickup
Date _____ Time _____

Supplier of garbage/recycling equipment _____

Telephone _____

Please describe your plan for removal of garbage and recyclable goods during and after your event _____

SANITATION

- _____ Number of portable toilets
- _____ Number of ADA approved portable toilets
- _____ Number of wash stations

Equipment setup
Date _____ Time _____
Equipment pickup
Date _____ Time _____

- Yes No Is there access to permanent restrooms?
- Yes No Will your toilets and wash stations be serviced during the event?

Supplier of sanitation equipment _____

Telephone _____

AMPLIFIED EQUIPMENT

- Yes No Will amplified equipment be used? If yes, you must fill out the "Amplified Equipment Permit Application: and submit in addition to all other applications.

FOOD CONCESSION OR PREPARATION

- Yes No Does your event include food concession and/or preparation area? If yes, Please describe how food will be served and/or prepared _____
- _____
- _____

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What type of food will be sold during the event?

- Commercially prepared food Pre-packaged food
 BBQ "Home-made" food
 Other (specify)

Yes No

Do you intend to cook food in the event area?

If yes,

What method of cooking will be used?

- Gas Charcoal
 Electric Other

How many food concessionaires will you have at your event? _____

OTHER CONCESSIONAIRES

Yes No

Will merchandise or services be sold at your event?

If yes, please attach a complete list of vendors

How many other concessionaires do you expect to have at your event? _____

ABOUT ALCOHOL PERMITS

If alcoholic beverages will be available at your event, you are required to obtain the necessary licenses and permits. See below for more information.

If alcoholic beverages will be available for purchase at your event, you are required to obtain the necessary licenses and permits. The City may require you to obtain additional insurance for alcohol. A license must be obtained from the Liquor Control Commission. For special events you will most likely be required to obtain a Temporary Sales License (TSL). For more information regarding the proper licenses and permits, please contact:

Oregon Liquor Control Commission (OLCC)
9079 SE McLoughlin Blvd.
Portland, Oregon 97222-7355
(503) 872-5000

The City requires that you have alcohol liability insurance if you are approved for alcohol in the park. The coverage amount will be determined by the City during the review of your application and is dependent on your event.

To use alcohol in public parks, you must also obtain special approval from the City of Banks and pay a \$15.00 additional fee. If alcohol will be provided, but not be sold (in cases where alcohol being provided by the event at no charge to consumers), the City will require that one person with an OLCC Servers Permit will be in charge of distributing the alcohol.

To use alcohol in public parks, you must obtain special approval from the City of Banks City Manager

§ 130.03 DRINKING IN PUBLIC PLACES.

No person shall drink or consume alcoholic liquor in or on a street, alley, mall, parking lot or structure, motor vehicle, public grounds, or other public place unless the place has been licensed for that purpose by the Oregon Liquor Control Commission. Provided, however, consumption of alcohol is permitted in a park when a permit has been obtained from the City Manager. (Ord. 2015-03-02, passed 4-14-2015) Penalty, see § [130.99](#)

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- Provide your security plan to ensure safe sales/distribution
- Proof of OLCC license(s)
- Proof of Liquor Liability insurance in the form of a Certificate of Insurance, and a Liquor Liability Additional Insured Endorsement naming the City of Banks, it's elected officials and officers as additional insured with appropriate limits of insurance as determined by the City.

ALCOHOL PERMIT APPLICATION

To apply for alcohol, you must meet 1 of 2 requirements

1. OLCC Temporary Sales License (TSL) when alcohol will be sold, or;
2. A person with an OLCC Servers Permit in charge of distributing alcohol when alcohol will be hosted by the event (provided, but not for sale)

If you have questions, please contact the City of Banks at 503-324-5112.

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

Please list the dates and times that alcohol will be served

Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____

- Yes No Will you have a closed beer garden?
 Yes No Will you be using armbands to identify those ages 21 and over?

Please check all that apply

- Free/Host Alcohol Alcohol Sales Beer Wine Distilled Spirits

OLCC Server Permit No. and Name _____

Please describe your security plan to ensure the safe sale/distribution of alcohol at your event _____

Print Name _____

Event Title _____

Signature _____

Date _____

Alcohol Permit: For Office Use Only

- Approved By Department _____ Date _____
 Denied By _____ Time _____

ABOUT AMPLIFIED EQUIPMENT PERMITS

Per the City of Banks Code of Ordinances:

📖 § 130.04 UNNECESSARY NOISE.

(A) No person shall create or assist in creating or permit the continuance of unreasonable noise in the city.

(B) The following enumeration of violations of this section is not exclusive but is illustrative of some unreasonable noises:

(1) Keeping an animal that, by loud and frequent or continued noise, disturbs the comfort and repose of a person in the vicinity;

(2) Using an engine, thing, or device that is so loaded, out of repair, or operated in such a manner as to create a loud or unnecessary grating, grinding, rattling, or other noise;

(3) Using a mechanical device operated by compressed air, steam, or otherwise, unless the noise created by it is effectively muffled;

(4) Construction, excavation, demolition, alteration, or repair of a building between the hours of 6:00 p.m. and 7:00 a.m. except by special permit granted by the city; and/or

(5) Using or operating an automatic or electric piano, phonograph, loudspeaker, or sound amplifying device so loudly that it disturbs persons in its vicinity, or in a manner that makes it a public nuisance. However, on application to the Council, permits may be granted to broadcast music, news, speeches, or general entertainment.

(Ord. 60.01, passed 1-8-1991) Penalty, see § [130.99](#)

PERMIT INFORMATION

To obtain a permit, you must fill out the “Amplified Equipment Permit Application”, and submit it in addition to all other applications. It is very important that your start and end times are listed accurately, as all amplified equipment can only be used during this time. All amplified sound must be turned off by 10:00pm. All amplified equipment levels must not exceed 80 decibels during the entire event.

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- Performance schedule (if there will be any performances that will be using the amplified equipment, you must provide the performer’s name, contact person’s name, phone number, and the start and end time of their set).
- It is important that amplified levels do not exceed 80 decibels during the entire event.

AMPLIFIED EQUIPMENT PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

EVENT INFORMATION

Please list the dates and times that amplified equipment will be used

Date _____ Start Time _____ End Time _____
Date _____ Start Time _____ End Time _____
Date _____ Start Time _____ End Time _____
Date _____ Start Time _____ End Time _____

- Yes No Will there be a patron dance?
 Yes No Will there be live music?
 Yes No Will there be any live performances?

What type of amplification equipment will be used? _____

Where will the amplification equipment be set up? _____

Performance Schedule

<u>Name of Band/Performer</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Start Date</u>	<u>Start Time</u>	<u>End Time</u>

***ALL AMPLIFIED EQUIPMENT LEVELS MUST NOT EXCEED 80 DECIBELS DURING THE ENTIRE EVENT.**

Print Name _____ Event Title _____

Signature _____ Date _____

Amplified Equipment Permit: For Office Use Only		
<input type="radio"/> Approved	By Department _____	Date _____
<input type="radio"/> Denied	By _____	Time _____

ABOUT STREET CLOSURE PERMITS

This permit is required in any case where the streets or public right of ways will be closed to through traffic. All street closures require review and approval from the City of Banks, Washington County Sheriff's Department, and Banks Fire District. It is important that you allow adequate time for the approval process.

Parades: Please see below for Parade Permit Guidelines.

Block Parties: The City will deliver and pick up barricades at the requested street. It will be your responsibility to ensure that the barricades are moved into place and that detours are set up to properly redirect traffic. Remember that you must keep a twenty (20) foot fire lane clear for emergency access.

Block parties are only permitted between the hours of 10:00am and 10:00pm. You must provide written consent to the party from at least 75 percent of all residents living along the portion of street to be closed. If your block party is within 500 feet of any school, church, hospital, nursing home, or similar operation, you must also obtain written approval by the management of the institution.

PERMIT INFORMATION

To obtain a permit, you must fill out the "Street Closure Permit Application", and submit it in addition to all other applications. You must submit your request for a street closure thirty (30) days prior to your event.

APPLICATION INFORMATION

- Applicant information (name, address, phone number)
- Event information (name or description of event, location, date(s), start time and other details.
- List the streets that need to be closed.
- Provide a map or drawing of the streets that will be closed. If you are responsible for closing the streets, please indicate where detour signs will be used.

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Parade Permit

Submit a completed & signed copy of the event application **minimum of 60 days prior to event.**

The following items need to be included with the application that is being submitted.

- Contact ODOT and fill out an Application and Permit to Occupy or Perform Operations on a State Highway. Provide a copy of the approval from ODOT to the city when you receive it.
- Submit a copy of the parade route and traffic control plan with your application. This plan needs to be reviewed by the Banks Deputy.
- The review plan for Traffic Closure & Traffic Control can be done by License & Bonded Flagger Company or by Washington Co Sheriff.
 - Washington County Sheriff –
 - Contact Washington County Sheriff's Office Records department to schedule deputies for road closure, traffic control, and/or security.
 - Submit a copy of agreement with Washington County Sheriff's Office
 - Flagger Company –
 - Provide a copy of the agreement with the Flagger Company
- Submit a copy of the Liability Release for Community Services Activities
- Submit a copy of the General Liability and Auto Liability Summary Certificate (See "Insurance Requirements section").
- Submit notification in writing of any conflicting events in town (examples would be a large athletic event, large community event)
 - Contact the School District Administrative Office (during school year) and City of Banks to check on potential conflicts with school or community activities.
- Submit a copy of the notification that will be distributed to homeowners and businesses along the parade route.
- Submit a copy of approval from Sunset Park and/or Banks School District for using their space for additional parking for the event.
- Coordinate with City on No Parking signs for parade route.

The City of Banks reserves the right to remove items from this checklist based on the type of parade.

Block Party Specifics

- Attach the written consent of at least 75 percent of residents affected.
- Provide written approval from institutions within 500 feet of event, as listed above.

STREET CLOSURE PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone _____

EVENT INFORMATION

Please list the dates and times that you are requesting to close the street(s)

Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____
Date _____	Start Time _____	End Time _____

Yes No Will you be using detour signs to help local traffic around the street closure(s)?

Yes No Will you be alerting the local neighborhood of street closures prior to the event?

If yes, please describe plan: _____

List the street(s) that need to be closed during the above mentioned dates and times:

IMPORTANT INFORMATION

- For block parties, the applicant is responsible for installing and removing barricades and detour signs.
- Please make sure that you have attached a drawing or map of the streets to be closed and the position of any detour signs if applicable.
- For block parties, please attach the written consents of at least 75% of residents who live along the portion of street to be closed.
- For block parties, if held within 500 feet of any school, church, hospital, nursing home, or similar operation, please submit approval from the management of the institution.
- **Street closures are NOT guaranteed, and must be approved by the City of Banks, Washington County Sheriff's Department, and the Banks Fire District.**

Print Name _____ Event Title _____

Signature _____ Date _____

Street Closure Permit: For Office Use Only		
<input type="radio"/> Approved	By Department _____	Date _____
<input type="radio"/> Denied	By _____	Time _____

ABOUT GREENVILLE CITY PARK & LOG CABIN PARK RENTALS

1. You must be 21 years of age to rent the park and provide proper identification (valid driver's license).
2. You must pay for your park reservation within twenty-four (24) hours of making the reservation. By failing to do so you automatically forfeit your date, and it will be re-opened for rental.
3. Reservation forms must be completed and received by the City of Banks at least (48) hours prior to the reservation date for use.
4. All groups are required to have one (1) chaperone at least 21 years old for every (25) participants under the age of 18.
5. Rental fees reserve a six (6) hour time frame for usage.
6. Entry fees or parking fees may not be charged without acquiring necessary permits from the City of Banks
7. Rented facilities may not be sublet or assigned to other.
8. You will be responsible for providing Restroom Facilities for your group. These facilities do not currently exist in the Park.
9. All city park structures and facilities, (such as drinking fountains, playground equipment and restrooms) will be exempt from the park rental and will remain open to the public.
10. No tents are to be erected on City park property without prior written consent by the City Council. NOTE: Any special requests must be submitted to the City of Banks for their approval not later than forty-five (45) days prior to your rental date.
11. You and your group participants accept the premises as is. It is your duty to inspect the premises for you and the event participants. You are solely responsible for your personal safety and the safety of your personal property while using the premises.
12. Your group must conduct themselves in an orderly manner and protect all Park property, including trees, flowers, shrubs, etc.
13. No alcoholic beverages are allowed in the park without an acquired permit from the City of Banks.
14. Disorderly conduct or assault will not be tolerated. Such actions include, but are not limited to, abusive, indecent, profane, or vulgar language that might cause a breach of the peace, or threatening or causing physical contact with someone else who might consider the contact offensive.
15. No disc jockeys, loud music, or live bands are permitted without prior written consent from the City of Banks Council.
16. No advertising or decoration of or on park property without a written permit as specified by City Park Code.
17. Leave the premises clean, placing all paper and other debris in the receptacles furnished throughout the park. If there is a need for additional trash removal it will be your responsibility to ensure proper disposal.
18. Should you decide to cancel your reservation, your rental payment is refundable upon written notice to the City of Banks for their approval, at least six (6) working days prior to your rental date? The rescheduling of any event must be done 48 hours in advance.
19. NO RAINCHECKS OR REFUNDS WILL BE GIVEN DUE TO INCLIMATE WEATHER OR LATE CANCELLATIONS.
20. The City of Banks reserves the right to cancel any reservations in the event the City of Banks deems it necessary to do so.
21. The City of Banks will have no responsibility or liability of loss of property equipment or equipment of Renter regardless of cause. Renter shall be responsible for insuring such property as they see fit.
22. All Federal, State and local laws, codes, regulations and ordinances will be followed by renter and guests.
23. To voluntarily indemnify and to hold harmless the City of Banks, the Elected City Officials, their respective officers employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out of the use of City owned Building/Facilities which do not arise out of the negligent acts or omission of an officer, employee, or agent of the City and/or City Council.

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24. City of Banks may require some events to have Liability Coverage with Two Million Dollars (\$2,000,000) per occurrence. The policy will name City of Banks as an additional insured: The Renter must provide the City of Banks with a Certificate of Liability Insurance for the event. The minimum limit of additional insured with respect to the use of the City’s Facility and evidence of such endorsement will be provided to the City.
- a. Any deductible which is part of any insurance policy required hereunder shall be paid for assumed by, and at the sole risk of the licenses. The City of Banks shall not be responsible for the payment of any such deductible.
 - b. The Insurance Certificate must be received by the City of Banks no later than 15 days prior to the day of the event.
25. Any group, which does not abide by this rental agreement and/or park rules and regulations, may forfeit immediate and future use of City of Banks property. Renter may be charged additional fees for maintenance and/or repair to the City property.

Facility	Rental Fees – Non-Residents
Greenville City Park – Gazebo (1-50 person)	Greenville City Park - Gazebo Grounds can be used for events (i.e. Farmer Market, Movies in the Park, Concert in the Park, and Art in the Park). This area can be rented on a seasonal basis for \$500 per season not to exceed 15 weeks. If you would like to reserve this for seasonal usage, reservations must be made no later than 1 month prior to first usage and you will need to provide a copy of all dates that this area will be in use by your group. 50% of the seasonal rental fees is due prior to usage and the remainder is then due no more than forty-five (45) days after your first payment. There may be additional requirements base on your event.
Greenville City Park – Quadrant 1	n/a
Greenville City Park – Quadrant 2	Quadrants 2 can be used for sporting events, specifically soccer. This quadrant can be rented on a seasonal basis for \$500 per quadrant per season not to exceed 15 weeks. If you would like to reserve this quadrant for seasonal usage, reservations must be made no later than 1 month prior to first usage and you will need to provide a copy of all dates that this quadrant will be in use by your group. 50% of the seasonal rental fees is due prior to usage and the remainder is then due no more than forty-five (45) days after your first payment.
Greenville City Park – Quadrant 3	Quadrants 3 can be used for sporting events, specifically soccer. This quadrant can be rented on a seasonal basis for \$500 per quadrant per season not to exceed 15 weeks. If you would like to reserve this quadrant for seasonal usage, reservations must be made no later than 1 month prior to first usage and you will need to provide a copy of all dates that this quadrant will be in use by your group. 50% of the seasonal rental fees is due prior to usage and the remainder is then due no more than forty-five (45) days after your first payment.
Greenville City Park – Quadrant 4	n/a
Log Cabin Park – Park Grounds (1-50 person)	Log Cabin Park Grounds can be used for events (i.e. Farmer Market, Movies in the Park, Concert in the Park, and Art in the Park). This area can be rented on a seasonal basis for \$500 per season not to exceed 15 weeks. If you would like to reserve this for seasonal usage, reservations must be made no later than 1 month prior to first usage and you will need to provide a copy of all dates that this area will be in use by your group. 50%

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	of the seasonal rental fees is due prior to usage and the remainder is then due no more than forty-five (45) days after your first payment. There may be additional requirements base on your event.
Log Cabin Park – Building	Contact the Banks Historical Society for Information

PARK RULES

1. Park hours are 6:00 a.m. to 10:00 p.m. unless otherwise authorized in writing.
2. No alcohol or illegal drugs
3. No open fires
4. No overnight camping
5. No firearms, weapons, or fireworks of any kind
6. No motorized vehicles, unless authorized.
7. No lettering – Remove all waste
8. No dumping of trash, rubbish or yard debris
9. No removal of vegetation, plants, or materials that are for the use and enjoyment of the public
10. No damage or removal to park grounds structures & facilities
11. No sound levels that are offensive to park users or neighbors
12. No abusive language or gestures
13. No hunting or disturbing animals
14. No golfing or hitting any type of golf balls
15. Dogs must be on a leash at all time and you must clean up after your pet
16. No smoking

A complete set of park rules, City Code #90.01-90.23, 90.99 and 130.01-130.31, 130.36-130.39, and 130.99 is available from the City Hall upon request. Your copy of the signed Park Facility Special Permit Application is your confirmation of rental for the day. Make sure you have your copy of the signed Park Facility Special Permit Application with you at all times. If you have any problems when you arrive at the park, please call the City of Banks at 503-324-5112 and they will assist you.

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GREENVILLE CITY PARK QUADRANT RENTAL APPLICATION

APPLICANT INFORMATION

Applicant Name _____ Organization _____

Address _____

Telephone _____ Email _____

QUADRANT RESERVATION

Which quadrant(s) are you interested in reserving?

If reserving more than 1 quadrant, and will be using them during different times, please use separate forms.

Greenville City Park Quadrant 1

Greenville City Park Quadrant 2

Greenville City Park Quadrant 3

Greenville City Park Quadrant 4

One Day Reservation

Start Date _____

Start Time _____

End Time _____

Expected Attendance _____

What will the quadrant(s) be used for? _____

Season Rentals (for sports teams)

Spring: March 1st – June 1st / Fall: August 1st – October 30th

Start Date _____ End Date _____

Days of Week	Start Time	End Time
---------------------	-------------------	-----------------

Monday	_____	_____
--------	-------	-------

Tuesday	_____	_____
---------	-------	-------

Wednesday	_____	_____
-----------	-------	-------

Thursday	_____	_____
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Friday	_____	_____
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Saturday	_____	_____
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Sunday	_____	_____
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AGREEMENT

By signing below, I acknowledge that I have read and agree to abide by the rules and regulations for the use of the parks and park facilities. I understand that I am responsible for any damage to the facilities and agree to pay for any such damage.

Print Name _____ Event Title _____

Signature _____ Date _____

Greenville City Park Quadrant Rental Permit: For Office Use Only

Approved By Department _____ Date _____

Denied By _____ Time _____

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APPLICANT INFORMATION

Applicant Name _____ Organization _____

Address _____

Telephone _____ Email _____

GROUNDS RESERVATION

Log Cabin Park Grounds (does not include cabin)

<u>One Day Reservation</u>
Start Date _____
Start Time _____
End Time _____
Expected Attendance _____
What will the grounds be used for?

<u>Season Rentals</u> (farmers market, etc.)		
Spring: March 1 st – June 1 st / Fall: September 1 st – November 30 th		
Start Date _____	End Date _____	
Days of Week	Start Time	End Time
Monday _____	_____	_____
Tuesday _____	_____	_____
Wednesday _____	_____	_____
Thursday _____	_____	_____
Friday _____	_____	_____
Saturday _____	_____	_____
Sunday _____	_____	_____

AGREEMENT

By signing below, I acknowledge that I have read and agree to abide by the rules and regulations for the use of the parks and park facilities. I understand that I am responsible for any damage to the facilities, and agree to pay for any such damage.

Print Name _____ Event Title _____

Signature _____ Date _____

Log Cabin Park Grounds Rental Permit: For Office Use Only		
<input type="radio"/> Approved	By Department _____	Date _____
<input type="radio"/> Denied	By _____	Time _____

GREENVILLE CITY PARK GAZEBO RENTAL

APPLICANT INFORMATION

Applicant Name _____ Organization _____

Address _____

Telephone _____ Email _____

GAZEBO RESERVATION

One Day Reservation

Start Date _____

Start Time _____

End Time _____

Expected Attendance _____

What will the quadrant(s) be used for? _____

Do you need access to any of the following:

Water Yes / No

Electricity Yes / No

AGREEMENT

By signing below, I acknowledge that I have read and agree to abide by the rules and regulations for the use of the parks and park facilities. I understand that I am responsible for any damage to the facilities and agree to pay for any such damage.

Print Name _____ Event Title _____

Signature _____ Date _____

Greenville City Park Gazebo Rental Permit: For Office Use Only

Approved By Department _____ Date _____

Denied By _____ Time _____

LOG CABIN RENTAL APPLICATION

Rental of the Log Cabin Building is handled through the Banks Historical Society.

For more information on renting the Log Cabin Building please contact the Banks Historical Society at bankshistorysociety@gmail.com.

AFFIDAVIT OF APPLICATION

INSURANCE REQUIREMENTS

Commercial General Liability Insurance including Bodily Injury and Property Damage on an “occurrence” form. This coverage shall include contractual liability for the indemnity provided in this application, and shall include products and completed operations. Such insurance shall be primary. Coverage shall be a minimum of two million dollars (\$2,000,000.00) per occurrence. The applicant will name the City of Banks, its elected and appointed officials, its officers, agents and employees and volunteers as additional insureds for use of City facilities. Coverage for participant accident is provided.

UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION FOR USE OF FACILITIES

Whereas, _____(name of organization) desires to use City owned facilities at the City of Banks, and the City has approved the use of these facilities, the undersigned agrees as follows:

1. To assume full legal and financial responsibility for any and all damages to City owned buildings, parks, facilities, and/or equipment used while conducting this program, and to be responsible for removal of all personal materials prior to leaving the building, park or facility at the completion of each program/event. Charges will be assessed to the undersigned for restoration and property removal if applicable. The use of confetti and/or affixing tape to any painted surface is prohibited.;
2. To grant the City, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participants expense and of returning the participant to their home;
3. To conform to all applicable policies, rules, regulations and standards of conduct as established by the City;
4. To waive any claim for damages or compensation resulting from fire, casualty or other circumstances rendering the fulfillment of this agreement impractical or impossible, and understands that the City shall not be liable for any loss whatsoever as a result of such changes, with or without notice;
5. To voluntarily indemnify and to hold harmless the City of Banks, the Mayor, the City Council, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney fees) arising out

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of the use of City owned buildings/parks/facilities, which do not arise out of the negligent acts or omissions of any officer, employee, or agent of the City and/or City council.

6. This agreement is valid for City building/park/facility use on _____(date) in the _____(location);
7. Acknowledges reading this document and understands and accepts the terms as stated:

Authorized Signature

Date

Co-Signature

Date

Name of Organization:

Signature for the City of Banks:

Signature

Title

Date

Upon payment of deposit (if required) and return of this signed form, and all required application forms, this building/park/facility is permanently reserved for the date(s) requested by the above party. Copies of facility reservations will be sent to the above party after receipt of all required forms and documentation and will identify any applicable charges that will be billed after the event.

Cancellation of the event and use of the facilities must be made no later than 48 hours in advance, and the party will pay charges incurred up to that point.