

**CITY OF NEWPORT
SPECIAL EVENT PERMIT INFORMATION**

WHAT IS A SPECIAL EVENT?

A special event is any private activity conducted wholly or partly on public property that requires the use of city services, such as closure of a street or park, or provision of traffic control, use of city property, or other services. Special event includes, but is not limited to, a parade, festival, exposition, show, sale, party, or other similar activity. Special event also includes events on private or other public property for which the city provides additional services.

WHAT IS A FEE WAIVER?

A fee waiver is a waiver of city fees for providing a service or facility use.

HOW ARE FEES DETERMINED?

Special event permit fees are based on the actual costs of the city providing the service requested, and may include personnel, benefit costs, equipment costs, and published room rental rates. Applicants may request a full or partial fee waiver of special event permit fees. A request for a fee waiver must be submitted with a special event permit application. The city may, in its discretion, approve all, part, or none of a requested fee waiver. Unless waived, all fees required for the special event must be paid prior to the issuance of a permit. In no event, will the fee waiver be more than the city's cost of providing service to the event.

CRITERIA CONSIDERED

The city will consider the following when reviewing a special event fee waiver request:

1. Whether the event is a benefit to the community.
2. Whether the event creates positive publicity for the city.
3. The city's cost of providing services for/to the event.
4. Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
5. Whether the event promotes education, public health, or public safety.
6. Whether the event is operated by a non-profit organization.

7. Whether the event has in the past, or is likely in the future, to take action that, if taken by a governmental entity, would be unconstitutional. The city will not provide a fee waiver for any special event or entity that takes action in regard to the special event that, if taken by the city, would be unconstitutional.

SPECIAL EVENT APPLICATIONS

Anyone who wishes to conduct a special event must submit an application form to the city recorder. Special event application forms are available on the city's website at www.thecityofnewport.net. Special event permit applications shall be reviewed and approved or denied administratively by the city manager following the procedures and standards of Chapter 9.80 of the Newport Municipal Code, unless the amount of the requested fee waiver is in excess of \$2,000, in which case, the application shall be forwarded to the City Council for action.

Applications will be deemed incomplete, and will be denied, if details about the special event are insufficient for staff to properly analyze and determine the impacts on city services, or if submitted with insufficient time to allow for city staff to evaluate the impacts and coordinate any city services required to allow the event to proceed. If the fee waiver is denied, and time permits, the applicant may correct the reasons for denial and resubmit the application.

Temporary structures may be erected in conjunction with a special event provided a temporary structure agreement is approved, and the following provisions are met:

1. The time limit for such structures is no longer than 30 days prior to and five days after the special event.
2. Permission for the structure is granted by the property owner.
3. A city business license is obtained.
4. The person or persons responsible for the temporary structure shall appropriately maintain the grounds and provide trash receptacles.
5. Sanitary facilities are made available to the site during the special event.
6. The structure does not interfere with the provision of parking for the permanent use on the site, or a traffic management plan is provided that is acceptable to the city.
7. The structure satisfies the vision clearance requirements of the Newport Zoning Code.
8. Written approval for the temporary structure is obtained from the city's Community Development Department.
9. The person or persons responsible for the temporary structure have signed the city agreement relating to the temporary structure.

Applications must include evidence of compliance with any required permits from other governmental agencies (e.g. health department, liquor license, etc.), as may be requested by the city.

Special event organizers may be required to maintain liability insurance for the event in an amount deemed acceptable by the city manager, with the city named as an additional insured.

Recipients of tourism promotion grants are ineligible for special event fee waivers.

If the special event application is approved and no fee waiver has been approved, the applicant will remit the appropriate fees to the city recorder.

Approved special event permits are valid only on the dates and times specified in the application.

Any event that is staged without complying with Chapter 9.80 of the Newport Municipal Code is subject to closure by the police department.

The city may revoke a permit if it is determined that the event is being operated in violation of Chapter 9.80 of the Newport Municipal Code.

The city may revoke a special event permit and/or apply a fine of up to \$500 daily if it determines that an applicant has violated the provisions of Chapter 9.80 of the Newport Municipal Code.

The Newport Municipal Code can be accessed on the city's website at www.thecityofnewport.net; click on departments; then on city recorder; and then on Newport Municipal Code.

SPECIAL EVENT PERMIT APPLICATION

Submit to: City Recorder
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
p.hawker@thecityofnewport.net
541.574.0613

This application must be completed, signed, and submitted far enough in advance of the event to allow staff time to properly analyze and determine the impacts on city services. It is recommended that applications be submitted at least 60 days prior to the scheduled event. Late applications may be accepted, but the city cannot assure that late applications will be processed in time to issue the permit.

Use Additional Sheets if Necessary

Event Name: _____

Event Date: _____ Time(s): _____

Location: _____

Facilities to be used: Park _____

(Be specific) City Building: _____

Sidewalk: _____

Street: _____

Other City Property: _____

Private Property: _____

Set-up Dates and Start Times: _____

Take-down Dates and End Times: _____

Estimated Crowd Size: Participants (Including Vendors and Volunteers)

Spectators _____

Is this a New Event: _____ If not, Previous Dates/Years Held: _____

Applicant: _____

Mailing Address: _____

Telephone: _____

E-Mail: _____

Fax: _____

Contact Person (must be authorized to sign for applicant): _____

Contact Person Address, Phone(s), E-Mail: _____

Applicant Status (Non-Profit/For Profit): _____

DETAILED DESCRIPTION OF EVENT

Provide a detailed description of all activities associated with the event, including a detailed description of city services requested. In the description, state whether food, drink, and/or alcoholic beverages will be served. To the extent that the event involves use of parks, streets, or other city facilities, provide a description of how and when the facilities will be used and a diagram of the areas that the event will use. If applicable, provide a parking plan, security plan, medical assistance plan, letter control and disposal plan, and any other information that would be useful to the city. Use additional sheets as necessary to provide complete information.
