



SPECIAL EVENT PERMIT

2021-01

APPLICANT:

Clyfford Young
Manzanita Farmers' Market
P.O. Box 608 Manzanita,
OR 97130

503-836-3534

EVENT:

Manzanita Farmers' Market

Fridays from June 11 to September 17, 2021- 4:00 p.m. to 8:00 p.m.
Underhill Plaza, 635 Manzanita Avenue, Manzanita, OR 97130

At its May 5, 2021 meeting, the Manzanita City Council APPROVED this Special Event Permit subject to the following conditions:

1. The Farmers Market will be Held at Underhill Plaza. The applicant will furnish a farmer layout to the City prior to May 14th for approval by the City.
2. Organizers must provide a certificate of insurance to the City for general liability and property damage coverage for this event in a minimum coverage amount of \$2,000,000. The City of Manzanita must be listed as an additional named insured on this policy. This certificate must be submitted to the City prior to the June 11, 2021 opening of the market.
3. Organizers must make advance arrangements with the Public Works Department for any traffic cones or barricades needed and may be required to acquire similar equipment from other sources.
4. Organizers shall be responsible for obtaining all necessary permits from any other government agency having jurisdiction.
5. Organizers shall require vendors to follow certain parking restrictions in order to maintain space for customer and neighbor parking. Organizers will require vendors not to park within about 2 blocks of the market location. Organizers will provide a plan for vendor parking on private commercial lots within the area.

6. Organizers will work with City staff on signs and will provide seasonal signage for the City.
7. From May 17, 2021 to September 17, 2021, Organizers may place a vinyl banner of no more than 24 square feet on City property at Underhill Plaza to announce the location and times of the Manzanita Farmers Market. Organizers will work with City staff determine the exact location of this sign.
8. Organizers will provide quietly operating generators to provide electricity to those vendors who need electricity.
9. Organizers shall be responsible for cleaning up trash after the event. Any markings on the street or other City property must be washed off within one day.
10. This permit is for June 11, 2021 through September 17, 2021 only, and City Council approval will be required for subsequent events.

John Kunkel, City Manager/Recorder
May 5, 2021



City of Manzanita
Application for Special Event Permit

Date of Request: 4/24 2019

Applicant: Emily Vollmer

Mailing Address: PO Box 608, Manzanita, OR 97130

Phone Number: 503-836- 3634 Cell: (same)

Organization: Manzanita Farmers Market

Type of Event: Weekly outdoor farmers market

Dates: June 7 to Sept 12 Hours: 5PM to 8pm
(4pm to 7pm on Sept 6 & 13) _____

Location: City Parking Lot and adjacent section of 5th St S

Check Which Apply:

Public Event: Private Event: _____ Charitable: _____ Profit: _____
Non Profit: _____

On Public Property: _____ On Private Property: _____

Estimated Attendance: Up to 2000 / event

Police, Fire or Medical support available or needed? Yes: _____ No: _____

Restrooms Available: Yes: _____ No: _____ Handicap Accessible: Yes: _____
No: _____

Alcohol Served / Sold / Consumed: Yes: _____ No: _____ Type(s): Some
Vendors serving tasters _____

Live Entertainment: Yes: _____ No: _____ Type(s): Musicians At modest volumes NE

Corner of Parking lot

Describe Event Support Staff: Market Manager, Assistant at info Booth, 6 – 7
Volunteers (MFM Board Members)

Describe Parking Conditions: Vendor Parking restrictions (and special exemptions by permission)

Briefly Describe the Nature of Event (Attach map if needed for clarification or if requested)

Weekly farmers market held mid-June through mid-September
featuring artsits and food

producers from within 100 miles. Attached layout of booth spaces.
