



City of Coos Bay Public Works
500 Central Ave., Coos Bay, Oregon 97420
phone 541-269-8918 www.CoosBayOR.gov

SPECIAL EVENT PERMIT APPLICATION

**Application must be submitted at least 30 days prior to event*

Event Name: _____

Sponsoring Organization: _____

Contact Person: _____ Address: _____

Email Address: _____ Phone: _____

Date/s and Time/s of Event: _____ Estimated Attendance: _____

Type of Event Activities: _____

(Please attach rules governing the event)

Location of Event *(attach site drawing, race or parade route, or floor plan)*: _____

City services or equipment needed *(i.e. street/parking lot closure, traffic control, barricades, security, electrical access, sani-can, trash receptacles, etc.)*: _____

Private Security Provided? Yes No If yes, name of security provider: _____

Number and Location of Trash Receptacles: _____

Trash Receptacles to be provided by: Applicant City Staff

Amplified Sound: Yes No (By signing below, I acknowledge that I have read, and understand CBMC 9.05.020)

City of Coos Bay Business License: Yes No If yes, license number: _____ *Required if selling goods

Sale or Consumption of Alcohol: Yes No *Insurance requirements change if alcohol is served

City OLCC approval? Yes No *If yes, a fee will be required (applicant to complete Background Release)

AGREEMENT OF INDEMNIFICATION AND INSURANCE

_____ agrees to defend, save and hold harmless the City of Coos Bay, its officers, agents and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the _____, its officers, agents and employees acting within the scope of this permit or the duties in the performance of this agreement.

_____ agrees to maintain liability insurance coverage of not less than \$1,000,000 per occurrence for commercial general liability and automobile liability, to cover any liability arising out of or associated with this event, **and agrees to name the City of Coos Bay, its officers, agents and employees as an additional insured on such policy with a copy of the endorsement attached to the certificate of insurance.**

_____ further agrees to provide the City of Coos Bay with a certificate of liability insurance including additional insured endorsement **not less than thirty days prior to the scheduled event** and shall amend the notification for cancellation of coverage to 60 days. If above named sponsoring entity fails to provide the certificate of insurance and endorsements within the time required herein, this Special Event Permit will automatically be revoked.

Signature of Authorized Agent of Sponsoring Organization

Date

Printed Name of Authorized Agent of Sponsoring Organization

STEPS TO OBTAINING A SPECIAL EVENT PERMIT

- **APPLICATION AND TIMING**

At least 30 days in advance of event or 150 days prior for large events (100 or more attendees). If the event in is the right of way, a Public Works Permit is also required.

Fill out a Special Event Permit Application from the Public Works counter at City Hall, request one by email at permits@coosbayor.gov, OR get one online at coosbayor.gov.

- **INSURANCE REQUIREMENTS**

Will you need to include an insurance certificate and additional endorsement naming the City of Coos Bay as an additional insured. If you don't have insurance documents at the time you make application, you must turn one in no later than 30 days prior to your event.

Below are the insurance levels for special events held on city property. **If alcohol is being served, the insurance policy limit required increases to Level 2, except for the requirement to provide Professional Errors & Omissions liability.**

LEVEL 1 INSURANCE

Commercial General Liability	\$1M
Workers' Compensation, if applicable	Statutory Limit
Employer's Liability	\$500,000
Automobile Liability	\$1M

LEVEL 2 INSURANCE

Commercial General Liability	\$1M
Professional Errors & Omissions Liability	\$2M
Workers' Compensation, if applicable	Statutory Limit
Employer's Liability	\$500,000
Automobile Liability	\$1M
Umbrella Excess Insurance	\$1M

- **MAPS, SITE PLANS, TRAFFIC CONTROL PLANS AND PUBLIC WORKS PERMITS**

You will need to include a map showing the area you plan to use for your event for walks, runs and parades. Depending on the type of event, a pre-event meeting with city staff may be required to work out logistics. Certain events, particularly walks, runs, parades or events occurring in the public right-of-way may require the applicant to obtain a Public Works Permit with a site plan and Traffic Control Plan (TCP) (including permit fee).

- **CITY SERVICES**

Events requesting assistance from the city, (sani-can placement, trash receptacles, electrical access, keys, etc.,) will need to be coordinated with Operations in advance of the event and may be assessed a fee for the service(s). The fee will be determined and need to be paid in advance of permit issuance.

- **CHANGES TO PERMIT**

Changes to your event after your permit application has been received will require an application amendment in writing – which will be routed to all staff for a review prior to re-approval.

- **APPROVAL NOTIFICATION**

Once your application has been reviewed and approved by Operations and Insurance, you will be notified by email of approval, or requested for additional information. After final approval, your permit approval letter will be emailed to you.

City of Coos Bay Municipal Code
9.05.020 Unreasonable Noise

(1) Purpose. This section is enacted to protect, preserve, and promote the health, safety, welfare, peace, and quiet of the citizens of the city through the reduction, control, and prevention of loud and raucous noise, or any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace or safety; or causes public inconvenience, annoyance or alarm to reasonable persons of ordinary sensitivity.

(2) Findings. The city council of Coos Bay finds:

(a) Loud and raucous noise degrades the environment of the city to a degree that:

- (i) Is harmful to the health, welfare and safety of its inhabitants and visitors;
- (ii) Interferes with the comfortable enjoyment of life and property;
- (iii) Interferes with the well-being, tranquility and privacy of the home; or
- (iv) Causes and aggravates health problems.

(b) Both the effective control and the elimination of loud and raucous noise are essential to the health and welfare of the city's inhabitants and visitors, and to the conduct of the normal pursuits of life, including recreation, work, and communication.

(3) The use of sound amplification equipment creates loud and raucous noise that may, in a particular manner and at a particular time and place, substantially and unreasonably invade the privacy, peace and freedom of inhabitants of, and visitors to, the city. No person shall create, or assist in creating, or permit the continuance of unreasonable noise which annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of others.

9.05.020 (6)(k) The use or operation of any device designed for sound production, amplification or reproduction, including but not limited to a radio, musical instrument, phonograph, television set, tape recorder, loudspeaker or similar device, so loudly as to disturb persons within the vicinity. However, upon application to the city, permits may be granted to responsible persons or organizations for the broadcast or amplification of programs of music, news, speeches, or general entertainment as part of a national, state or city event, public festivals or outstanding events of a noncommercial nature, when the broadcast or amplification will not be audible for a distance of more than 1,000 feet from the instrument, speaker or amplifier. No permit shall be granted where any obstruction of vehicular or pedestrian traffic will result.

9.05.020(7) Exemptions. Sounds caused by the following are exempt from the prohibitions set out in this section:

- (a) Motor vehicles on traffic ways of the city; provided, that the prohibitions of subsections (6)(c) and (6)(d) of this section continue to apply.
- (b) Repairs of utility structures that pose a clear and immediate danger to life, health, or significant loss or property.
- (c) Sirens, whistles, or bells lawfully used by emergency vehicles, or other alarm systems used in case of fire, collision, civil defense, police activity, or imminent danger; provided, that the prohibition contained in subsection (6) of this section continues to apply.
- (d) The emission of sound to alert persons to the existence of an emergency or the emission of sound in the performance of emergency work.
- (e) Repairs or excavations of bridges, streets, or highways by or on behalf of the city, the state or the federal government, between the hours of 7:00 p.m. and 7:00 a.m., when the public welfare and convenience render it impractical to perform the work between 7:00 a.m. and 7:00 p.m.
- (f) Reasonable activities conducted on public playgrounds and public or private school grounds that are conducted in accordance with the way such spaces are generally used, including but not limited to school athletic and school entertainment events.
- (g) Outdoor gatherings, public dances, shows, sporting events and other similar outdoor events; provided, that a permit has been obtained from the appropriate permitting authority or is being sponsored by the city.

9.05.020(8) Enforcement. The city manager, police chief, noise enforcement officer, or any designee(s) thereof will have primary responsibility for the enforcement of the noise regulations contained in this chapter. Nothing in this chapter shall prevent the city manager, police chief or noise enforcement officer from obtaining voluntary compliance by way of warning, notice, or education.

9.05.020(9) Penalties.

- (a) A person who violates a provision of this chapter is guilty of an infraction, which is punishable by a fine not to exceed \$500.00.
- (b) Each occurrence of a violation, or, in the case of continuous violations, each day a violation occurs or continues, constitutes a separate infraction, and may be punished separately.
- (c) Appeals. Any person found to have violated any provision of this chapter and assessed a penalty has the right to appeal that determination to the city council. Notice of an appeal under this section must be filed within 30 days of a finding of violation or the assessment of a penalty, whichever is later.
- (d) Every person taking an appeal under this section has the right to appear before the city council, to have the allegations explained, and to be heard on the matter. The city council has the authority to set rules of procedure to govern a hearing under this section.
- (e) In any appeal under this section, the city council must consider the facts de novo and render a decision independently of any prior findings. [Ord. 566 § 2, 2023].