



## PUBLIC ROAD EVENT PERMIT APPLICATION

---

---

(Please type or print clearly and submit with application fee of \$100 for small events, \$300 for large events [300 or more participants])

Date: \_\_\_\_\_

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

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 \_\_\_\_\_

**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.*

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Person (other than applicant) \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Chair/Race Director (for athletic events) \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Previous Experience \_\_\_\_\_

**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.**

**RETURN TO:**

Columbia County Road Department

Cherie Moylan, Office Manager

1054 Oregon Street

St. Helens, Oregon 97051

503.366.3961 (O)

503.397.7215 (Fax)

[cherie.moylan@co.columbia.or.us](mailto:cherie.moylan@co.columbia.or.us)

\_\_\_\_\_

(Name of Sponsor)

\_\_\_\_\_

By: \_\_\_\_\_

(Signature of Authorized Agent)

---

---

**For Use By County:** Permits/Public Events/Forms/Public Road Event Application

Application Received

Application Fee Paid \$ \_\_\_\_\_

Permit Issued \_\_\_\_\_

Insurance Certificate Received

Indemnity Agreement Signed

Deposit Received: \$ \_\_\_\_\_

**GIVE THIS SHEET TO YOUR  
INSURANCE CARRIER**

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

---

---

**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 Road Dept.

Attn: Cherie Moylan

1054 Oregon Street

St. Helens, Oregon 97051

503.366.3961 (O)

503.397.7215 (Fax)

[cherie.moylan@co.columbia.or.us](mailto:cherie.moylan@co.columbia.or.us)



Cherie Moylan, Office Manager  
County Road Department  
1054 Oregon Street  
St. Helens, Oregon 97051  
503.366.3961

Board of County Commissioners  
Columbia County Courthouse  
230 Strand, Room 331  
St. Helens, Oregon 97051  
503.397.4322

In consideration of the issuance of a permit by Columbia County for the Public Road Event known as the \_\_\_\_\_ to be held on \_\_\_\_\_, 2018, the undersigned sponsor/applicant for the event hereby agrees to defend, indemnify and hold Columbia County and other affected public agencies, the Board of County Commissioners and the boards of other affected public agencies, their officers, agents and employees (the Aindemnitees@) harmless from:

1. All liability, damage, loss, cost or expense, including but not limited to attorney's= fees, that the indemnitees may sustain or incur on account of any damage to or destruction of any property that the county may own or in which it may have an interest;
2. All liability, damage loss, cost or expense, including but not limited to attorney's= fees, on account of any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the sponsor/applicant, its agents or employees, of the road, site, area or facility to which the permit pertains.

\_\_\_\_\_  
(Agency)

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
(Signature of Authorized Agent)

By: \_\_\_\_\_  
Chair

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**RETURN TO:**  
Columbia County Road Department  
Attn: Cherie Moylan  
1054 Oregon Street  
St. Helens, Oregon 97051  
503.366.3961(O)  
503.397.7215(Fax)  
[cherie.moylan@co.columbia.or.us](mailto:cherie.moylan@co.columbia.or.us)

## Public Road Event Permit Application Check List

- 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.
- 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)