



P.O. Box 970/401 E. Third Street, Newberg, OR 97132 | 503-538-8321
Jeff Kosmicki, Chief of Police



NEWBERG CULTURAL DISTRICT FESTIVAL STREET PERMIT APPLICATION

Application submitted by: _____ Date Submitted: _____

Event Name: _____

Event Date(s): _____ Time of Event: _____

Number anticipated to attend, total: _____ Approximate attendance per hour: _____

Additional dates and/or times for set up or tear down: _____

Event Sponsor: _____

Event Sponsor Address: _____

Contact Person (First & Last Name): _____

Contact Phone: _____ Contact e-mail: _____

Streets to be closed: Mark all that apply

Sheridan East side Sheridan West Side **or** Sheridan Street (FULL STREET)
 Howard (North of Alley) **or** Howard (FULL STREET)

Type of nature of the event: Mark all that apply

Public Event Private event
 Live music and/or amplified sound Recorded Music and/or amplified sound
 No Music, but amplified sound No amplified sound of any kind
 Food Vendors Other Vendors
 Alcohol Vendors or alcohol being served* **If checked, complete section below**

***Events serving food and/or alcohol must comply with and submit all appropriate permits to OLCC and the Health Department or other agency. All requirements for serving of alcohol must be met before the event. A permit for closing the street may be received early, under the condition that the alcohol service requirements be met at least 10 days before the event. See Special Provisions below.**

Liability Insurance confirmed: _____ Copy of insurance form is located at: _____

OLCC approval received: _____ Copy of approval is located at: _____

Confirmed _____

Pending _____ Explanation _____

Events that serve alcohol may be required to hire at least two Newberg/Dundee Police Department reserve officers (or an alternative approved by the NDPD) for the duration of the event.

Approved: _____ Date: _____

Eric Ronning, Festival Street Administrator

Special Provisions: _____

PROCEDURE:

Step 1: Submit the Street Permit Application to rentals@chehalemculturalcenter.org

Step 2: CCC staff ensure the Festival Street Permit Application is filled out in full.

Note: the Newberg Cultural District Board requires the use of police department reserves at events or if the group doesn't want to hire reserves, any alternative has to be approved by the ND Police Dept. Tunes on Tuesday is required to have reserve officers for crowds, liquor issues, and parking and vehicle violations.

Step 3: CCC staff email the application to NDPD Festival Street Administrator Eric Ronning:
eric.ronning@newbergoreogn.gov

Step 4: The Festival Street Administrator reviews and sends back approved application to CCC. If there are any issues, the CCC staff, the applicant and NDPD will need to resolve them at this point.

Step 5: CCC staff email the parties below by using the sample email below.

| | | |
|-------------------------------|---------------------------|--|
| Chehalem Cultural Center | Brendan Comiskey | rentals@chehalemculturalcenter.org |
| City Public Works Director | Russ Thomas | russ.thomas@newbergoregon.gov |
| City Community Development | Doug Rux | doug.rux@newbergoregon.gov |
| City Public Works-Maintenance | Preston Langeliers | preston.langeliers@newbergoregon.gov |
| City Manager | Will Worthey | will.worthey@newbergoregon.gov |
| Newberg Public Library | Korie Buerkle | korie.buerkle@newbergoregon.gov |
| | Newberg Library | nplibrary@newbergoregon.gov |
| CPRD | Don Clements | dclements@cprdnewberg.org |
| | Kat Ricker | kricker@cprdnewberg.org |
| Newberg Masonic Lodge | Rick Fieldhouse | rick.fieldhouse@gmail.com |
| Wine Country Antiques | Sharon Vo | winecountryantiquemail@gmail.com |
| Resident, 215 N. School St. | Shari Bowman | shunny522@hotmail.com |
| TVF&R Fire Department | Alex Haven | alexander.haven@tvfr.com |
| Police Department | Eric Ronning | eric.ronning@newbergoregon.gov |

Sample email

Subject: Cultural District Festival Street Closure Notification

*The Newberg Cultural District will be the site of the **NAME OF EVENT** on **DATE** and streets will be closed within the Cultural District. Attached you will find the application with additional details regarding the event.*

The appropriate permits have been received from the City of Newberg. If you wish to appeal the closure of the streets, contact eric.ronning@newbergoregon.gov, the NDPD Festival Street Administrator.

(NAME)

Chehalem Cultural Center rentals@chehalemculturalcenter.org

Step 6: This email, including a copy back to the NDPD Festival Street Administrator, signifies the application has been approved. The applicant should be notified of the approval.

Step 7: If anyone has an issue with the closure, the NDPD Festival Street Administrator will notify the CCC and you will all work together with the applicant to resolve the issue, bringing it to the Newberg Cultural District Board if it can't be resolved.