



Application to Occupy County Road For Special Event

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): _____

Number of Volunteers _____ Number/Type of Support Vehicles _____

Name of Applicant _____

Address _____

Phone _____ E-mail _____

Contact Person (other than applicant) _____

Address _____

Phone _____ E-mail _____

Chair/Race Director (for athletic events) _____

Address _____

Phone _____ E-mail _____

Route Map: Submit a map with the route clearly drawn. Indicate starting point, direction and ending point. Include rest stops, first aid stations, where volunteers, certified flaggers or staff will be located, and location of support vehicles. Include signage and equipment to be used (i.e. cones, barricades), location of signage and signage content (i.e. "runners on road", "road closed"). Signage and equipment must comply with the Oregon Temporary Traffic Handbook. Only certified and trained flaggers can direct traffic. Traffic Plan: Submit a narrative describing traffic plan and how residents along route will be notified of event. Route map and traffic plan must be approved by the Sheriff and Road Supervisor – signatures below.

For Use By County: [Permits/Public Events/Forms/Public Road Event Application](#)

Application Received: _____

Approved (signature and date): _____

Insurance Certificate Received: _____

Sheriff: _____

Indemnity Agreement Signed: _____

Road Supervisor: _____

County Court: _____

Other terms/ conditions for permit approval by County:

**GIVE THIS SHEET TO YOUR
INSURANCE CARRIER**

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

INSURANCE REQUIREMENTS

Before Malheur County can issue a permit for an event, the sponsor must provide proof of general liability insurance, including property damage, covering all sponsor's activities, including volunteers, arising out of the event with policy limits of not less than \$2,000,000 covering all claims (i.e. property, personal injury and death) for multiple claimants per occurrence and \$1,000,000 for a single claimant.

The policy shall bear the following endorsement:

Without prejudice to coverage otherwise existing herein, Malheur County, the Malheur County Court, its officers, employees and agents, including the Malheur County Sheriff's Office and the Road Department, are included as additional insureds under this policy as to any claim or claims for injury to person, including death, or damage to property, resulting from or arising out of the activities of the named insured, including all volunteers, under the permit issued by Malheur 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 policy shall protect each insured and additional 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 Insurance, with the above endorsement, shall be submitted to the County prior to the event:

SEND CERTIFICATE AND ENDORSEMENT To:

Malheur County Road Department
1001 Barkley Drive
Vale, Oregon 97918
Phone: 541.47.5191
Fax: 541.473.3701



INDEMNITY AGREEMENT AND WAIVER OF LIABILITY

This Indemnity Agreement and Waiver of Liability is presented to Malheur County Oregon on behalf of:

Fill in name of event and sponsoring organization here

Date(s) of Event: _____

The undersigned Applicant applied to Malheur County, Oregon ("County") for permission to occupy a public right of way/ road controlled by the County ("the property") for use of a private event. The Applicant understands and agrees that such use of the property may present risks of personal and bodily injury and property damage to the Applicant or participants in the event and to the public at large different or greater than the risks of using the property for its usual purpose. The Applicant understands and agrees that the County has not inspected the property and makes no representations whatsoever regarding its condition or fitness for any particular use. Further, the County has neither the obligation nor the resources to supervise the event or otherwise protect persons from such different or additional risks of injury or damage.

In consideration for the County's permission to use the property for a private event as described in the application and permit, the Applicant by their signature below agrees to hold harmless, indemnify and forever release the County, the County Court, its officers, employees and agents from any and all liabilities, claims, judgments, demands, actions, suits or costs of any kind or nature brought by any person, including, but not limited to, those individuals participating in the event or third parties spectating the event, for personal or bodily injury or property damage arising out of the event or participation in the event, and not caused solely by the wrongful act of the County. Applicant further agrees that they shall not represent to anyone that the event is sponsored by the County or shall be supervised or controlled in any manner by the County. Applicant expressly acknowledges that any such representation is cause for immediate revocation of any permit granted to Applicant by the County for such event. The Applicant represents and warrants, by their signature below, that they have the authority to execute this Indemnity Agreement and Waiver of Liability on behalf of the Applicant organization or entity as may be applicable.

By: _____
Print name of Authorized Agent

By: _____
Signature of Authorized Agent

Date: _____



ROAD EVENT PERMIT APPLICATION CHECKLIST

- ☐ Complete the Application and submit it to the Malheur County Road Department and Malheur County Sheriff.
- ☐ Include a Certificate of Liability Insurance (\$2,000,000 covering all claims per occurrence; \$1,000,000 single claimant per occurrence).
- ☐ Include endorsement and proof of Additional Insured naming Malheur County, Oregon.
- ☐ Include Indemnity Agreement and Waiver of Liability signed and dated.
- ☐ Include a map of the route, traffic plan and identify traffic control measures that will be used during the event. Indicate how residents along route will be notified of event.
- ☐ County may require other terms and conditions as a condition to approving the permit. Please check with the Malheur County Road Department and Malheur County Sheriff.