

SALEM RIVERFRONT PARK

Rules and Regulations

**City of Salem
Department of Community Services**

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DEPARTMENT OF COMMUNITY SERVICES

RIVERFRONT PARK RULES & REGULATIONS

1. AUTHORITY/SALEM REVISED CODE

- 1.1 The Salem Revised Code, Chapter 94, Section 94.010-94.990, determines regulatory priorities for public use of the City's park system and all shall apply to Riverfront Park.
- 1.2 Under Section 94.200, the Director of Community Services is responsible for regulating activities in park areas when necessary to prevent congestion and maximize park use and safety for the convenience of citizens. **These rules and regulations are subject to change at any time.**
- 1.3 The City of Salem Department of Community Services desires to maintain all city parks as open green spaces. To this end, parks may have limited scheduling (April to September) to allow time for reseeded, watering, and growing time. Park scheduling may reflect this desire to minimize impact and maximize renovation and growing time.
- 1.4 Parks are held in the public trust and it is the desire of the City of Salem, Department of Community Services to maintain free public access to the parks whenever possible. However, under these rules and regulations, fencing a park, or portions of a park, and charging a fee for an event may be allowed.

2. RIVERFRONT PARK OPERATIONAL POLICY

- 2.1 Salem's Riverfront Park, a focal point event park in Salem's vibrant downtown, shall compliment a diverse park system made up of neighborhood parks, community parks and special use facilities that serve as a local destination park for citizens as well as a "venue" for events/festivals/competitions.
- 2.2 Riverfront Park will be a managed "event" park and primary venue for local, regional, and national events of appropriate size that the park can accommodate.
- 2.3 Riverfront Park will be maintained at a "showcase" level to attract the highest level of use year-round with emphasis on April through October.
- 2.4 Riverfront Park will be annually scheduled through a Calendar of Events Request process for primarily category A and secondarily for category B events.
- 2.5 Riverfront Park shall have a designated reserve fund (5% of permit and special fees) to do future repairs, renovations, and improvements exceeding \$1,000 in cost or in emergency situations.
- 2.6 Riverfront Park safety provisions shall be operated to ensure that the park is and feels safe to all park users.
- 2.7 Riverfront Park will be managed in a manner to maximize revenue generation while maintaining its accessibility to citizens.
 - 2.7.a Events may close Riverfront Park to the general public and charge admission and parking fees.
 - 2.7.b Category A events will be limited to be no more than six, June through October, and no less than two to three weeks apart.
 - 2.7.c All uses described in Section 5 of the rules and regulations must secure a Park Use Permit.
 - 2.7.d City reserves the right to review and approve all revenue generation activities in or associated with the park (concessions, parking, admission, etc.)
 - 2.7.e Fee and charge structure makes no differentiation for non-profits.

- 2.7.f Allows Downtown Parking District to permit weekday parking for vehicles year round (must vacate for events).
- 2.7.g Park fees and charges adopted annually during the budget process.
- 2.7.h A.C. Gilbert's Discovery Village and Riverfront Carousel, Inc. may sponsor two event/activities (excluding category A) annually outside of their "walls" with Riverfront Park use fees waived (special fees, cost recovery, and special requirements applied).
- 2.7.i Riverfront Carousel, Inc., will support the park operational budget by paying the City a negotiated amount of their gross income annually once their reserve fund is complete.
- 2.7.j The Department of Community Services, due to the complexities of park operations, future construction, and streamlining of community and special event scheduling and permit processes, will administer the Riverfront Park Management and Operations Plan to meet the park operation goals.
- 2.7.k Permit beer and wine sales under the provisions of S.R.C. 94.195.

3. RESERVABLE RIVERFRONT PARK AREAS

3.1	<u>Area</u>	<u>Description</u>
	A	North Meadow
	B	South Meadow
	D	Court Street Plaza
	E	Amphitheater
	F	Other (parking lots, etc., when utilized as event site)

4. PARK OPERATIONAL HOURS

- 4.1 Park will be open to the public 5:00 a.m. to 12:00 midnight.
- 4.2 Event hours will be no earlier than sunrise and end no later than 11:00 p.m. Events exceeding the 11:00 p.m. timeline will be subject to an additional fee of \$500 for 0-60 minutes, \$1,000 for 61-120 minutes, and \$5,000 for over 120 minutes.

5. WHEN IS A PERMIT REQUIRED?

- 5.1 Riverfront Park is a primary venue for organized uses, including, but not limited to, events, shows, festivals, public gatherings and large group rentals. A permit is required when any one of these criteria apply:
 - 5.1.a Admission is controlled by either donations, entry fees, or tickets.
 - 5.1.b Alcohol or anything else is sold to the public.
 - 5.1.c Tents, canopies, amplified sound, or stages are to be utilized.
 - 5.1.d The event is advertised as open to the public and attendance is anticipated to exceed 300 per day.
 - 5.1.e The event is organized by a caterer.
 - 5.1.f Vehicle access is requested.
 - 5.1.g Access to utilities is requested.
 - 5.1.h A series of activities, advertised as one event, open to the public, held on successive days in one location.
 - 5.1.i A single activity, advertised as one event, open to the public, held on the same day in more than one location.

6. ANNUAL PARK SCHEDULING PROCESS

6.1 Calendar of Events Request Process

The City utilizes an annual Calendar of Events Request process to schedule events in Riverfront Park.

Events are categorized by complexity and expected attendance, as such it is expected that three to six large (Category A) events will be permitted to run at intervals of no less than two to three weeks June through October. B, C, and D category events may be scheduled around the primary events. After the completion of the Request process, the City will accept Riverfront Park Use Applications on a "first come, first served" basis.

6.2 Definitions of Categories

6.2.a **Category A - Community Events**

- Utilization of multiple areas, i.e. park, street, parking area, etc.
- Run of 2+ days with set-up and take down.
- Estimated Attendance of 25,000+ for the event.
- Involve some type of concessions or sales.

6.2.b **Category B - Special Events**

- Utilization of 1-3 reservable areas, mainly confined in park or special use area.
- Run of 1-2 day total (including set-up and take down).
- Estimated Attendance of 1,000+ for the event.
- Involve some type of concessions or sales.

6.2.c **Category C - Ongoing or Series of Programs**

- Utilization of one primary reservable area.
- Offered seasonally, usually one day during the week/or weekend.
- May or may not involve some type of concessions or sales.

6.2.d **Category D - Private Group Rentals**

- Not generally open to the public.
- Use of no more than one reservable area.
- Does not involve concessions or sales.

7. PERMIT APPLICATION PROCESS

7.1 To secure a Riverfront Park Event Permit, the application and a non-refundable application fee must be filed with the Department of Community Services, Monday through Friday, 8:00 a.m. to 5:00 p.m. An application may be made in person at:

**Department of Community Services
555 Liberty Street, Room 300, Civic Center
Salem, Oregon 97301**

Applications to utilize Riverfront Park must be received at the Department of Community Services office a minimum of 30 working days prior to the date of the event. Applications received less than 30 days prior to the event may be subject to higher use fees. See item 8.1.a.

7.2 Application inquiries may be made by phone — 503-588-6261 or by FAX — 503-315-2567

7.3 City of Salem Department of Community Services may reschedule an event at the request of the applicant(s) if an alternate date and location can be identified. Rescheduling requires a new application processing fee.

7.4 Application Fees

7.4.a \$50.00 PER APPLICATION/PER RESERVABLE AREA

7.4.b \$100.00 PER APPLICATION/PER RESERVABLE AREA (less than 20 working days prior to event.)

7.4.c \$200 PER APPLICATION/PER RESERVABLE AREA (less than 10 working days prior to event).

7.4.d Application fees are non-refundable.

8. PARK USE FEES/SPECIAL FEES

8.1 Park use fees are dependent upon event classification and site.

8.1.a ALL PARK USE AND SPECIAL FEES MUST BE PAID IN FULL 30 BUSINESS DAYS PRIOR TO MOVE IN DATE. FEES WILL DOUBLE IF PAID 19 TO 29 BUSINESS DAYS PRIOR TO MOVE IN DATE. NINETEEN (19) DAYS PRIOR TO MOVE IN DATE, EVENTS MAY BE CANCELED AND THE SITE MADE AVAILABLE FOR OTHER RESERVATIONS.

8.1.b Permit Use Rate schedule at Riverfront Park is defined as follows:

RATE I

Events open to the public without sales, admission fees, concessions, or entry fees.

RATE II

Closed to the public, with or without a fee - i.e., catered private parties, conventions, etc.

RATE III

Commercial: the purpose of the event is to distribute information and/or introduce a product that may result in any future donations or sales, or,

Sales: events where concessions, and/or sales are part of the event, or,

Runs, walks, contests: where entry fees are charged in order to participate and the end event is combined with a festival type event (beer gardens, band or similar activity).

RATE IV

Runs/walks/contests where entry fees are charged in order to participate and race memorabilia may be sold on site. Race memorabilia is limited to T-shirts/sweatshirts or other race related items which have a per item cost of \$15.00 or less.

RATE V

Fee for access: events in this category will be charged Rate III rates or 10% of gross sales, whichever is greater. These are events which may or may not fence the area(s) and charge an admission fee.

8.1.c **Permit Use Rate Schedule** - Fees are calculated per reservable area per day in Riverfront Park (5% of permit use and special fees charged will go into the Riverfront Park Reserve Fund.)

- 1) Rate I and II events are conducted on a first-come, first-served basis. All set-up, events, and take-down/clean-up must occur within the same calendar day or load-in, load-out fees will apply.
- 2) Multi-day events are scheduled by a Calendar of Events Request process .
- 3) All rates apply to profit and non-profit groups.
- 4) Fee Calculation Chart

Park Reservable Areas	RATE I No Sales (4 hr min)	RATE II Private	RATE III Commercial, Sales/Runs, Walks/Contests	RATE IV Runs/Walks/ Contests	RATE V Fee For Access
AREA A North Meadow Lawn	\$25/hour	\$300/day	\$500/day	\$110 + 25¢ per contestant	\$500/day or 10% of gross
AREA B South Meadow Lawn	\$25/hour	\$300/day	\$1,000/day	\$110 + 25¢ per contestant	\$1,000/day or 10% of gross
AREA C Amphitheater	\$50/hour	\$350/day	\$1,000/day	\$110 + 25¢ per contestant	\$1,000/day or 10% of gross
AREA D Boat Dock ** (when utilized as an event site)	\$25/hour	\$300/day	\$500/day	\$25/hour	\$500/day or 10% of gross
AREA E Boat Dock Overlook** (when utilized as an event site)	\$25/hour	\$300/day	\$500/day	\$25/hour	\$500/day or 10% of gross
AREA F Rotary Centennial Pavilion**	\$35/hour (4 hr. min)	\$35/hour (4 hr. min)	\$35/hour (4 hr. min)	\$35/hour (4 hr. min) & \$160 + .50 per participant	\$500/day
AREA G Other ** (parking lots, etc., as an event site)	\$25/hour	\$300/day	\$500/day	\$160 + .50 per participant	\$1,000/day or 10% of gross

* Off season Rate III (October 16-April 15) will be charged ½ of the rate with the exception of the Court Street Plaza, and Amphitheater.

** No off season rates apply to this area.

8.2 Key Deposits

8.2.a \$100.00/Deposit/Key

8.2.b All key deposits are **REFUNDABLE**, if all required procedures are met.

8.2.c Any user needing to access a secured area must pay a key deposit prior to receiving a key.

8.2.d Key deposits must be cash, check, or money order.

8.2.e Keys may be picked up 48 hours in advance of the usage.

8.2.f Key deposits will be refunded as follows:

- 1) Returned within 48 hours after date of usage — 100%
- 2) Returned 48 hours — three days after date of usage — 75%

- 3) Returned four to six days after date of usage — 50%
- 4) Returned more than six days after date of usage — 25%

8.2.g Lost keys - If a key is not returned, or is lost, the deposit shall be forfeited and a penalty fee equal to the cost of rekeying the facility will be assessed.

8.3 Vehicle Access Fees

8.3.a Vehicle Access Permit Fees— \$30.00/Per Vehicle, per event.

8.3.b Vehicles on grass must either actively be used in loading/unloading and/or be an active part of the event and shown on the site plan.

8.3.c All vehicles, regardless of their use, must have a vehicle pass showing in the front windshield, when on park property.

8.3.d Event sponsor will be charged \$30.00 per day per vehicle allowed on park property without vehicle pass.

8.3.e Emergency vehicles (police, fire, or ambulance) on-site to handle emergencies, are exempt from these fees. If a part of a display, they will be treated as any other vehicle and must have a vehicle permit.

8.4 Alcohol Fees

8.4.a Fee \$50.00 per concessionaire. Concessionaire must be permitted directly by the City of Salem Department of Community Services.

8.4.b Limited to beer and wine only and sold by an OLCC licensed caterer.

8.5 Event Associated Concessionaires/Vendors

8.5.a All revenue generating sales activities designated by an approved event must obtain a Short Term Concessionaires Permit. Fees are \$30.00 per day per concessionaire.

8.5.b Short Term Concessionaire Permit holders will receive as part of their permit one vehicle access permit. Additional permits may be purchased for \$30 per vehicle, per event.

8.6 Load In and Load Out Rates

8.6.a Will be charged at the rate \$100 per day prior to the event, \$100 for the first and second day after the event and \$200 per day for each day thereafter.

9. DAMAGE/COST RECOVERY CHARGES

9.1 Requests for items not ordinarily provided at the site, will be charged back to the users at cost for providing the service. These could vary extensively from event to event, but at a minimum may include, but not be limited to, the following:

- | | | |
|----------------------------|----------------------------|------------------------------|
| ✓ Special turf mowings | ✓ Utility Locates/Flagging | ✓ Inspections |
| ✓ Garbage removal | ✓ Traffic Control Devices | ✓ Moving picnic tables |
| ✓ Utilities | ✓ Turf Renovation | ✓ Special sweeping |
| ✓ Traffic Control Officers | ✓ Event supervision | ✓ Facility/Equipment Repairs |

9.2 **All damage costs plus 10% will be billed back to the permittee.** The most common types of billable damage costs are:

- 1) Excess litter and debris.
- 2) Damage to underground utilities.

3) Turf renovation due to grease and oil spills, as well as vehicle and pedestrian traffic.

9.3 Required pre-event meetings are the best way to curtail damage costs.

9.4 Cooking is approved under the terms of the use permit. All cooking units must meet all state, county and city health and safety standards. In addition, all units may be inspected on-site by the City of Salem Fire Department or the State Fire Marshal. Permittee will be billed for all turf and other damages incurred through inappropriate disposal of grease and other waste.

10. SPECIAL REQUIREMENTS

10.1 Half Day Rates - Half-day rates apply to Rate III only. Half day rates do not apply to load in and load out days . Half day rates apply to events of four (4) hours or less, or to events which vacate the park by Noon.

10.2 Noise Variance Permit - As provided for in S.R.C. 93.005-93.990 all users may be subject to obtaining noise variance permits for activities in the park.

10.3 Park Reserve Fund - (5%) of permit use and special fees collected by the City shall go into the Riverfront Park Reserve Fund.

10.4 Power - Access and use of park power is included with permit use fee. However, event sponsors must bear the additional costs to access and distribute the power or bring in additional temporary power.

10.5 Fee Waivers

10.5.a Application fees cannot be waived, as they represent costs of processing and issuing a permit.

10.5.b Upon written request from the sponsor or applicant, of an event, park permit and special fees may be waived if the event meets the following criteria:

1) The event is cosponsored by City of Salem Department of Community Services and a percentage of the proceeds of the event (if applicable) goes to either City of Salem Department of Community Services or to the Parks Tradition Fund.

OR

2) The event is put on by an outside group as a benefit for City of Salem Department of Community Services and all proceeds are donated to City of Salem Department of Community Services or its Parks Tradition Fund.

10.6 Appeal/Process

10.6.a Initial application fees cannot be appealed and must be paid prior to making an appeal.

10.6.b All other restrictions, conditions and fees, or the denial of a permit, may be appealed to the Director of Community Services or Director's designee. Appeals must be in writing stating the name of the applicant, a description of the proposed event and event name, the park to be used, the date of the requested usage, and the nature of the appeal.

11. SITE/EVENT PLAN REQUIREMENTS

11.1 Site/Event Plan Requirements

11.1.a **All event applicants must provide a site plan at the time of Park Use Request or application.** All permittees must provide a final event site plan 120 days prior to move in. Permittees applying for **Contests and Tournaments** must provide a site plan including court layouts. Permittees applying for **Races/Walks** must provide a route map for each park area to

be used and be included with the original application. These site/route plans will be reviewed prior to application approval.

11.1.b All events where the public is invited, on-site cooking is requested, or tents or containment fencing is erected must be approved by City of Salem Fire Department prior to release of the usage permit. Tent and canopy permits are obtained through the Permit Application Center, Room 300, Civic Center.

11.1.c All site plans must identify the locations of the following: ADA approved restrooms, a first aid station, designated "lost/found" (children and/or things), dumpsters, garbage cans, bicycle parking, emergency phones, access to gray water, potable water, electrical services, amusement rides, beer gardens, fencing, vehicles, tents, canopies, restrooms, stages, information, trailers, etc.

11.1.d On site meetings will be scheduled for all events requiring a site plan. **Failure to meet with Department of Community Services staff may result in cancellation of permit.**

11.1.e City of Salem Department of Community Services reserves the right to change the routes of runs/walks/races if conditions cannot support the event. Participants must stay on the roads and paths in the park and any approved marking used to designate the route must be removed by the end of the day. Events which utilize city streets require a permit issued through the City of Salem Department of Community Services.

11.1.f The City of Salem reserves the right to make changes in all event site plans.

11.2 Load In/Load Out Days

11.2.a When scheduling an event, be sure to schedule ample set up and take down time. Rates in 8.6 will **BE CHARGED** for every day you are in the park for set up or take down which was not on the original permit application. If this time extension causes the City of Salem Department of Community Services to have to reschedule maintenance, creating additional costs, these costs will be billed to the permittee.

11.2.b The City of Salem will direct permittees (or those acting on their behalf), **who move in early** to cease set up and remove **IMMEDIATELY** anything already set up. Charges shall accrue from the date the first piece of equipment is moved in (i.e., dumpsters, bleachers, stage). In the event that an early move in date is negotiated within 24 hours of the approved move in date, the rates in 8.6 will apply.

11.3 Fences/Barriers/Tents

11.3.a All fencing and/or barriers used to secure the area will be supplied by the permittee. Locations of barriers, fencing, and other fixtures must be shown on the site plan and approved within the timelines established.

11.3.b All fencing and barrier placement requires approval of the Fire Marshal and may require a permit.

11.3.c All fencing and tents must be self-supporting. If stakes are put into the ground, all locations **MUST** be approved. Permittee will be responsible for all damages.

11.3.d When fencing and/or tents are allowed for limited access/entrance fees, they may be erected a maximum of 24 hours prior to the opening of the event and must be removed within 24 hours following the closing of the event.

11.3.e No fencing will be allowed for more than five consecutive days total.

11.3.f Events shall not charge an admission fee to any area of the park unless specifically approved to do so by the Department of Community Services. Donations may be collected, but it must

be clear that this is a donation and the public must not perceive that they are required to donate in order to attend.

11.4 Utilities

- 11.4.a Riverfront Park is equipped with potable water which is available to users as part of the permit.
- 11.4.b Riverfront Park is equipped with ample power, however, it must be accessed and distributed by a licensed and bonded company.
- 11.4.c Additional power or **SMALL** generators (may require a special kind of noise permit) can be utilized, however, the permittee will need to make all arrangements and pay all costs of additional power.
- 11.4.d Gray water disposal and grease traps will be made available and are included in the park use fee. Misuse and/or dumping of unauthorized waste will result in additional cost recovery charges. Examples of unauthorized waste includes human waste, gray water from portable showers, gray or black water from recreational vehicles, etc.

11.5 Restrooms

- 11.5.a While Riverfront Park is equipped with restroom facilities, these are inadequate for large events. Permittee is required to provide one portable RESTROOM for every 125 people, estimated attendance. **PLEASE BE AWARE THAT IF YOU PROVIDE EVEN ONE PORTABLE RESTROOM, IT MUST BE ADA APPROVED. IF YOU PROVIDE MORE THAN ONE, 15% OF THE TOTAL MUST MEET ADA REQUIREMENTS.** The Department of Community Services may provide a list of approved vendors.
- 11.5.b The restocking, pumping, and cleaning schedule will be determined based on size and scope of event. All restocking, pumping, and cleaning charges are the responsibility of the event organizer.
- 11.5.c Removal of portable restrooms must be completed within 24 hours of the end of the event.
- 11.5.d Permittees will be charged for maintenance and cleaning of existing park restroom facilities. Fees will vary depending on size and scope of the event.

11.6 Garbage Collection and Removal

- 11.6.a **TRASH COLLECTION ON A REGULAR AND THOROUGH BASIS IS REQUIRED THROUGHOUT THE EVENT AND THE RESPONSIBILITY OF THE PERMITTEE.** Permittee shall provide drop boxes for Category A and B events. It is required that permittees empty the garbage containers from their event on a regular basis into the dumpster so that other park users will find a clean park. Placement of required drop boxes must be approved by the Department of Community Services.
- 11.6.b Depending on the scope and size of the event, the permittee may be required to service existing park garbage receptacles.

11.7 Vehicle Access

- 11.7.a Vehicle traffic is not a normal use of park property and as such, park users, especially children, are not aware of the possible danger of vehicles in a park.
- 11.7.b Vehicles necessary to the set up, take down, and operation of a major special event may be allowed. Permission to have vehicles in the park can be obtained only from the department of community services and will not be valid until the vehicle access fee is paid and a validated vehicle access permit for each vehicle is obtained and placed in the windshield of the vehicle.

- 11.7.c Trailers are considered to be vehicles and must have a vehicle pass.
- 11.7.d All trailers and vehicles, which are a part of the event, as shown on the site plan, must have drip pan placed to protect the grass and/or pavement from oil and grease or renovation and damage fees may apply.
- 11.7.e Salem Police or Community Enforcement Officers may issue parking citations to vehicles in city parks without a valid vehicle access permit obtained and placed in the windshield.
- 11.7.f Heavy vehicles can cause damage to turf and in-ground irrigation for which permittee will be billed for all damage, repairs and any lost park use time.
- 11.7.g City of Salem Department of Community Services reserves the right to limit the size and number of vehicles at any park and/or event.
- 11.7.h Vehicles speed limit within the park shall not exceed 5 miles per hour.
- 11.7.i It is unlawful for any person to set up camp, tents or any temporary shelter or to use house trailers, campers, or automobiles for the purpose of overnight camping between sunset and sunrise without the approval of the Department of Community Services.

11.8 Public Safety and Security

- 11.8.a Permittee shall be required to implement all public safety and security measures deemed necessary by the City of Salem. Such measures shall be based on the type of event, the estimated attendance, the hours of operation, the dates of operation, the predicted parking demand, the predicted peak vehicle egress/ingress demands, and type of structures erected.
- 11.8.b All permittee's holding events which are advertised to the public shall be required to meet with the Recreation/ Public Events Supervisor, Salem Police Department, Salem Fire Department, Parks Operations Division, and the Community Enforcement Division, to discuss public safety and security issues.
- 11.8.c The public safety and security meeting shall be conducted no sooner than **60 days** prior to the date of the event unless the City agrees to another date. The City may waive the meeting if all public safety and security concerns are adequately addressed in the permit application.
- 11.8.d Permittee is responsible for providing adequate security for the event. In addition to the basic information required at the time of application for the permit, the permittee shall provide a detailed description of their proposed security plan. The plan shall include the following:
 - 1) Number of proposed security officers.
 - 2) How the security officers will be deployed. This shall include information about where they will be located and what their assignment will be.
 - 3) Number of security supervisors that will be on site for the event.
 - 4) Completion of the security firm agreement process for "Security Services for an Event Held on City of Salem property."
- 11.8.e The City will review the proposed plan to assure that all public safety and security issues are adequately addressed. The City reserves the right to modify the plan based on all of the permit criteria established under special use permit rules and regulations
- 11.8.f The City will require the permittee to contract with a City approved security vendor. All security officers, security supervisors, and security managers shall be licensed by the State of Oregon Board on Public Safety Standards and Training.
- 11.8.g Permittee shall be responsible to assure adequate access to the park by emergency vehicles. Such responsibility may include the placement of security officers in the public parking lots to assure that vehicles are parked lawfully and lots posted "Full" when the parking demand exceeds the supply.

11.9 Setbacks/Sidewalks

11.9.a Events do not have permission to control public walkways. No booths, tables, signs, or private security should be on the public walkways except by written permission of City of Salem Department of Community Services and issued as part of the official permit for the event.

11.9.b Permittees must comply with all laws including SRC 31.1040, 31.1090, 42.160, 78.240, and 76.020.

12. SPECIAL PERMITS

12.1 It is the permittee's responsibility to comply with all legal requirements when staging their event. Any one or combination of the permits and/or inspections which may be required are as follows:

12.1.a **Noise Variance Permits** - When live or recorded music, public address systems, and/or amplification of any kind is utilized, a Noise Variance Permit is to be completed through the Community Enforcement Division:

- 1) Class "A" Noise Variance - for an event or activity which does not exceed 72 hours in duration.
- 2) Class "B" Noise Variance - for an event or activity or series of related events, or activities which are 72 hours or more in duration or are less than 72 hours in duration and in the opinion of the health officer could have an adverse impact on a noise sensitive property or large segment of the community.
- 3) There is a fee for a Class A or B Noise Variance Permit.

12.1.b **Tents/Canopies** - A building permit and Salem Fire Department approval must be obtained whenever a tent (enclosed on two or more sides) over 400 square feet or a canopy (no sides) over 1,000 square feet is going to be utilized for an activity that is open to the public.

- 4) **A minimum of four weeks prior** to the event, the applicant must:
 - j) Complete an application for tent or canopy permit.
 - k) Submit two sets of plans to the Permit Application Center, Room 320 of the Civic Center, 555 Liberty Street SE, Salem, Oregon. Plans must include size of tent/canopy, exit locations, list of materials to be inside the tent, plot plan with dimensions to buildings, structures, and other important items.
 - l) Remit \$110 permit fee.
- 2) For special events plans may be reviewed by the Fire Marshal, Police, Community Enforcement, and the Department of Community Services.
- 3) Following review by the Fire Marshal, the permittee will be contacted to obtain plans and permits.
- 4) The permittee will be responsible to comply with directives from the Fire Marshal and/or the Building and Safety Division.
- 5) A final inspection is required prior to occupancy.
- 6) Tents/canopies may not be erected prior to an irrigation locate.

12.1.c **Food Vendor Permits** - "Street Vendors", "Peddlers", and "Mobile Food Units" are required to complete an application and permit process through the City's Permit Application Center.

Vendors, peddlers, and mobile unit operators must provide proof of insurance and all related State and County Health Department requirements and meet those of the Uniform Fire Code.

12.1.d **Temporary Street Closures Permits** - Closure of a public street or right-of-way may be requested as part of a community or special event. A Temporary Street Closure Permit can be obtained through the City.

12.1.e **Fireworks** - Event organizers desiring to include a public or private fireworks display must contact the State Fire Marshal's office no less than sixty days prior to the event. Once an application has been submitted to the State Fire Marshal, a review process will be completed by affected City departments, Oregon Department of Transportation, and other entities as necessary.

12.1.f **Photography** - Special Use Permits are required for all commercial filming and photography in City of Salem parks. Permits can be obtained through the Department of Community Services.

12.1.g **Amusement Rides** - The use of amusement rides take special approval of the director of the Department of Community Services. Requirements will include favorable recommendations from three references, damage deposits, a protective material placed under each ride (truck), a mandatory site meeting, and a Certificate of Insurance as required by the City's Risk Manager.

12.2 **Permit Sign-Off.** A review by affected City departments may be required prior to approval and release of permits. Organizers should allow a minimum of 30 days to distribute, review, and approve permits.

13. INSURANCE REQUIREMENTS

13.1 All permittees will provide a Certificate of Insurance for bodily injury and property damage in the sum of a minimum of \$1 million naming the City of Salem, its officers, employees, and agents as additional insured. The Certificate of Insurance shall be issued by a carrier licensed to do business in Oregon and approved by the City's Risk Manager. Certificates of Insurance must be submitted a minimum of 30 days prior to the scheduled event.

14. ALCOHOL REQUIREMENTS

- 14.1 Permittee may be granted permission to serve alcohol as a part of their event permit.
- 14.2 All permittees obtaining permission to serve alcohol will be required to provide insurance coverage; obtain an OLCC permit; and obtain Salem Police Department sign off and City of Salem Department of Community Services sign off.
- 14.3 Permission to serve/sell alcohol is subject to any and all OLCC rules and regulations.
- 14.4 Proof of insurance **MUST** be on file before the City will authorize the OLCC permit.
- 14.5 Include a copy of the approved Compliance Plan where an OLCC permit is required by the OLCC.

15. MUSIC/PA REQUIREMENTS

- 15.1 Permission may be granted to have music and/or to use a PA system throughout an event. City of Salem Department of Community Services approval will be based on the time of day requested, the level of impact, and the length of the use. If approved by the City of Salem Department of Community Services permittee is responsible for obtaining noise permits, keeping noise levels within the allowed limits, and terminating the music at the approved time.
- 15.2 Notwithstanding the granting of any permit by the City of Salem Department of Community Services, No permittee may exceed applicable noise standards without obtaining a noise permit or variance as required by law.
- 15.3 Permittee shall indemnify, defend, and save harmless the Urban Renewal Agency and City of Salem, their officers, agents, and employees, from any and all claims arising out of violations by Permittee of music copyright laws.

16. VENDORS/CONCESSIONAIRES

- 16.1 If an event includes permission to have sales, **THE PERMITTEE IS RESPONSIBLE FOR THE VENDORS/CONCESSIONAIRES WHO SELL AT THE EVENT.**
- 16.2 All vendors associated with the event must be within the boundaries of the event and must display their Short-Term Concessionaire's Permit at all times.

17. COMPLAINT RESOLUTION PROCESS

- 17.1 Complaints received by City of Salem relating to special events held in City parks will be tallied as to the nature of the complaint and sent to the permittee at the conclusion of the event. If complaints beginning prior to the close of work on Friday and are of a substantial nature, City of Salem Department of Community Services will make every effort to contact the permit contact person so that the situation can be remedied at once.
- 17.2 Complaints requiring action by the City of Salem will be referred to the appropriate staff liaison for citizens' concerns, as well as reported to the special event contact person for follow up.

18. ON SITE ASSISTANCE

- 18.1 Department of Community Services staff are available to answer questions regarding the Riverfront Park facility. They are available to assist with the development of site plans, locating utilities, making suggestions on how to reduce turf damage, and for on-site consultation prior to and during set up. They are also available to assist with emergencies during the event.
- 18.2 Department of Community Services staff will, in most cases, be on site during major special events. Event Supervisors may be assigned to cover major events. The cost of the Event Supervisor shall be paid by the permittee.

19. FREE SPEECH AREA

- 19.1 Community and/or special events permitted in Riverfront Park are not required to provide a designated Free Speech Area. However, event sponsors and promoters shall be encouraged to include a Free Speech Area within the festival area when deemed appropriate by permittee.

20. SPECIAL PARK RULES

- 20.1 Riverfront Park has been established as a focal point "event" park and the City desires to maintain the park at a "showcase" level, therefore, organized and drop-in youth or adult sport activities (i.e. soccer, baseball, softball, football, etc.) are prohibited.
- 20.2 Individual competitive sport endeavors such as running, walking, cycling, etc., are allowed under these Rules and Regulations. For more information, contact the Department of Community Services Office.
- 20.3 Motorhome Parking/Overnight stays may be approved by the Director of the Department of Community Services. Vehicle access permit fees apply.
 - 20.3.a Security Services are not available for overnight parking unless provided by the event organizer or vehicle owner.
 - 20.3.b No services are available, i.e., electrical, dumping, cable tv, etc.
 - 20.3.c All motorhomes must be self-contained.

20.4 Use of Boat Dock

20.4.a Use of the existing Riverfront Park Boat Dock may be approved for use by the Director of the Department of Community Services.

20.4.b Depending on the size and scope of use, special and cost recovery fees may apply.

20.4.c Any dock improvements and/or renovation must be approved by the Director of the Department of Community Services. All associated costs will be paid by the permittee.

20.5 Bicycle Parking

20.5.a A system and equipment, i.e. bicycle corral, temporary racks, etc., for bicycle parking will be provided by the permittee if required by the size and scope of the event.

20.5.b The Community Resources Division has the equipment necessary to establish a bicycle corral. Event organizers may utilize the equipment and operate the bicycle corral utilizing volunteers. All Category A events must provide additional bicycle parking to that which already exists.