SUP CHECKLIST

- ☐ Application
- ☐ App Fee
- ☐ Facility Supervisor Review
- ☐ Security Review
- ☐ General Manager Review
- ☐ Usage Fee
- ☐ Insurance Certificate
- ☐ SUP Issued

SPECIAL USE PERMIT APPLICATION

Submit to: Administrative Assistant
Port of Newport
600 SE Bay Blvd.
Newport, Oregon 97365

This application must be completed, signed, and submitted with a nonrefundable $100.00 application fee. Any usage fees required of the applicant must be submitted prior to the special use permit being issued by the Port. Any request for a full or partial waiver of the usage fees must be submitted with this application. The criteria used to evaluate a waiver request are listed below. Applications should be submitted far enough in advance of the event to allow the Port to determine the impact of the event on Port property and other Port guests and / or moorage holders. At least 45 days' notice is recommended.

Event Name: _____

Event Date: _____ Time(s) _____

Location: _____

Facilities to Be Used: _____

_____

Set-up Dates and Start Times: _____

Take-down Dates and End Times: _____

Estimated Number of Participants: Contestants: _____

Vendors / Volunteers: _____

Attendees: _____

Applicant / Signer: _____

Mailing Address: _____

Telephone: _____ E-mail _____

Contact Person (if different than applicant): _____

Contact Person's address, phone number and e-mail: _____

Please provide a detailed description of the event, and attach a map of the location(s) if applicable:

Please indicate if you are requesting a full or partial waiver of the usage fee, and explain the reasons for the request based upon the criteria described below:

How will the Port of Newport be featured in your marketing/sponsorship promotions?

The following criteria may be used by the Port management to fully or partially waive the usage fee:

1. Is the applicant a non-profit or a for-profit entity?_____

2. Will proceeds from the event be donated to charitable causes? If so, what percentage of the proceeds will be donated and to which charitable causes? _____

   _____

3. What is the Port's cost to provide services for the event? _____

   _____

4. Does the event provide any direct benefit to the Port? _____

   _____

USAGE FEE SCHEDULE

PARTICIPANTS	NUMBER	FEE
Attendees, Contestants, Volunteers at Event	1-200	$400.00
	201-500	$650.00
	501-1000	$900.00
	1,001- 5000	$1400.00
	5,001-10,000	$1,900.00
	More than 10,000	$2,400.00
Vendors	N/A	$40/ per vendor

Permittee will also need to carry comprehensive general liability insurance with limits of $2,000,000.00 per occurrence and $2,000,000.00 in aggregate, and will provide the Port with a Certificate of Insurance naming the Port as an additional insured.