



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

City of Baker City

Public Works Department

Request for Temporary Variance of Baker City Park Ordinance

**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

LOCATION:

GEISER POLLMAN PARK - Gazebo / Pavilion / Lion's Shelter (covered area w/ picnic tables)

CENTRAL PARK - Amphitheater / Other: _____

DOES YOUR EVENT INCLUDE VENDORS: Yes (# of Vendors _____) No

WHAT TYPE OF VENDORS: Food Merchandise

SERVICES TO BE USED: Electricity Tables Restrooms Trash Receptacles

WILL YOUR EVENT INCLUDE: Vehicle Entry (# 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 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. All 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: _____