



Dear Public Event Applicant:

We want your event to be a fun and successful time for everyone. The City of Lebanon has adopted the Public Event Ordinance to protect the peace, health, safety, and welfare of individuals attending public events in the City of Lebanon, as well as the surrounding neighbors and areas of the public event.

To process your application as quickly as possible we have some suggestions to assist you through the process.

1. Please turn your application in for your review in a timely matter. This process takes a minimum of 30-days to complete, however, if there is a problem with your application it may take longer. In order to assure the application is processed by your requested date you should turn the application in 120 days before the event.
2. Deciding between an Event Permit or a Master Permit? Master Permits are designed for multiple and recurring events. If you have the same event multiple times (daily, weekly, monthly or yearly) then you would need a Master Permit. Do not forget Master Permits require a pre-application conference so call us at 541-258-4906 to set one up.
3. Include the proper attachments.
  - a. Photographs do not need to be specially purchased; you may take the photo yourself and print it on standard paper.
  - b. Include a site map with as much detail as possible and if necessary, make a key to explain things. In addition, include a brief description of the event this may help answer questions the application does not cover and help speed up the process.
  - c. If having your event on property not owned by the applicant have the owner sign off on the application allowing this event to occur on their property.
  - d. Liability insurance may be required for your event. If you have liability insurance, please include a copy with your application.

It will take about 30 days to complete the public event application process. Once your application is completed, we will send it for an "in-house" review. The in-house review is completed by police, fire, maintenance and planning staff giving them a chance to voice concerns on potential problems that might occur with your type of event. After their review, notification will be sent to the surrounding neighbors of the event site. Comments, if any are received, will be addressed in the final decision. Finally, the Community Development Manager will review all the information and put together the notice of decision. If an application is denied the applicant can appeal the decision. Appeals must be received no later than 15 days after the mailing of the notice of decision.

We wish you every success in your event. If we can be of further assistance, please do not hesitate to call us at 541-258-4906.

Thank you,  
The Community Development Staff

Community Development Center



**Community Development Center**

853 Main Street  
 Lebanon, OR 97355  
 (541)258-4917 (541)258-4955 FAX  
 Parkres@ci.lebanon.or.us

**Public Event Application**

(Please print/type)

- Event Permit       Master Permit (up to 5 years)  
**Pre application conference required**

EVENT DATE: \_\_\_\_\_

TIMES: \_\_\_\_\_

**EVENT INFORMATION:**

Address of proposed event:
Description of proposed property:
Proposed date and time of event:
Nature of proposed public event:
Estimated total number of persons attending and participating in proposed event:
Source (s) of potable water:
Source of sanitary facilities:

**APPLICANT INFORMATION:**

Name:	Title:
Mailing Address:	
24 Hour Phone Number (s):	Email Address:
	Fax Number:

**ORGANIZER INFORMATION (if different from above):**

Name:	Title:
Mailing Address:	
24 Hour Phone Number (s):	Email Address:
	Fax Number:

**CONTACT PERSON INFORMATION:**

Name:	Title:
Mailing Address:	
24 Hour Phone Number (s):	Email Address:
	Fax Number:

**ADDITIONAL CONTACT INFORMATION (if applicable ie: owners, managers, producers, etc.):**

Name:	Title:
Mailing Address:	
24 Hour Phone Number (s)::	Email Address:
	Fax Number:

**PLEASE NOTE:** In the event that any of the persons principally involved in the activity or event should change, either prior to the approval of the permit or after approval, it shall be the continuing obligation of the organizer or permittee to communicate the change to the City, both orally and in writing, within 72 hours of the change or, if during the event, within 8 hours of the change in the person principally involved in the activity.

Please include the appropriate attachments based on your event:

**All Applications: All applications must have the following marked attachments:**

- Attachment A:** A photograph of any on-site person in charge of the event and acting as agent for the organizer.
- Attachment B:** An event "site map" designating, at a minimum, proposed parking areas, emergency access routes, setbacks from adjoining properties, location and quantity of proposed sanitary facilities and any proposed overnight camping areas.
- Attachment C:** A brief description of your event.

**City Parks: In addition, applications for events in City Parks must have the following attachments:**

- Attachment D:** Alcoholic Beverage Permit (River Park only, alcohol consumption not allowed in any other park) if applicable along with the \$25.00 permit fee.
- Attachment E:** Proof of liability insurance in the amount of \$ 1,000,000.00 naming the City of Lebanon as additionally insured.

In addition, for events in City Parks, the city may require, in addition to the park permit and City Parks and Public Event Application a Mutual Agreement of Understanding (MAU) for any additional or special requests. If the City should require a MAU it will need to be signed and returned to the Community Development Center prior to the event.

*Filing timeline.* Unless the time for filing is otherwise set by the decision maker pursuant to LMC 5.36.060(A), the organizer of a public event shall file or cause to be filed with the City a written application accompanied by the application fee sixty (60) or more days prior to the first day upon which such a public event is to be or may be held. applications submitted less than sixty (60) days prior to an event will be accepted, but the City may not be able to issue a permit prior to the event start date.

**I acknowledge I have read and agree to the terms outlined in the Public Events Code Ordinance. Additionally, I acknowledge the above information may be beneficial to others and hereby grant the City of Lebanon permission to disclose the above information to outside parties.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name Here: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner Approval Signature (if different from applicant): \_\_\_\_\_

Print Name Here: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY					
Application Completeness Review Initial				Date:	
Reviewed by:				Date:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Changes Required	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> MAU Required	
Notes:					
Date Received:		Fee Amount:		Date Data Processed:	
Staff Initials:		Receipt No.:		Processed by:	