

## City of Medford Event Checklist

This checklist includes several necessary documents to coordinate your next event. Not all documents will be necessary for your event. You should plan to submit the appropriate documents for your event with the City at least 15 days prior to the event, which allows sufficient time for any necessary approvals. Should documents be received less than 15 days in advance, approvals may not be possible and could jeopardize your event.

**Event:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Organization Hosting Event:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please find the following PDF fillable forms on our website (City of Medford – City Clerk), complete, print and submit them at City Hall in preparation for your upcoming event. Please note that most forms require a signature in person or Notary verification.

Permit	Cost	
Noise Permit	No cost	Whenever any device, apparatus, or instrument amplifying the human voice, or any sound or noise is needed. Bands, DJ's, Sound Systems, etc.
Parade / Special Event Permit	No cost	Parades, Walk/Runs, Hayride, Political Rally, Tractor Ride, Prayer Vigil, Motorcycle Ride, Regatta, Demonstration, etc.
Temporary Class B License Special Gathering – Beer Special Gathering – Wine	\$10.00/each	For a bona-fide club/organization to sell beer or wine.
Temporary Operators License “Bartender’s License”	\$5.00	Whenever beer/wine is sold a licensed bartender must be on premise during the event.
Temporary Street Closing Permit	No cost	Whenever City street(s) will be closed
Park Shelter Reservation (Only available at City Hall)	\$50.00	Cost per shelter per day. \$25.00 deposit per shelter when keys are picked up
Barricade/Cone/Vest Permit	Varies	Used in conjunction with the Temporary Street Closing Permit

Additional Permits issued to organizations only:

Picnic Table Rental	No cost	For non-profit organization use only
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