



PUBLIC ROAD EVENT PERMIT APPLICATION CHECKLIST

- Complete the Public Road Event Permit Application and submit at least 60 days prior to the event. Applicant to sign at the lower right of the application.
- Include a Certificate of Liability Insurance (\$2,000,000 covering all claims per occurrence).
- Include Document of Additional Insured identifying Columbia County, Oregon. Further identify by including the following language: ***“Without prejudice to coverage otherwise existing herein, Columbia County and all other affected public agencies, the Board of County Commissioners and the board of other affected public agencies, their officers including the Columbia County Sheriff, agents and employees are included as additional insured under this policy as to any claims or claims for injury to person, including death, or damage to property, resulting from or growing out of the activities of the named insured, including all volunteers, under the permit issued by the county for (name of event) – sponsored by: (name of organization) .”***
- Include Indemnity Agreement signed and dated by applicant in the lower left of the page.
- Include a map of the route and identify traffic control measures that will be used during the event.
- Include payment for the Permit (\$100 or \$300 depending on the number participating)
- If necessary, include payment for cost reimbursement – amount to be determined by County



PUBLIC ROAD EVENT PERMIT APPLICATION

Name of Event: _____ Application Date: _____
Sponsor: _____
Type of Event: _____
Purpose of Event: _____
Date of Event: _____ Beginning Time: _____
Expected Number of Participants: _____ Ending Time: _____
Location of Assembly Area(s): _____
Assembly Beginning Time: _____
Number of Volunteers: _____ Number/Type of Support Vehicles: _____
Name of Applicant: _____
Address: _____
Work Phone: _____ Home Phone: _____ E-mail: _____
Contact Person (other than applicant): _____
Address: _____
Work Phone: _____ Home Phone: _____ Email: _____
Chair/Race Director (for athletic events): _____
Address: _____
Work Phone: _____ Home Phone: _____ Email: _____
Previous Experience: _____

Route: Submit a map with the route clearly drawn. Indicate starting point, direction and ending point. Also include plans for rest stops, first aid stations, support vehicles, etc.

Fee: Applicant must submit with completed application \$100 for small events (less than 300 participants) and \$300 for large events (300 or more participants).

By signing this application, sponsor agrees to all terms and conditions set forth in the Public Road Event Ordinance, and any special conditions listed in the Permit, if this application is accepted and a Permit is issued by the County.

Name of Sponsor:

Signature of Authorized Agent

FOR COUNTY USE ONLY:

Application Received: _____ Insurance Certificate Received: _____
Application Fee Paid: _____ Indemnity Agreement Signed: _____
Permit Issued: _____ Deposit Received: _____

Public Works Director or Designee: _____ Date: _____



INDEMNITY AGREEMENT

In consideration of the issuance of a permit by Columbia County for the Public Road Event known as the _____ to be held on _____, the undersigned sponsor/applicant for the event hereby agrees to indemnify, defend, save, and hold harmless Columbia County, its officers, agents and employees, and other affected public agencies, their officers, agents and employees (collectively, the "indemnitees") from all suits, actions, damages or claims to which the indemnitees may be subjected of any kind or nature whatsoever resulting from, caused by, and arising out of or as a consequence of such Public Road Event and the activities permitted in connection therewith.

Sponsor/applicant shall maintain commercial general liability and property damage insurance in an amount of not less than \$2 million per occurrence to protect indemnitees. Sponsor/applicant shall provide County a certificate or certificates of insurance in the amount described above, which names County, its officers, agents, and employees, and the affected public agencies, their officers, agents and employees as additional insureds. Such certificate or certificates shall be accompanied by an additional insured endorsement.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUTY

Agency

Signature of Authorized Agent

Date Signed

Chair

Date Signed

RETURN TO:
Columbia County Public Works
1054 Oregon Street
St. Helens, Oregon 97051
Phone | 503.397.5090
Fax | 503.397.7215
Email | publicworks@columbiacountyor.gov



INSURANCE REQUIREMENTS

Before Columbia County can issue a permit for a public event, the sponsor must provide proof of public liability insurance, including property damage, covering all sponsor's activities, including volunteers, arising out of the event with a single limit policy of not less than \$2,000,000 covering all claims per occurrence.

The policy also shall bear the following endorsement:

"Without prejudice to coverage otherwise existing herein, Columbia County and all other affected public agencies, the Board of County Commissioners and the boards of other affected public agencies, their officers including the Columbia County Sheriff, agents and employees are included as additional insureds under this policy as to any claims or claims for injury to person, including death, or damage to property, resulting from or growing out of the activities of the named insured, including all volunteers, under the permit issued by the county for:

Name of Event

"It is understood and agreed that this policy shall not terminate or be canceled prior to the completion of the event without first giving 30 days written notice of intention to terminate or to cancel said policy to the county.

"Notwithstanding the naming of additional insureds, the said policy shall protect each insured in the same manner as though a separate policy had been issued to each; but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured."

A Certificate of evidence of such insurance, together with the above endorsement, shall be submitted to the County and shall be subject to the approval of the County Counsel on behalf of Columbia County as to the adequacy of protection.

SEND CERTIFICATE TO:
Columbia County Public Works
1054 Oregon Street
St. Helens, Oregon 97051
Phone | 503.397.5090
Fax | 503.397.7215
Email | publicworks@columbiacountyor.gov

THIS PAGE IS TO BE MADE A PART OF INSURANCE POLICY #

GIVE THIS SHEET TO YOUR INSURANCE CARRIER.