

FOR OFFICIAL USE ONLY	
APPLICATION FEE \$10 Non-Refundable	
Cash _____ Card _____ Check _____ # _____	
Payment Received _____ <i>(Employee Initial)</i>	SPEVP - APFEE

FOR OFFICIAL USE ONLY	
DEPOSIT/FEE/RESERVATION	
Cash _____ Card _____ Check _____ # _____	
Deposit - Fee - Reservation (Park and/or Pavilion)	
Payment Received _____ <i>(Employee Initial)</i>	SPEVP <i>Use below codes</i>

**SPECIAL EVENTS PERMIT APPLICATION
OMC 3-15**

THIS APPLICATION MUST BE FILED WITHIN 15 DAYS PRIOR TO THE DATE OF THE EVENT OR 60 DAYS PRIOR IN THE EVENT APPLICANT REQUESTS SIGNIFICANT USE OF A CITY PARK. CITY MANAGER MAY WAIVE TIME REQUIREMENT.

This application is to be completed by individuals or groups organizing events that are out of the normal range of activities typically occurring in the area where the event is supposed to take place, and/or that places an additional demand on city services, or are requesting reservation(s) for exclusive use of a park pavilion. Activities considered special events include, but are not limited to: road runs, marathons, bicycle rallies, food fairs, car shows, concerts and/or dances in a park, street dances, street fairs, triathlons, festivals, parades, fireworks sales, or Christmas tree sales.

- 1) _____
Applicant's full legal name

- 2) Complete permanent home and local address, phone number(s), and email address of Applicant:

 Street Address, Apartment No., City, State, Zip

 Phone Number(s) Email Address

- 3) _____
Name of Organization or Business:

- 4) Estimated number of people who will participate in the event: _____
If event is a parade, also include the estimated number of animals and automobiles participating in the event: Animals: _____
 Automobiles: _____

- 5) Date of event: _____
 Beginning time: _____ Ending time: _____

- 6) Location of event **(See #9 for fireworks sales)**: _____

- 7) Description of event/activity: _____

- 8) Attach additional information as requested on the instruction form for the type of permit you are requesting.
(See attached)

9) **For fireworks sales**, a copy of the Application for Retail Sales of Fireworks Permit, filed with the State Fire Marshall's Office, must be attached to this application, ****along with a plot plan of the location of the sales display****. The Fire Marshall's office can be reached through <http://egov.oregon.gov/OSP/SFM/> or by calling (503)378-3473. This Special Event Application MUST be signed off by the Ontario Fire Department prior to approval/denial by the City Manager, indicating receipt of the above referenced documents.

10) Type of permit requested and refundable clean-up and/or damage deposits* required (if applicable). Please check **all** that apply:

- Consume alcohol in a public park [OMC 3-3-8]. **If approved, only beer and wine is allowed. Alcohol must remain within the reserved park pavilion and may only be consumed by adults 21 years of age or older. (Check with Ontario Police Department for rules and regulations to determine if a temporary license will be needed)**
- Use other city property
- Reserve park pavilion only **(\$10 reservation fee per pavilion– non-refundable)**
- Temporary closure of street(s) **Attach proposed street closure map. (Example: holiday markets, festivals, public dances, parades)**
- Use a significant portion of a park **(\$50 use fee – non-refundable) (If using significant portion of park AND pavilion, \$50 fee includes pavilion reservation)**

Deposits

Clean-Up:

- \$25 clean-up deposit for group size 10 or less
- \$50 clean-up deposit for group size between 11 and 25
- \$75 clean-up deposit for group size between 26 and 50
- \$100 clean-up deposit for group size between 51 and 100
- \$250 clean-up deposit for group size between 101 and 250
- \$500 clean-up deposit for group size 251+ **(constitutes significant use of park) (Forfeited deposits for cleaning FRCLNDP)**

Damage:

- \$500 damage deposit for equipment set up in park **(trailers, cars, etc., Pre-approval for such equipment is mandatory.)**
- \$500 damage deposit for vehicles driven in park **(Forfeited deposits for damage FRDMDP)**

Additional Fees

- \$66 city pre- and post-inspection fee **(mandatory for significant use) (PKINSP)**
- \$100 for city crew block-off **(STRBLK)**

*Clean-up deposits are refundable with production of photographic evidence of cleaned and/or undamaged area. Damage deposits will tentatively be refunded within seven business days after the last date of the event, depending upon the findings of the Parks Department's inspection of the site.

11) If applicable, please designate your choice of park/pavilion by checking from the parks listed below:

Parks with reservable pavilions:

- | | |
|---|--|
| <input type="checkbox"/> Lion's Park | <input type="checkbox"/> Beck Kiwanis Park |
| <input type="checkbox"/> Pavilion #1: 10 tables | <input type="checkbox"/> Pavilion #1: 8 tables |
| <input type="checkbox"/> Pavilion #2: 10 tables | <input type="checkbox"/> Pavilion #2: 8 tables |
| <input type="checkbox"/> Pavilion #3: 10 tables | |
| <input type="checkbox"/> Laxon Park | <input type="checkbox"/> Eastside Park |
| <input type="checkbox"/> Pavilion #1: 4 tables | <input type="checkbox"/> Pavilion #1: 5 tables |
| <input type="checkbox"/> Pavilion #2: 4 tables | |

NOTICE TO APPLICANT UPON APPROVAL

The City Manager may revoke a special events permit if circumstances clearly show that the event can no longer be conducted consistent with public safety.

Any persons violating any provision of this Chapter of the Ontario Municipal Code commits a Class B civil violation.

Please note that City parks are for public use and therefore open to all residents. In scheduling the use of a covered area, there will be reservation signs placed at the desired location. All other areas will not be reserved.

NOTICE TO APPLICANT UPON DENIAL

The City Manager has the authority to deny an application if it is determined the event cannot be conducted without endangering public safety, seriously inconveniencing the general public, or that the event places too large a burden upon city resources.

The Applicant the right to appeal the City Manager's decision to the City Council. Applicant may appeal the decision of the City Manager by filing a written request of appeal with the City Recorder within five (5) days of the City Manager's denial of the permit.

The City Council shall schedule a hearing date which shall not be later than the second regular session following the filing of the written appeal with the City Recorder's office, and shall notify the Applicant of the date and time that he/she may appear either in person or by a representative.

If there is a proposed event which falls under the definition of special event as set forth in this document, but occurs more often than semiannually, the same procedure will be followed as if the event were semiannual; however, only one application per six (6) months will be required. In addition to including the information as set forth, the application shall also outline each specific episode the event will occur within those six (6) months.