



## City of Lebanon Public Event Application

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 LMC 5.36 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 60-days to complete, however, if there are any issues with your application the process could take longer. To ensure your application is processed prior to the requested event date, applications must be submitted **90-days** prior to the event. Applications will be accepted up to a year in advance.

Applications may be submitted by email to [parksres@ci.lebanon.or.us](mailto:parksres@ci.lebanon.or.us), by mail, or hand delivery to: City of Lebanon, Park Reservations 925 Main Street., Lebanon, OR 97355.

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.
3. Include all required fees and documents.
  - a. **Site Plan:** As part of the application process, a site plan for your event is required. The site plan will determine the placement of stages, vendor booths, portable toilets, trash totes, vehicle access routes and parking, utility hook-ups, alcohol sales and consumption location, etc. Venue set-up is the responsibility of the applicant and must meet all requirements set forth by the Fire Marshal and/or the City of Lebanon. Inspection of the set-up for your event may be required by the Fire District.
    - i. An outline of the entire event venue, including the names of all streets or areas that are part of the venue
    - ii. Location of all platforms, scaffolding, bleachers, grandstands, canopies, tents, and other temporary structures
    - iii. Location and description of sound stages (height and size), description of amplified sound, sound checks (time and date), musical entertainment (number of performers, type of music)
    - iv. Detailed food vendors (FV), cooking area configurations, cooking methods (gas grills, propane etc.)
    - v. Location and description of beverage vendors both non-alcoholic (NAB), alcoholic beverages/wine and beer gardens (AB) along with number of serving stations at each location
    - vi. Location of retail merchants/vendor booths (V)
    - vii. Location of large tents (200 sq. feet)
    - viii. Location of portable toilets (T) / Location of hand washing sinks (HWS)
    - ix. Generator locations, source of electricity, and all requirements (E)
    - x. Location of public entrances and exits
    - xi. Identification of all event components that meet accessibility standards (ADA)
    - xii. Location of fencing, barriers and/or barricades
    - xiii. Location of fire lane (FL)
    - xiv. Location of First Aid (+) / Location of fire extinguishers (FE)
    - xv. Other related components not listed above (e.g., special equipment etc.)
  - b. **Fees:** All required fees for facility use, parking, alcohol permit, etc. must be received at the time of application submittal. If the application is not approved or if the applicant withdraws the request, the City Manager will evaluate and subsequently determine if a refund is appropriate.

- c. **Requests:** A list of any special requests of the City for your event. All requests must be in writing or the City may not be able to provide assistance with your request. Please note, the City has a limited number of barricades and signs which may be loaned out, depending on availability. The event organizer may contact the Public Works Department, to determine availability, prior to event. If barricades or signs are not available for check-out, the event organizer will be responsible for providing required barricades and signs for the event, at the applicant's expense.
  - d. **Liquor License:** If alcohol will be served or sold a City Alcohol Permit and OLCC Event Permit Application will be required for each vendor per LMC 12.12.024. Applicable fees for these application submittals are set by resolution of the city council.
  - e. **Insurance:** A certificate of liability insurance naming the City of Lebanon as the additionally insured for an amount not less than \$1,000,000 per occurrence.
  - f. **Noise Regulations:** In addition to meeting all LMC 5.36.400 and 8.10, amplified noise must end no later than 11:00p.m.
4. After receiving the completed Reservation Application, a meeting between City staff and the applicant may be required so both parties can review the application and plans, to be clear on the expectations and limitations.
  5. The event may need additional permits or waivers from other jurisdictions or governing bodies. The following questions will help determine if the event may require additional permits.

Question	Permit Needed	Contact Information	
Will food be served at the event?	Food Handlers Permit or Food Service Permit	Linn County Health	(541) 967-3821
Will alcohol be served at the event?	Temporary Event License, OLCC Licensed Server, and City of Lebanon City Park Alcohol Permit	OLCC	(800) 452-6522
		City of Lebanon	(541) 258-4917
Will your event include tents, booths, cooking?	Fire Marshal inspection and approval	Lebanon Fire Department	(541) 451-1901
Will your event require additional trash or recycling?	Separate agreement with Republic Services	Republic Services	(541) 925-2551
Will your event require additional portable sanitation needs?	Separate agreement with rental facility	Example:	
		Best Pots	(541) 926-0099
		Better Portable Toilets	(541) 929-2334
		Honey Bucket	(503) 973-5675

### Public Safety and Security

Safety of participants and the public is the highest priority. The final decision on public safety requirements rests with the City of Lebanon and may be a reason for denial. Security may be required at the applicant's expense. The applicant is responsible to coordinate necessary security and provide plans for review and approval by the City. The City reserves the right to deny a reservation application when, in the opinion of the Chief of Police and/or City Manager, it is deemed necessary to ensure public safety. Depending on the size and type of the event, a first-aid station or emergency medical technician may be required at applicant's expense.

It will take a minimum of 60-days to complete the public event application process. Once your application is received, 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 Public Works Director 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 541-258-4918 or [pw@ci.lebanon.or.us](mailto:pw@ci.lebanon.or.us).

Thank you,

The City of Lebanon



City of Lebanon  
**Public Event Application**

- Event Permit  
 Master Permit  
 (up to 5 years)

**APPLICANT AND SPONSORING ORGANIZATION INFORMATION**

Sponsoring Organization Name:

Category:  Private Individual  Commercial  Non-Profit / Civic  Government / School  Other

Address:

City:

State:

Zip:

Phone:

Email:

Primary Contact:

Contact Phone:

Contact Email:

Responsible Person "onsite" Day of Event:

Cell Number Day of Event:

**EVENT DETAILS**

Name of Event:

New Event

Return Event

Event Type:

Requested Event Date(s):

Event Hours (Start):

Event Hours (Stop):

Set Up / Assembly Date and Time:

Break Down Date and Time:

Phone Number/Website for Public Information:

Source(s) of potable water:

Source(s) of sanitary facilities:

Admission Cost and / or Entry Fee(s):

Estimated Attendance  
 # /day

Last year's Actual Attendance  
 (If applicable):

**OVERALL EVENT DESCRIPTION**

Briefly explain the event and event details (attach additional sheets if needed):

### SPECIAL REQUESTS

Does your event involve the consumption or sale of alcoholic beverages?  Yes  No  
 If yes, each vendor will be required to obtain a City of Lebanon Alcohol Permit and will need to contact OLCC for state permitting requirements.

Will items or services be sold at your event?  Yes  No (if food is being served contact Linn County Health Department)

Will cooking facilities be used?  Yes  No (If yes, contact Lebanon Fire District)

Will the event have amplified sound?  Yes  No  
 If yes, what times are requested for the use of amplified sound? \_\_\_\_\_ To \_\_\_\_\_

### STREET CLOSURE INFORMATION

(REQUIRED: A detailed map that includes the start point, end point, direction of travel, and street names)

Names of streets requested to be closed (attach further closures on sperate sheet if needed)

	Between	And
	Between	And
	Between	And
	Between	And
	Between	And

Route description (i.e., held on sidewalk and/or street, changes to route)

Time of Street Closure:	Start:	End:
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Parking restrictions requested:

Will you agree to alter your route if ODOT and the Public Works Department determine the proposed route will require significant city services or severely limit transit opportunities?  Yes  No

- Event holder will rent barricade / sign equipment, event holder will set-up & tear down equipment.
- Event holder will rent barricade / sign equipment, private company will set-up & tear down.
- Event holder would like to request use of barricade / sign equipment from the City of Lebanon.
- Event holder will set-up and tear-down equipment
- Event holder would like City personnel to set-up and tear-down equipment.

***It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.***

**PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION**

PLEASE NOTE: PERMIT APPLICATION IS SUBJECT TO DENIAL. YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT.

I have read and agree to the notification requirements.

**INSURANCE**

A certificate of liability insurance naming the City of Lebanon as the additionally insured for an amount not less than \$1,000,000 per occurrence. City to receive 30 days' notice of cancellation or material modification. The city reserves the right to increase coverage minimum.

I have read and agree to the above insurance requirements.

**LIABILITY AND REGULATIONS**

- Each applicant shall be bound by all city rules and regulations and all applicable ordinances as fully as though the same rules were inserted in the permit. The Director of his/her designees shall have the authority to revoke a permit upon finding a violation of any provision, thereof, or upon finding a violation of any City Ordinance, Rules, and Regulations.
- I, the applicant, have personally examined the site I am renting and fully understand the City of Lebanon, employees, and representatives have not made any statements of guarantees regarding the property, as to the suitability of the event I am planning.
- All users, individuals or groups of park facilities will hold the City of Lebanon harmless from all liability for accidents, illness, or injury to persons, or loss of property as a result of their activities. All users agree to take appropriate measures to protect and indemnify the City of Lebanon against any and all claims. All events require liability insurance.
- All fees are due at time of application submittal. Failure to pay fees at the time of submittal may result in the loss of requested reservation time.
- I shall always maintain the premises in a clean and sanitary condition and shall leave the grounds in as good of condition as when received. I shall be responsible for removing trash and recycling from the location unless otherwise approved by the City
- Event starting and ending times shall be followed. These times shall not be changed without permission of the City.
- I understand this permit is non-transferable.
- I have read, understand, and agree to comply with all rental policies and procedures set forth by the City of Lebanon. I further agree that I am of legal age and will personally be responsible for the repair of damage to the equipment or facilities and or the replacement of missing property.

I have read and understand these conditions and agree to fulfill any requirements therein.

**APPLICANTS ACCEPTANCE OF TERMS AND CONDITIONS**

**(If event applicant is not the property owner, the owners approval is required)**

Applicants Printed Name:

Applicants Signature:

Date:

Property Owner Name (if applicable):

Property Owner Signature (if applicable):

<b>FEES</b>			
		Rate	Total
1-Day Event		\$100.00	\$
2-3 Day Event		\$150.00	\$
Master Permit		\$250.00	\$
City Park Liquor Permit		\$35.00	\$
OLCC Temporary Application (Per Event / Per Vendor)		\$15.00	\$
Balance Due			\$
<b>For Office Use Only</b>			
<b>Site Plan Received:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insurance Received:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>OLCC Application Required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date Received:</b>		<b>Staff Initials:</b>	
		<b>Fee Amount:</b>	<b>Receipt #</b>
<b>DEPARTMENT APPROVAL</b>			
<b>Fire District:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Signature:</b>	
<b>Comments:</b>			
<b>Public Works:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Signature:</b>	
<b>Comments:</b>			
<b>Police Department:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Signature:</b>	
<b>Comments:</b>			