



# STREET CLOSURE APPLICATION

## APPLICANT INFORMATION

<b>Contact Name:</b>		
<b>Mailing Address:</b>		<b>City/State/Zip:</b>
<b>Email:</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>

## EVENT INFORMATION

<b>Event Name:</b>		
<b>Event Date:</b>	<input type="checkbox"/> <b>Single Date</b> <input type="checkbox"/> <b>Multi-Day Event</b>	
<b>Start Time:</b>	<b>End Time:</b>	<b>Non-Profit:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

## STREET INFORMATION

<b>Street(s) to be closed:</b>

<b>Name of Responsible Party:</b>	<b>Date:</b>
<b>Signature of Responsible Party:</b>	<b>Date:</b>





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## STREET CLOSURE VICINITY MAP

Applicant please identify Streets by name and indicate where you want the Street Closure by drawing a line across the intersection.


**Additional Comments:**

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## STREET CLOSURE FEES

Type of Fee:	Within City Limits
Street Closure	\$50 / Day

**PAYMENT:** Payment may be made by credit card in person at 222 NE 2<sup>nd</sup> Avenue, or by phone (503) 266-0684. Other forms of acceptable payment are cash and check, which must be addressed to PO Box 930 and payable to: *City of Canby*

**Fee Waiver Exceptions:** must qualify as one of the options below.

- Non-profit organizations
- Events sponsored by the City of Canby, will not be required to make payment to the City of Canby for a Wait Park and street closure reservation.

**Hours of Operation:** The City of Canby offices are open Monday – Friday, 9 am – 4 pm, except most holidays. City staff are available by appointment from 8 am – 9 am and 4 pm – 5pm, Monday – Friday.

## APPROVAL LETTER PARK SET UP - STREET BARRICADES

**Approval:** City staff will send applicant an email with an approval letter, one week prior to the event. The approval letter will have Public Works contact information so applicant can discuss any needed street closure set up prior to the event.

**Barricades:** Public Works staff will drop barricades near the street corner you want to block either the day before the event or on the Friday before a weekend event. The applicant, or their designees, are responsible for placing and removing barricades. Barricades must be moved back to the street corner where they were dropped at the end date and time indicated on this application. City staff will pick up the barricades the day after the event or on the first working day following a holiday weekend. **Please place all barricades on the street corners and out of the right-of-way of sidewalks once event is over.**



## STREET CLOSURE APPLICATION

### INSURANCE REQUIREMENTS

#### Special Event Insurance Requirements:

The City of Canby requires the event sponsor to provide evidence of Comprehensive General Liability insurance. This insurance shall provide coverage of not less than \$1,000,000 Combined Single Limit for bodily injury and property damage for each occurrence and not less than \$2,000,000 in the aggregate. A Certificate of Insurance shall be provided to the City of Canby naming the City as a Certificate Holder and must be delivered to the City of Canby prior to the scheduled event. The Event Sponsor will sub-contract with its vendors and collect Certificates of Insurance from the vendors holding the City harmless from sub-contracted vendor activity.

### RELEASE & INDEMNITY AGREEMENT

The undersigned Applicant, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

#### ***I AM KNOWINGLY AND INTELLIGENTLY AGREEING TO THIS RELEASE AND INDEMNITY AGREEMENT:***

### ALCOHOL IN PUBLIC

#### ***9.24.060 Drinking In public places.***

No person shall drink or consume alcoholic liquor in or on a street, alley, sidewalk, mall, public or private parking lot or parking structure, motor vehicles, public grounds or other public places unless the place has been licensed for that purpose by the Oregon Liquor Control Commission and the owner of the OLCC licensed premises has obtained a permit from the City of Canby to operate a sidewalk café or other qualifying event.

*(Am. Ord. 1316, passed 8-19-2009; Am. Ord. 1366, passed 11-21-2012)*



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## STREET CLOSURE RULES & INSTRUCTIONS

### ***Rules:***

1. A 30-day notice is required for cancellation and refund.
2. The applicant/contact person is responsible for any clean up required following this event.
3. Amplified voice or music, including sound checks shall not begin before 8:30 am and shall end no later than 10:00 pm. Please see *Canby Municipal Code 9.48 Noise Control* for further information.
4. Place all barricades on the street corners and out of the right-of-way of sidewalks once event is over. (See Barricade information section on Page 4)

### ***Instructions:***

1. Complete all the necessary fields on the Street Closure application. Please be sure to sign documents.
2. Please include the reservation fee with your application. (See Reservation Fee section on Page 4)
3. Please include a copy of your Liability Insurance. (See Insurance Requirement section on Page 5)
4. Return your application, reservation fee (if applicable), and a copy of your "Liability Insurance" no later than 30 days before your scheduled event by email to: [SasseE@canbyoregon.gov](mailto:SasseE@canbyoregon.gov), or in person at 222 NE 2nd Avenue, 2<sup>nd</sup> Floor, or by mail to: PO Box 930, Canby, Oregon 97013.