

## CITY OF SCAPPOOSE

33568 East Columbia Avenue  
Scappoose, Oregon 97056  
503-543-7146

**Applications for permits must be submitted 60 days prior to date of parade or special event.**

\_\_\_\_\_  
Name of Applicant/Person Responsible

\_\_\_\_\_  
Name of Organization/Group

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Mailing address (if different from street)

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Phone Number

Type of Event: Parade ( )      Walk ( )      Run ( )      Bike Race ( )      Special Event ( )

Description of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Beginning and Ending Time of Event: \_\_\_\_\_

Number of Persons expected to participate: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_ Number of Animals: \_\_\_\_\_

Clean-up Arrangements: \_\_\_\_\_

Proposed Route: (enclose map) \_\_\_\_\_

\_\_\_\_\_  
Assembly Location: \_\_\_\_\_

Disassembly Location: \_\_\_\_\_

**This permit is subject to the following conditions:**

1. No alcoholic beverages are permitted on City owned street unless and OLCC license has been issued for a community event.
2. Barricades must be placed out of through street right-of-way and be positioned to allow access by emergency vehicles.
3. Participants shall yield right-of-way to vehicular traffic, unless directed otherwise by a police officer.
4. The event will be conducted in such a manner as outlined in the ordinance to ensure the safety of the participants and spectators.
5. Permittee shall be responsible for clean up of areas and removal of all paraphernalia and debris as a result of this event.

**\*\*NOTICE\*\***

Permittee shall defend, indemnify and hold harmless the City of Scappoose, its officers, agents and employees, against any claim, demand, suit or action for property damage, personal injury or death arising in connection with this event. The City of Scappoose requires that the sponsor of such events carry commercial single limit liability insurance in the minimum amount of \$500,000 and name the City of Scappoose as an additional insured for this event. Claims made in excess of the policy will be the responsibility of the sponsor of the event. We also require that you have a certificate on file with us prior to the event that stipulates the coverage and limit shown above.

INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_

COVERAGE LIMITS \_\_\_\_\_

**\*\*PERMIT REVOCATION\*\***

The City Manager may revoke this permit if circumstances reasonably show that the parade or special event can no longer be conducted consistent with public safety.

**\*\*APPLICATION SIGNATURE\*\***

I hereby certify that I am the authorized representative of the above group, that the above statements are true to the best of my knowledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**APPROVED ROUTE AND/OR POLICE COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
**Scappoose Police Department**

Approved by: \_\_\_\_\_  
**City Manager**

**\*\*PLEASE HAVE A COPY OF THE PERMIT IN YOUR POSSESSION AT THE TIME OF THE EVENT\*\***

**Cc: Scappoose Fire District**