CITY OF SEASIDE
PROPOSED SPECIAL EVENT REQUEST FORM

Return To:
Seaside City Hall
989 Broadway
(503) 738-5511
Fax: (503) 738-5514

kjordan@cityofseaside.us

1. Name of the event: _____

2. Contact person or Organizer (**Please provide phone, address, fax, & e-mail**)

_____

_____

3. Event dates / times, (start & end) and the estimated number of attendees:

_____

4. Brief event description (Be sure to explain any use of signage/attraction devices; amplified voice/music; or food-beverage-product sales and promotion.):

_____

_____

_____

_____

5. If this event was conducted in the past, please explain any proposed modifications:

_____

_____

6. Identify any City services, public facilities, or equipment that you will be requesting in conjunction with this event. **(Fees may be Charged for City Equipment or Services)**

_____

_____

7. List any additional permits or approvals that must be obtained prior to the event:

_____

_____

(Contact Oregon State Parks for Event Approval - (541)563-8506)

8. Please attach a map that identifies the property, pedestrian ways, and/or streets that will be utilized or impacted by the activities associated with the proposed event. **Maps of Seaside:**
1) http://egov.oregon.gov/ODOT/TD/TDATA/gis/docs/citymaps/seaside.pdf
2) http://www.mapquest.com/maps?city=Seaside&state=OR
3) http://seapac.org/print_map.htm

9. Please attach a detailed site plan for any public property that will be utilized during the event. This site plan should be very detailed and clearly identify the proposed use of public space. At a minimum, the plan should indicate the layout, size, location, and use of the following: temporary structures; seating and/or stage areas; microphone and speaker assemblies; temporary power or water connections; signage or advertising; parking, sidewalk, or street areas.

Please be advised, submittal of this form is not an authorization to conduct an event in Seaside. The City cannot accommodate every event that is requested and some events may require reimbursement for services rendered. Some activities may also require documentation of insurance, conditions of approval, additional permits, or licenses. Authorization of this City events form does not ensure that all necessary approvals have been obtained. The event contact person or organizer is solely responsible for obtaining all of the necessary approvals prior to the event.

---------- For Official Use Only ----------

Date Authorized: _____ Authorized by: _____

CITY OF SEASIDE POLICY

REGARDING MISCELLANEOUS USE PERMIT FOR EVENT ACTIVITIES ON THE OREGON STATE BEACH IN SEASIDE

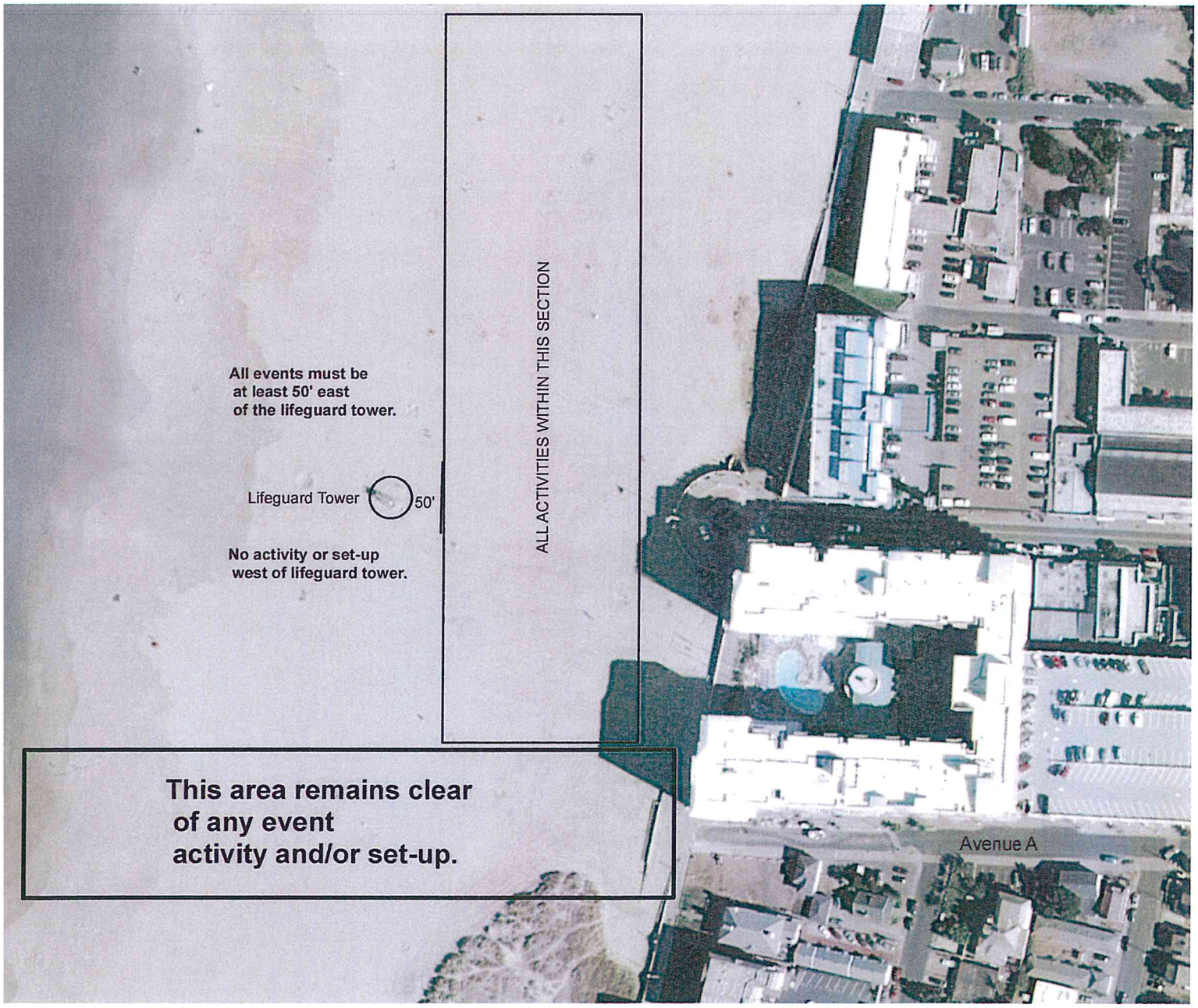
The following standards were adopted during the City Council Meeting May 12, 2014.
The standards contained in the policy are to be used by City staff in providing comments to the Oregon State Parks Department on "Miscellaneous Use Permit for Event Activities" applications.

A. Group Gatherings and Events in the City of Seaside (50 people and above).

1. City of Seaside Proposed Special Event Request Form is required for all events. Please note: event forms can be obtained at Seaside City Hall, (503) 738-5511 or by going to the City of Seaside website www.cityofseaside.us.
2. Vehicles are permitted on the beach only to deliver and remove structures and equipment related to the event "unless specifically authorized. At no time will the beach access locations be blocked. (permit issued prior to event by the Seaside Police Department)
3. Amplified music by City permit only.
4. Portable generators by City permit only.
5. Artificial lighting by City permit only.
6. Portable toilets by City permit only.
7. Merchandising by City permit only.
8. Lodging on the beach is prohibited.
9. Fireworks in the City are prohibited.
10. Beach Fires, larger than small recreational fires during an event will need approval and a permit. (permit issued prior to the event by the Seaside Fire Department).
11. Alcohol and Containers:
    a) Consumption of Alcoholic Beverages exceeding 14% alcoholic content is prohibited on the beach.
    b) Consumption of alcoholic beverages is prohibited on the beach during spring break.
    c) Glass bottles are prohibited on the Seaside Beach.
12. The gathering or event will not be located within 50 feet (north, south, east, and no events on the west) of the Life Guard Tower. A clear lane must be maintained from the access area of the beach.
13. The gathering or event will not be located within 100 feet of a public access to the beach (at no time will the beach access areas be blocked).
14. The location of the event will not have the effect of entirely restricting the public's north/south movement along the beach.
15. A gathering or event associated with a commercial use such as a motel will occur only on the portion of the beach immediately west of their property.
16. The gathering or event will conclude no later than 10:00 PM.
17. Any exceptions to the policy will need approval from the City of Seaside.
18. Oregon State Parks requires a permit for events on the beach (541) 563-8506.

B. Commercial Filming

1. Vehicles are permitted on the beach only to deliver and remove structures and equipment associated with filming. (permit issued prior to the event by Seaside Police Department)
2. No aircraft of any type may be used in association with the filming.
3. The filming will not have the effect of entirely restricting the public's movement along the beach.
4. Security personnel (approved by the Police Department) will be employed to provide project security and public information.


ALL ACTIVITIES WITHIN THIS SECTION
All events must be
at least 50' east
of the lifeguard tower.
Lifeguard Tower
50'
No activity or set-up
west of lifeguard tower.
This area remains clear
of any event
activity and/or set-up.
Avenue A