



Application for Special Event

Event Name: _____

Event Date: _____

Event Location: _____

Sponsor(s): _____

SROA OFFICE USE ONLY:

Approved with Conditions (see attached):

SROA General Manager Approved: _____ Date: _____

SR Police Chief Approved: _____ Date: _____

SR Fire Chief Approved: _____ Date: _____

SR Public Works Approved: _____ Date: _____

SUNRIVER OWNERS ASSOCIATION

Guidelines for Special Event Permit Procedures

When is a Permit Required?

Special Event Permits are required for all events that occur entirely, or in part, on SROA property that:

- Are not covered by the existing reservation system for SROA recreation areas (events involving groups that exceed reservation system size limitations or differ substantially from the normal use of the area require Special Event Permits)
- Are not normally scheduled recreational activities or SROA-sponsored events
- Require exceptions to the Consolidated Plan of Sunriver or the Sunriver Rules & Regulations, when such exceptions are allowed by these documents

How is a Permit Issued?

- Applicants must submit a Special Event Permit Application (attached) a minimum of 60 days prior to the event. Applications submitted less than 60 days prior to the event may be accepted at the sole discretion of the Planning and Administrative Services Director depending on the scale and nature of the event. It is recommended that large-scale event applications be submitted as far in advance as possible and a pre-event meeting with SROA be arranged. Applications for events with conflicting dates will be considered on a first come first served basis.
- The applicant shall complete the application, sign the Permit and Indemnity Agreement and return the completed application to SROA along with required certificates of insurance listing **SUNRIVER OWNERS ASSOCIATION, ITS BOARD OF DIRECTORS, OFFICERS, AGENTS AND EMPLOYEES** as additional insured and a check in the amount of the required deposit.
- The Application and supporting materials will be routed to SROA and Sunriver Service District departments and appropriate third parties (e.g. Sunriver Resort or Mall) for comment.
- The Planning and Administrative Services Director and/or the General Manager will decide if the application can be approved and if approved will sign the permit and return a copy of the completed application, signed permit and any conditions of approval to the applicant.
- A copy of the approved Permit shall be distributed to affected SROA and Sunriver Service District departments.

What Fees & Deposits are required?

- A deposit in an amount determined by SROA may be charged to cover SROA costs of providing services to the applicant in support of the event and the costs of repairing damages to SROA property.
- The amount of the deposit shall be determined by the Planning and Administrative Services Director based on an estimate of the cost of support services and the potential for damage to SROA property and the nature of the event.
- SROA shall refund excess deposit monies to the applicant and shall bill the applicant for costs in excess of the deposit amount.
- SROA shall charge adopted use fees if the event occurs on SROA property for which a use fee is charged.

SPECIAL EVENT PERMIT APPLICATION

(Please Type or Print Clearly)

Date of application: _____

Name of Event: _____

Sponsor(s): _____

Proposed Location of Event _____

Type of Event: _____

Date(s) of Event: _____

Beginning Time: _____ Ending Time: _____
(Attach additional information for multi-day events or events with complex schedules)

Expected Number of Participants: _____

Applicant: _____

Address: _____

Work Phone: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Local Agent (must be present at event): _____

Address: _____

Work Phone: _____ Home Phone: _____

Email address: _____ Cell Phone: _____

Indemnity Agreement & Insurance Requirements

If Sunriver Owners Association decides to issue a permit for this event, the following Indemnity Agreement will be required:

In consideration of the issuance of a permit by Sunriver Owners Association for the following event ("Event"): _____

To be held on the following date(s): _____

The undersigned Applicant for the Event hereby agrees to defend, indemnify and hold Sunriver Owners Association, its Board of Directors, officers, agents and employees harmless from any claim, loss, or liability arising out of or related to the Event or the use of the Sunriver Owners Association property by the Applicant.

Name of Applicant

Date

By (Signature)

Title

If Sunriver Owners Association decides to issue a permit for this event, the following Certificate(s) of Insurance will be required before the permit is issued:

Applicant shall furnish a certificate of comprehensive general liability insurance with limits of not less than \$1,000,000 for injury to one person, \$1,000,000 for injury to two or more persons in one occurrence, and \$300,000 for damage to property, **OR** a single limit policy of not less than \$1,000,000 covering all claims per occurrence. Said certificate shall name **Sunriver Owners Association, its Board of Directors, officers, agents and employees** as additional insureds and shall provide for notification in the case of cancellation or material changes to coverage.

Applicant shall furnish a certificate(s) of worker's compensation insurance if Applicant, and/or Applicant's subcontractor, employ any workers who perform any labor associated with this Event.

Deposit Requirement

If Sunriver Owners Association decides to issue a permit for this event, a deposit in an amount determined by SROA may be required to be submitted to Sunriver Owners Association before the permit will be issued

Applicant agrees that all, or a portion, of the deposit amount may be retained, at SROA's sole discretion, to cover SROA's costs of remedying Applicant's failure to comply with terms of the permit. The cost of services to be provided by SROA shall be deducted from the deposit amount and the balance refunded to Applicant, unless Applicant makes other arrangements in advance for payment of SROA invoices.

Acceptance of this application does not obligate SROA to issue a permit.

Special Event Permits will be issued at SROA's absolute and sole discretion. Should this application be approved by SROA the undersigned agree to comply with the requirements and representations made in this application and any conditions of approval imposed by SROA.

Return completed application to:

Sunriver Owners Association
P.O. Box 3278
Sunriver, OR 97707

(541) 593-2411
593-5669 Fax

Signature of Sponsor/Applicant

Title

Signature of Local Agent

Do not write below this line

===== FOR SROA USE ONLY =====

Special Event Permit

APPROVED APPROVED WITH CONDITIONS DENIED

EVENT USAGE FEE EVENT USGAE AMOUNT:

DEPOSIT REQUIRED:

YES NO AMOUNT OF DEPOSIT:

CONDITIONS OF APPROVAL: **See Attachment J**

SUNRIVER OWNERS ASSOCIATION

Keith Kessar
Assistant General Manager

Date: _____

SPECIAL EVENT PERMIT – ATTACHMENT J

Conditions of Approval

Name of Event: _____

Date(s) of Event: _____

The following conditions are in addition to any existing: amenity/venue regulations or Sunriver Rules that may apply. Unless specifically authorized otherwise, should any information listed in the sponsor's application conflict with SROA Rules and Regulations, the SROA Rules and Regulations shall take precedence.

Sanitation – The applicant will be fully responsible for any additional toilet facilities that may be necessary required for this event.

Fire Code Requirements – (If applicable) Applicant shall meet with the SROA Fire Department prior to the event to ensure compliance with all applicable fire code related issues and any other special safety requirements.

Set Up – (if applicable) Applicant shall meet with SROA Public Works Department no later than seventy-two (72) hours prior to the start of the event to determine any pre-event needs from Public Works.

Vendors – Applicant is fully responsible for any/all vendors in conjunction with this event.

Cleanup – Applicant is fully responsible for cleanup of all SROA property areas used by applicant and/or attendees as well as any affected areas outside the venue/routes directly or indirectly caused by the event.

Signage – All event signage, including but not limited to: directional signage, welcome banners and event sponsorship banners, shall comply with all current Design Committee Rules. It is advisable to inquire with the SROA Community Development Department as to current sign regulations and approval processes prior to the erection of any signage.

Assignment – Applicant may not assign any authority and/or responsibility as event sponsor/coordinator of this special event, its approval or any condition thereof to another party without prior written consent of SROA.

Signature of Event Organizer: _____ Date: _____

Print Organizer's Name: _____

Event Organizer Title: _____