

Public Event Permit

16345 Sixth Street | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov
per Ordinance No. 2019-05



Date of Application Submittal: _____

APPLICATION FOR:			
<input type="checkbox"/> PARADE	City Facilities (add'l deposit)	<input type="checkbox"/> City Parking Required/Possible	GATHERING / EVENT
ORGANIZATION INFORMATION			
Organizational Name:			
Applicant (Last, First, Middle) :			
Mailing Address:			Alcohol Service: Yes No
Daytime Telephone: ()	Cell Number:()	Email:	
EVENT			
Nature of the Event: (e.g. concert, race, festival)			
Event Location:			
Date(s) of Event:	Time(s) of Event:	Expected Attendance:	
<input type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative:1 or 2 paragraphs describing the event. <input type="checkbox"/> Attached OLCC Temporary License Application (If Applicable /Additional Fees Apply - See Fee Schedule)			

Liability

The applicant must be at least 18 years of age (21 if alcohol will be served) and must assume financial responsibility for payment of fees, any clean up required by city employees, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of city facilities. Applicant must provide adequate supervision of scheduled event. The City of La Pine nor Deschutes County are responsible for the security of personal items of the applicant or attendees/guests of the event. The City and County also reserve the right to deny use of facilities/roadways to the applicant. Parking allowed only in designated areas, unless other arrangements have been made.

Additional Fees

The City of La Pine reserves the right to charge an extra fee for special services rendered. Example: location/rental of barricades, any clean-up not done as required by this agreement, damage of city property.

Waiver

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in immediate termination of event, and jeopardize future use of City of La Pine facilities. User agrees to indemnify, defend, and save and hold City of La Pine, its affiliates and their respective directors, officers, and employees, and agents of the City of La Pine harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of La Pine facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature _____	Title _____	Date _____
---------------------------	-------------	------------

Public Event Permit

16345 Sixth Street | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



Additional Items and Information:

PERMIT REQUIREMENTS

1. Event organizer is responsible for clean-up of debris. Note: if the city facility/roadway is not cleaned up after a sponsored event that lack of action may serve as a basis for future permit denial.
2. All proposed directional and event signage must be submitted for approval. Signage is to be removed within 24 hours of the event ending. The city shall be notified of signage changes or organizers inability to remove signs on time.
3. A parking plan and/or traffic plan must be submitted with application. Flow of traffic based on signage directing attendees as well parking that might overflow into city right-aways due to displaced parking spots on non-city property should be noted.
4. I/We acknowledge paint and other permanent markings are not permitted on City, County or State roads.
5. I/We acknowledge the need to follow all local ordinances (e.g., noise control). Note: permit holders are not exempt from any fines or penalties imposed as a result of noncompliance.
6. I/We agree to publicly notify all residents and/or businesses of any contemplated road closures or delays. Provide the City a copy of the public notice for review [if applicable].
7. I/We consent to allowing law enforcement, public health and fire control officers to come on the premises of any property we control for purposes of assuring the terms and conditions of the permit are met.
8. Permit applicants must obtain and maintain special event liability insurance concerning the special event with limits of not less than \$2,000,000.00 for injury to one person, \$2,000,000.00 for any one accident or occurrence, and \$2,000,000.00 for property damage. If alcohol will be served at the special event, liquor liability insurance will also be obtained and maintained by the applicant with minimum limits approved by the manager. Each liability insurance will (1) be the primary insurance policy for all covered losses, (2) name City and City's representatives as additional insureds, and (3) apply to, and provide coverage for, all injuries, claims, demands, actions, suits, proceedings, damages, liabilities, losses, costs, and expenses of any kind, including, without limitation, bodily injury and property damage, arising out of the special event. The liability insurance policy(ies) (and endorsements) required under this Section 5.2(d) will be in form and content satisfactory to City and will be provided to the City for inspection at the time the application is submitted. Notwithstanding anything contained in this Ordinance to the contrary, the minimum insurance required under this Ordinance (a) will provide coverage in amounts sufficient to meet the minimum tort claim liability limits under applicable law, and (b) may be increased at any time and from time to time through council resolution or manager determination.
Please note: Deschutes County may also require being named as an additional insured, see item 9 below for clarification.
9. If you are using Deschutes County Roads or Land as part of a route or parking area you must also name them as an additional insured on your insurance policy.
10. An OLCC Temporary License is required to serve alcohol at an event. You must provide the application and fee w/ your event application.
11. Please provide payment at the time of submittal. Current fees are available on our Master Fee Schedule.

PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE

Application Received Date:

Cash Receipt Number: