



City of La Pine Event Permit Checklist

Required additional information:

- 1. Establish if this is a public or private event.
 - Private events:
 - All of the event and parking will be on site. **Yes or No?**
 - All amplified sound will be conducted in accordance with the City of La Pine noise ordinance, which is 7am – 10pm on weekdays, and 10am – 10pm on weekends. **Yes or No?**
 - If food will be served, all attendees will be members of the organization putting on the event; or there is a certified licensed commercial kitchen on site. **Yes or No?**
 - There will be no alcohol served? **Yes or No?**
 - Camping is prohibited in many locations within City Limits. There is no overnight camping? **Yes or No?**
 - If yes to all, no permit is needed. However, the bottom of this form must be signed and returned to the City. If no to any of these items, an event permit is required.
- 2. A narrative explaining event. This narrative should include the following basic information.
 - Who is putting on the event
 - What is the event about or for
 - Where is the event located
 - When are the dates and times of the event
 - Why are you holding this event, fundraiser, for the community, etc.
- 3. A map of where the event is taking place. Events fall into 3 basic categories. Please select the best category from below, and follow the instructions for that category.
 - Stationary:** taking place in only one location? Is that location clear on the map? If yes, proceed to item 4.
 - Multiple stops:** taking place at more than one location, like a poker run or other event with multiple stops. Are of the locations provided on the map? Is it clear where each stop is? If yes, proceed to item 4.
 - Mobile:** participants will be mobile, like a fun run, or 5k race? Is the route of the race clearly marked on the map? If yes, proceed to item 4.
- 4. OLCC permits, if required. Will there be alcohol served at this event?
 - If no, proceed to item 5.
 - If yes, please attach all approved OLCC permits.

- 5. Food Service. Will there be food provided or Food trucks?
 - If no, proceed to item 6.
 - If yes, copies of these certifications from Deschutes County Environmental Health should be attached to the permit for any food truck or licensed kitchen being used for the event. If there is no commercial kitchen on site a temporary restaurant permit from Deschutes County Environmental Health should be attached.
- 6. Insurance coverage. **Proof of insurance coverage is required for all events. No exceptions.**
- 7. Complete Application.
 - All of the above information is included with the application
 - The contact person's information (phone & email address) is legible, and the permit is signed with a true signature (either digital or wet). **Typed names in standard font will not be accepted.**

For Private Events Only:

I, _____, certify that _____ at
 (name) (event name)

_____ on _____ is a private event. All parking will
 (Location) (date)

be on private property, all noise will be meet the City of La Pine Noise Ordinance, and if food will be served, all attendees will be members of the organization putting on the event; or there is a certified licensed commercial kitchen on site.

 Signature

 Date