



CITY OF SALEM

555 Liberty St SE
Salem, OR 97301

Revisions to the Agenda #1

City Council

Monday, August 9, 2021

6:00 PM

**Hybrid Meeting: Council
Chambers and Virtual**

- 5.a.** [21-373](#) Motion from Councilor Vanessa Nordyke regarding amending the agenda to allow consideration of a fee waiver.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Add - New report added.

- 5.b.** [21-374](#) Waiver of the \$1,150 facility use fee for the Riverfront Park Amphitheater for Salem Capitol Pride event.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Add - New report added.



Staff Report

File #: 21-373

Version: 1

Date: 8/9/2021

Item #: 5.a.

TO: Mayor and City Council

FROM: Councilor Vanessa Nordyke, Ward 7

SUBJECT:

Motion from Councilor Vanessa Nordyke regarding amending the agenda to allow consideration of a fee waiver.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

MOTION:

I move that City Council suspend Council Rule 5(j) to allow, as a Special Order of Business, consideration of a fee waiver for use of the Riverfront Amphitheater on August 21, 2021, by the Salem Capital Pride organization.

DISCUSSION:

I was contacted by Zachary Cardoso of the Salem Capital Pride organization on August 4, 2021, regarding a fee waiver for his group's use of the Riverfront Amphitheater on August 21, 2021. Because the event occurs before the next Council meeting on August 23, 2021, it necessary to request to suspend Council rule 5(j) to allow consideration of the waiver request during the August 9, 2021, Council meeting.

Attachments:

1. None.
- 2.
- 3.



Staff Report

File #: 21-374
Version: 1

Date: 8/9/2021
Item #: 5.b.

TO: Mayor and City Council
FROM: Councilor Vanessa Nordyke, Ward 7

SUBJECT:

Waiver of the \$1,150 facility use fee for the Riverfront Park Amphitheater for Salem Capitol Pride event.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods

MOTION:

I move that Council direct Public Works to waive the City's \$1,150 fee for using the Riverfront Park Amphitheater on August 21, 2021, for the Salem Capitol Pride event.

DISCUSSION:

Salem Capital Pride has applied for a permit to conduct an event at the Riverfront Park Amphitheater on August 21, 2021. Under the Council-adopted 2021-2022 *Master Fee Schedule*, this activity is classified as a commercial event with sales. The fee for this type of event is \$1,150 per day. Capitol Pride organizers have requested the City waive this fee. Public Works is requesting Council direction on the matter. Note that only facility use fees may be waived; other event-related fees, such as fees for application/processing, sound permits, and irrigation locates are not waivable.

Attachments:

1. Capital Pride Riverfront Park Permit Application
- 2.
- 3.

Riverfront Park Permit Application



RETURN COMPLETED FORM TO:

City of Salem, Public Works Department
555 Liberty Street SE Room 325
Salem OR 97301-3513
503-588-6261 (Monday-Friday, 8 a.m.-5 p.m.) • Fax: 503-588-6025
parksandrecreation@cityofsalem.net • After hours/weekend contact: 503-588-6311

EVENT INFORMATION

Type of Event ☐ Company Picnic ☐ Product Fair ☒ Community Celebration/Festival
☐ Run/Walk ☐ Concert ☐ Other (Specify) _____
Event Name Pride in the Park
Event Date(s) 8/21/2021 Anticipated Attendance Approx 500
Set-up Start Time 9 ☒ a.m. ☐ p.m. Clean-up End Time 3 ☐ a.m. ☒ p.m.
Event Hours 10 ☒ a.m. ☐ p.m. to 2 ☐ a.m. ☒ p.m.
Area(s) of Park Requested (see map on page four) ☒ Amphitheater ☐ North Meadow ☐ South Meadow
☐ Boat Dock Overlook ☐ Boat Dock ☐ Pavilion ☐ Parking Lot
Describe Your Event Set-up:
Performances on the amphitheater stage with audio, Vendors and art off the paths in area

Depending on scope of event, ancillary permits may be required (fees may apply):

☒ Alcohol ☐ Amusement Rides ☐ Street Closure ☐ Fireworks ☒ Sound Permit
☐ Photography ☒ Tents/Canopies ☒ Irrigation Locate ☒ Short-Term Concessions

HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I certify that the information contained in this application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed special event policy. I agree to abide by these rules, and further certify that I, on behalf of the sponsor, am also authorized to commit the sponsor, and therefor agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Salem.

I agree, on behalf of the sponsor, to defend, indemnify and hold harmless the City of Salem, its employees, agents, officers and volunteers from any and all claims, damages, losses, and expenses, including legal fees arising from or in connection with activities during the special event.

I further agree to promptly reimburse the City of Salem for any clean-up, loss or damage to city property resulting from this issue.

Applicant Zachery Cardoso on behalf of Capital Pride

Signature Zachery Cardoso (Please Print)
Digitally signed by Zachery Cardoso
Date: 2021.07.13 19:16:19 -07'00' Date 7/13/2021

EVENT AMENITIES

Yes	No		Yes	No	
	●	Food will be served		●	Admission fees/donations will be collected
●		Food will be sold (Short-term Concessionaire Permit Required)	●		Event will be advertised to the general public
●		Non food items will be sold (Short-term Concessionaire Permit Required)		●	Access to potable water needed
●		Tents and/or canopies will be erected (Irrigation locate and/or Fire Department permit may be required)	●		Vehicle access to turf areas will be necessary (Irrigation locate required)
●		Access to park electricity will be needed		X	Alcohol will be served/sold
●		Amplified sound will be used (Sound permit required)		●	Special services (security, traffic control, etc.) will be needed

NOTE: Some ancillary permits and fees may apply.

EVENT LAYOUT

On the attached map (page four) please show your event layout, including the locations for the following:

- Alcoholic Concession and/or Beer Garden areas
- Food Concession and/or Food Preparation Areas—If you intend to cook food in the event area, please specify methods: ☐ Gas ☒ Electric ☐ Charcoal ☐ Other (Specify) _____
- Portable Toilet Facilities
- First Aid Facilities and Ambulance Locations
- Tables and Chairs
- Fencing, Barriers and/or Barricades
- Canopy/Tent Locations and/or Booth, Exhibits, and Display Enclosures (please include size and indicate whether they are walled)
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures
- Vehicles, Trailers, and/or Motorhomes
- Trash Containers and Dumpsters

Describe your plan for clean-up, disposal, and off-site removal of waste and garbage during and after the event ~~We used city services before and put our trash in the dumpster in the parking lot~~

NOTE: Event organizers shall make any and all arrangements for the clean-up, disposal, and off-site removal of waste and garbage. The use of city services for this purpose shall be charged back to the user group.

SAFETY / SECURITY

Please describe your procedures for both crowd control and internal security:

~~We hire an outside security agency to provide security to patrol the area~~

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

Are there any entertainment features related to your event? If so, what are they (e.g., live music, amusement rides, inflatable play structures, etc.)?

We will have live music performances and an art show

Will sound amplification be used? If yes, please indicate:

Start Time 10 ☒ a.m. ☐ p.m. Finish Time 2 ☐ a.m. ☒ p.m.

Have you completed a sound permit application? ☒ Yes ☐ No

SPECIAL SERVICE PROVIDERS

Special Services	Name of Provider	Name of Contact	Phone Number
Caterers			
Sound Production	Procyon Audio	Eric Stevens	210-296-4429
Tents/Canopies	Self-Provided		
Private Security Services	not yet contract		
Insurance Carrier	not yet contract		
Chemical Toilet Provider	not yet contract		
Amusement Rides, Inflatable Structures, etc.			
Garbage Service Provider			
Lighting and Electrical Services Provider			

INSURANCE REQUIREMENTS

A *Certificate of Insurance* may be required with this application. If directed to do so, please provide a *Certificate of Insurance* which shows \$2 million in commercial general liability insurance and a policy endorsement which names the City of Salem, its officers, employees, agents, and volunteers as additional insured. Each event is evaluated on its risk exposure.

APPLICANT AND SPONSORING ORGANIZATION

Primary Contact Person Zachery Cardoso

Sponsoring Organization Capital Pride

Applicant Email Address [REDACTED]

Applicant Mailing Address PO Box 243

City Salem State OR Zip 97308

Day/Work Phone [REDACTED] Phone [REDACTED]

Contact Person "On Site" Day(s) of Event Zachery Cardoso

Applicant Parks Public Works Compliance Services

AMPHITHEATER

Stage

Food

Booths

Booths

Booths

Booths

Booths

Booths

Food

PROPERTY

