



Where Life is Sweet

Request For Street Closure

Street Closures for Private or Community Events

Required for the closing of any street within the City for the purpose of holding a celebration, block party, street dance, local special event, or other purposes when a temporary street closure is necessary.

Exception- The Festival Street Closures are scheduled through the Parks and Recreation Department.

Application- Turned in at least 20-days prior to event

\$25.00 Non-Refundable

To be applied towards the approved permit fee.

Application, Expedited- If application is turned in less than 20-days prior to event

\$50.00 Non-Refundable

Will not be applied to the approved permit fee.

Approved Permit with Barricades- Staff delivers and picks up

\$200.00 for first block

\$100.00 per additional block

- For questions please contact City Recorder Lilly Alarcon-Strong at: lalarcon-strong@hermiston.gov, in the Administration Office at City Hall, 180 NE 2nd Street, or by phone at 541-667-5004.
- Application fee is required at the time of application submission to the City Recorder.
- Once the application has been submitted, the City will respond within 5 business days with a decision of approval or denial.
- Approved Permit fee and Proof of Insurance Policy is required within 5 business days after requester has been notified of approval.
 - Please Note: The issuance of a Street Closure Permit does not relieve the applicant of the responsibility to obtain any other necessary City permits, licenses or approvals, including but not limited to, business licenses, encroachment permits, or special event permits.

Insurance Required

The responsible party/permit holder shall procure and maintain in full force and effect during the term of the permit, a policy of insurance from a reliable insurance company authorized to do business in the State. Such insurance shall provide coverage of which the combined single limit per occurrence shall be not less than that required under the Oregon Tort Claims Act, ORS 30.270 et seq., or \$2,000,000, whichever is greater. Such insurance shall be without prejudice to coverage otherwise existing therein and shall name the City, its officers, agents, and employees as additional insureds. Such insurance shall further provide that the policy shall not terminate or be canceled prior to the completion of the event. Proof of insurance shall be submitted to the City Recorder prior to issuance of the temporary closure permit, and maintenance of this insurance shall be a continuing condition of the permit. Responsible party/permit holder shall agree to assume the defense of and indemnify and save harmless the City, its council members, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection therewith.

Insurance coverage can be supplied by:

- The responsible party/permit holders home/auto insurance agent/company,
- The Event Helper at: <https://www.theeventhelper.com/> , or
- The Graybeal Group, Inc. Insurance at: 541-567-5523 or at 100 E Gladys Ave., Ste A, Hermiston



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Requester/Responsible Party Information

1. Requester/Responsible Party Name(s): _____
2. Requester/Responsible Party Organization (if any): _____
3. Physical Address: _____
4. Mailing Address: _____
5. Email Address(s): _____
6. Phone Number(s): _____

Event Details

1. Date(s) of closure: _____
2. Duration of closure: _____ to _____
Please make sure to account for additional time that may be needed for collection and removal of all trash, garbage, and litter caused by or arising out of the temporary street closure.
3. Describe in detail the event for which this closure is being requested: _____

4. Estimated number of people attending event: _____
5. Will any sound amplification equipment or other excessive volume be used, ie: speakers, mics, live music, DJ, or other? _____. If yes, please describe: _____

Please list time frames of excessive volume: _____ to _____
6. Will there be any sales of food, beverages, or other merchandise at the event? _____
If yes, please make sure each vendor has obtained proper Business Licenses. Business License information can be found on the City's website at: <https://www.hermiston.gov/economic-development/page/business-licenses>

Street Closure Areas

Please attach a map indicating the requested closure areas described below.

Description of Street(s) and/or Intersection(s) to be blocked off:

1. _____
Street Name From To
2. _____
Street Name From To
3. _____
Street Name From To
4. _____
Street Name From To

5. Will the street closure occupy all or only a portion of the streets or intersections involved? _____
If only a portion, please explain and show these areas on the attached map you submit: _____

6. Is Parking requested to be restricted or prohibited during the closure? _____
If restricted, please explain and show these areas on the attached map you submit: _____

Additional Information

Is there any additional information you'd like us to know about your event? _____

For City Staff Use Only

Date Received/Application Fee Paid: _____ Route to: City Recorder

Reviewed by:

- ☐ Police Chief- Conditions: _____

- ☐ Street Superintendent- Conditions: _____

- ☐ City Manager- Conditions: _____

- ☐ **Approved**
- ☐ **Disapproved**
- ☐ City Recorder
- Date requester notified of decision: _____
 - Requester must pay remaining permit fee amount of _____ and proof of insurance policy within 5 business days from when notified or by: _____
 - Date remaining permit fee amount paid and insurance submitted: _____
 - Date City Council notified: _____

RETURN TO STREET SUPERINTENDENT UPON FINAL APPROVAL