



# 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. Current Certificate of Insurance (COI) with City of Baker City listed as the Certificate Holder. (An updated one will be required if the event occurs after your current insurance expires.
6. If event includes a street closure, please complete the form "Request for Temporary Street Closure" and submit it to Kara Miller in community development.

#### 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 setup/breakdown) # of Vehicles \_\_\_\_\_  
Sound Amplification

**REQUESTED CITY SERVICES:** Barricades Other: \_\_\_\_\_

#### EVENT INFORMATION

Start Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Is the event ( Please check 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 the lower left-hand corner as an additional certificate holder. 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 injury, loss or damage of property.*

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

**CUSTOMER INFORMATION**

Payee Name: \_\_\_\_\_

Address to Mail Refund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: Yes No DATE OF FINAL APPROVAL: \_\_\_\_\_

**COMMENTS**

**DEPOSIT INFORMATION**

Date Deposit Made: \_\_\_\_\_ Date to be Refunded: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Charges Against Deposit: \_\_\_\_\_