

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

