



**JACKSON  
COUNTY**  
*oregon*

# Special Event Permit Application

(Please Type or Print Clearly)

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Facility or County Property to be Utilized: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

End Time: \_\_\_\_\_

Name of Event Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Contact Person During Event \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Location of Person During Event \_\_\_\_\_

Do you anticipate needing any of the following (if yes, include locations and attach additional sheets if necessary):

Street: \_\_\_\_\_ Sidewalk: \_\_\_\_\_ Crowd Control: \_\_\_\_\_ Parking: \_\_\_\_\_

Use of Public Building: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Other: \_\_\_\_\_

Describe in detail how the requested event will impact the public road right-of-way and your plan for mitigating the impacts to the right-of-way area. (Attach additional sheets of paper if necessary)

See [http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/publications\\_traffic.shtml](http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/publications_traffic.shtml) for additional information of right-of-way criteria.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Include the following with this application:

1. Detailed map with the route or course description including flaggers, volunteer and first aid stations, etc.
2. Certificate of Insurance with limits and requirements as outlined by Risk Management. Jackson County, and its elected officials, officers, volunteers, agents and employees shall be named as Additional Insureds. A copy of the Additional Insured Endorsement must also be provided to the County.

All State of Oregon, Federal, and Local laws and ordinances apply. Some events will require additional permitting from Oregon Liquor Control Commission. Consult OLCC to see if your event applies. Jackson County reserves the right to cancel this reservation in the event of an emergency, threat to public safety, welfare or property, or immediately upon breach of a permit condition.

The following standard comments from the Road Department shall apply to all events utilizing County right-of-way unless specifically approved otherwise. All events are to be reviewed by the Road Department and additional comments or requirements may be provided.

- Events should be planned and managed to minimize impacts to the general public and to maximize safety for both participants and the general public. Event parking, support services, rest stops, check points, etc., shall be located and managed in appropriate locations. At no time shall they be located in the travel way of a road; preferably, they should be located at least 10 feet outside of the road travel way. The travel way is defined as the fog lines on a paved road so striped, the edge of pavement on a paved road without fog lines, or the edge of gravel on a gravel road.
- All users of the County road system are expected to follow the Oregon Vehicle Code at all times. If event organizers wish for participants in their event to have exceptions to, or extra protection beyond, the vehicle code they shall provide certified flaggers and appropriate signage at all exception locations. Flaggers and signage shall conform to the current edition of the "Oregon Temporary Traffic Control Handbook". This publication may be found at the Oregon Department of Transportation traffic publications website, [http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/publications\\_traffic.shtml](http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/publications_traffic.shtml) . Road closures are not permitted unless specifically approved by the Road Department.
- Most County roads are narrow, with little or no shoulder, or busy, or both. Visibility of the participants to the traveling public is an integral element to the safety of the event. Participants are strongly encouraged to wear bright outer clothing during events. Events scheduled between November 1<sup>st</sup> and April 30<sup>th</sup>, or at night any time of the year, must also overcome the challenges of darkness and weather (fog, rain, snow) in regard to participant visibility. Between November 1<sup>st</sup> and April 30<sup>th</sup>, or at night, participants are strongly encouraged to wear reflective material on their outer garments, in addition to their brightly colored clothing. This could take the form of reflective tape applied to the outer garment, a reflective vest, a number card made of reflective material, a hat made of reflective material, or use your imagination to provide a unique outer garment with reflectivity. If event organizers are providing any form of outer product for the event (such as t-shirts, or a number card) they are strongly encouraged to incorporate bright colors and/or reflectivity into the product.

I hereby certify that I am an authorized representative of the organization noted above, that the above statements are true to the best of my knowledge. I have read and agree to be bound by the regulations and policies of Jackson County and this agreement. I understand that violation of any of these agreements may result in forfeiture of deposit, jeopardize further use of the facility, and result in immediate termination of event. I (and the organization I represent) agree to indemnify, defend, and hold harmless Jackson County, its employees, officers, volunteers, agents and elected officials from and against any and all claims, damages, losses, and expenses, including legal fees arising from or in connection with activities during the term of the facility use agreement.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to: Jackson County Risk Management**

**Attn: Linda Strickland**

**10 South Oakdale, Room 214**

**Medford OR 97501**

**Phone: 541-774-6035; Fax: 541-774-6705; E-mail: [BoC-CAO\\_Admin@jacksoncountyor.gov](mailto:BoC-CAO_Admin@jacksoncountyor.gov)**

# Certificate of Insurance

## Minimum Insurance Requirements For Jackson County Events/Activities

- General liability minimum of **\$2,000,000** each occurrence and **\$4,000,000** aggregate.
- Naming, “***Jackson County, its Elected Officials, Officers, Volunteers, Agents and Employees***” as an additional insured.
- Certificate should include the requester’s name and address.
- DESCRIPTION SECTION OF CERTIFICATE SHOULD INCLUDE:
  - Reference to the contract number, race title, event, etc. in the description section.
  - Reference to the endorsement number and additional insured date AND a copy of endorsement showing additional insureds added to the policy.
  - Workers’ compensation insurance if event has employees.
  - \$1,000,000 Auto Liability if transporting participants.

The certificate(s) should be sent to the following address (may be mailed, faxed or emailed):

**Jackson County**  
Risk Management  
10 S. Oakdale Ave., Rm 214  
Medford, OR 97501  
Office: 541-774-6035  
Fax: 541-774-6705  
Email: BoC-CAO\_Admin@jacksoncountyor.gov