

Port of Port Orford
 300 Dock Road
 Port Orford, OR 97465

Special Event Application

Additional sheets may be attached

Event Information

Group/Organization's Name:

Responsible Party:

Address:

Billing Address if different:

Phone Number:

Email Address:

Specify Dates and Time Period of Use:

Is this a Fundraising Event?

Name and Purpose of the Event:

How does your event align with the Mission of the Port of Port Orford?

Set Up Details

Will Alcohol Be Served? Yes No Initials:

If alcoholic beverages will be sold or served at this event attach OLCC Sales/Special Event License or OLCC Restaurant or Caterer License AND liquor liability insurance coverage.

Will Food Be Served? Yes No Initials:

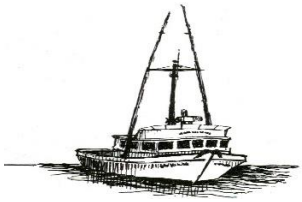
If food will be sold or served at this event attach a Curry County Health Department Food Service Permit or a restaurant or caterer license.

List special set up details including animals, stages, vehicles, booths, and so forth, and attach copies of permits, licenses, and insurances.

Clean Up

Clean up is required at the close of the event. The Port of Port Orford staff will inspect the site for cleanliness and damages following the event. Full or partial forfeiture of deposit will result for any damages, repairs, maintenance, or cleaning required as a result of the event. In the event the expenses exceed the deposit amount, the responsible party will be billed for the difference. Any balance is due upon receipt. Any refunds due will be processed within ten days. **Initials:**

Applicant and applicant's group agrees to defend, hold harmless and indemnify the Port of Port Orford and its officers, employees, board members, and agents from any and all liability, damages,



Port of Port Orford
300 Dock Road
Port Orford, OR 97465

Special Event Application

costs, expenses, and attorney fees arising out of the applicant's, applicant's group or their invitees' while engaged in the activities arising out of this agreement.

_____ agrees to maintain liability insurance coverage of not less than \$1,000,000 per occurrence to cover any liability arising out of or associated with this event, and agrees to name the Port of Port Orford as an additional insured on such policy with a copy of the endorsement attached to the certificate of insurance.

_____ further agrees to provide the Port of Port Orford with a certificate of liability insurance including additional insured endorsement not less than two weeks prior to the scheduled event and shall amend the notification for cancellation of coverage to 30 days. If _____ fails to provide the certificate of insurance and endorsements within the time required herein, this Special Event Application will automatically be revoked.

I have read and agree to abide by the regulations established for the use of the Port of Port Orford facilities. I agree to be solely and completely responsible for the condition of the facility and to leave the building, equipment and grounds used in a neat and clean condition, without damage. I agree to promptly reimburse the Port of Port Orford for all damages.

I have legal authority to enter into this agreement on behalf of the entity, organization, or individual listed on this application.

Application and Appeal Process

- 1) Incomplete applications will not be accepted.
- 2) An application will be deemed incomplete without a response to each question, and without attaching copies of permits, licenses, and insurances.
- 3) Denials will be mailed by US Postal Service within five business days of receipt of the application.
- 4) Denials may be appealed. The appeal process is on the following page.

Signature

Signature:

Print Name and Title:

Date:



Port of Port Orford
300 Dock Road
Port Orford, OR 97465

Special Event Application

HOW TO APPEAL AN EVENT DENIAL

Any event denial may be appealed by filing a notice of appeal. The Port Commission will review the denial by, during, or before the Port's next public meeting following receipt of the request. The applicant or the designated representative may request to be present for the review.

The appellant will be notified of the denial or acceptance of the appeal by mail. A denial will include the denial reason. Acceptance will include the date, time, and location of the review.

The review shall be informal. The Commission shall consider any arguments the Commission considers relevant to whether the event denial is in the best interest of the Port of Port Orford.

An appellant will be granted no more than one review per event denial. The decision of the body of Commissioners of the Port of Port Orford shall be issued within five days of the review meeting. The decision of the Commission shall be final.