



City of Baker City

Public Works Department Request for Temporary Variance of Baker City Park Ordinance Court Plaza Community Events

**Applications must be submitted NO LESS THAN 30 DAYS prior to event. Detailed event narrative required.*

Required with your application:

1. Event narrative & site plan reflecting layout of event.
2. Park variance application fee - \$150 (non-refundable).*
3. Security deposit of \$250.* Upon final inspection post-event, this deposit may be refunded.
4. Organizer(s) are responsible for the removal of any debris or trash produced from the event.
5. If event includes a street closure, please complete the form 'Request for Temporary Street Closure' and submit it to the Police Department.

**May be waived if in conjunction with a large event.*

CONTACT INFORMATION

Name of Organization:

Name of Contact:

Email:

Primary Phone:

Mailing Address:

RESERVATION INFORMATION

SERVICES TO BE USED: Trash Receptacles (reference item #4 above)

WILL YOUR EVENT INCLUDE: Vehicle Entry (only allowed during set up/break down) Sound Amplification

REQUESTED CITY SERVICES: Barricades Other: _____

EVENT INFORMATION

Begin Date: Set Up Time: Time Event Begins:

End Date: End Time:

Estimated number of participants: Is the event (Please circle one) PRIVATE / PUBLIC

Contact person for day of event & their phone #:

Brief event description:

INSURANCE REQUIREMENTS

Liability Insurance must include current date in upper right-hand corner. Coverage dates must cover date of event. City of Baker City must be listed in lower left-hand corner. Coverage must be Commercial General Liability Insurance with combined single limit per occurrence of \$1,000,000 with an annual aggregate of \$2,000,000.

LIABILITY WAIVER

By signing this application I am assuming responsibility for any damage incurred beyond reasonable wear and tear, and will be required to bear the cost of any repairs made necessary by such damage. Event organizer(s) and participant(s) must comply with all provisions of Chapter 95 of the Baker City Municipal Code, as related to City parks, except those sections for which a variance is granted.

I am responsible for the conduct of all persons taking part in activities for which the variance is granted. I understand the City assumes no responsibility for an injury, loss or damage of property.

Sign Here: _____

Date: _____

FOR CITY USE ONLY

Date request received:	Insurance attached: YES / NO	Narrative/site plan attached: YES / NO
Received by:	\$150 Fee Received*: YES / NO	\$250 Dep Received*: YES / NO

DEPARTMENT REVIEW

PARKS: Yes No PUBLIC WORKS: Yes No
 FIRE DEPT: Yes No POLICE DEPT: Yes No
 CITY MANAGER APPROVAL: _____

COMMENTS

CUSTOMER INFORMATION

Payee Name: _____
 Address to Mail Refund: _____

Internal Use Only

Date Deposit Made: _____ Date to be Refunded: _____
 Payment Type: Check CC Cash XBP
 Charges Against Deposit: _____

G/L Account Numbers

Customer Deposit G/L Acct # 101-000-1101007 Licenses & Fees G/L Acct # 101-100-4100300