



## APPLICATION FOR SPECIAL EVENTS PERMIT

Name of Event: \_\_\_\_\_

Name of Sponsor (applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of person in charge of event: \_\_\_\_\_

If applicant & person in charge are not the same what is the relationship: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Location of Proposed Event: \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Approx. # of Attendees: \_\_\_\_\_

Will alcohol be served at this event? Yes No

**(If yes, then applicant must obtain alcohol permit from City Administration.)**

Liability Insurance Certificate Attached? Yes No

**(City must have before permit will be issued)**

W-9, OTP, Business Registry with State of Oregon attached? Yes No

**(City must have before permit will be issued)**

Describe in detail the proposed event:

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Describe city services (i.e. police), equipment & facilities requested:

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List streets that will be affected and describe manner for traffic control: (Please include any signage you plan on using)

\_\_\_\_\_

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Describe proposed restroom and /or sanitation facilities:

\_\_\_\_\_

Describe the manner in which access and all offered amenities will be made available to persons with disabilities:

\_\_\_\_\_

\_\_\_\_\_

Have you obtained all necessary permits?  
**(Fire Marshal, State Parks, Marine Board, etc.)**

Yes

No

(If no, please explain, if yes, please provide copies :)

\_\_\_\_\_

List prior events sponsored and references:

Event Sponsored:

\_\_\_\_\_

Reference:

\_\_\_\_\_

Event Sponsored:

\_\_\_\_\_

Reference:

\_\_\_\_\_

List vendors (Names and Contact info) participating in the event: (Attach list, if needed)

*Vendor Definition: Event participant involved in the sale of food or merchandise*

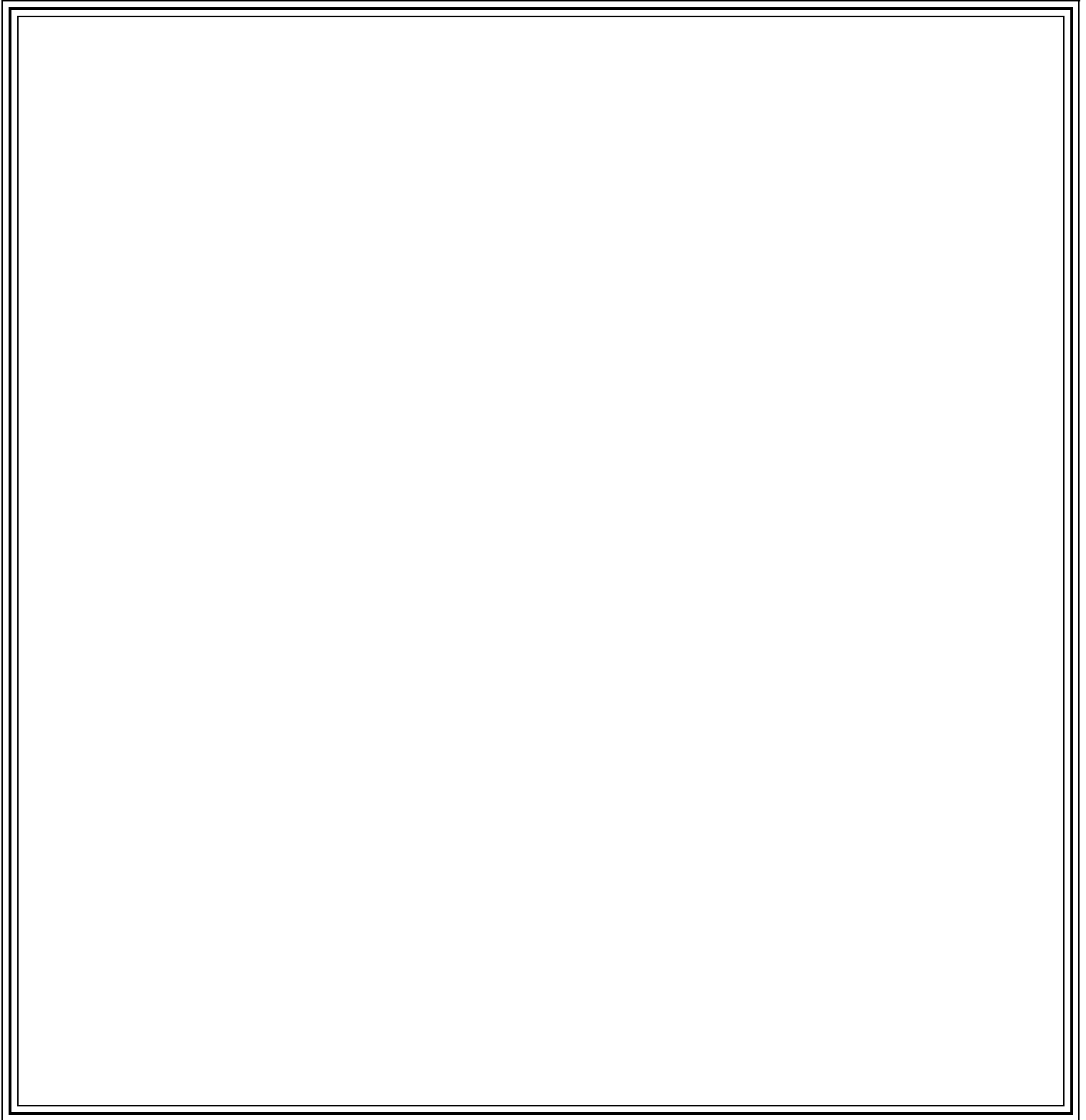
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Draw a scale diagram showing adequate parking facilities:



Describe proposed method for restoration/cleanup of event location, including removal of all litter:

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Has any organizer, agent or employee involved in the event, signed a consent decree, order or been convicted of a felony or any crime involving false statement in the past five (5) years:

Yes

No

If yes, please explain: \_\_\_\_\_

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State of Oregon    )  
                                  )    ss.  
County of Lincoln  )

Applicant shall be solely responsible for obtaining all approvals, permits, licenses, insurance, and authorizations from the responsible Federal, State, and local authorities or other entities, necessary to use the property in the manner contemplated. This provision includes but is not limited to, when applicable, a permit or statement from the National Marine Fisheries Service and or Fish and Wildlife Service that proposed use / activity / development will not take or harm any endangered or threatened species as that term is defined in applicable Federal Statutes and Regulations. Further it is expressly agreed and understood that the City has no duty, responsibility, or liability for requesting, obtaining, ensuring, or verifying, Applicant's compliance with the applicable state, county and federal agency permit or approval requirements. Any permit or authorization granted by the City pursuant to the City of Lincoln City Municipal Code shall not in any way be interpreted as a waiver, modification, or grant of any state, county or federal agency permits or other authorizations or permission to violate any state, county or federal law or regulation. Applicant shall be held strictly liable and shall hold the City of Lincoln City, its officers and employees, harmless for administrative, civil, and criminal penalties for any violation of Federal, County and State statutes, ordinances, or regulations. Nothing herein shall be interpreted as restricting or limiting the City from bringing an enforcement action under the Lincoln City Municipal Code.

Applicant hereby expressly agrees for themselves, and their heirs and assigns, to release and forever discharge the City of Lincoln City and its officers, directors, agents, employees, successors, and assigns (hereinafter City) from any and all claims or causes of action which Applicant now has or which may hereafter accrue against the City in connection with or arising out of the City's issuance of the Special Event Permit. Further, Applicant expressly agrees for themselves, and their heirs and assigns, to hold harmless, indemnify, and defend City from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with the City's issuance of the Special Event permit. Such indemnification shall also cover claims brought against the City under state or federal workers compensation laws. City shall not be considered a party to any contract made by Applicant which concerns or relates to the Special Event. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

I, the undersigned, being first duly sworn on oath depose and say that I am aware of the conditions and requirements of this special events application. I agree to the conditions of the ordinance and understand that this permit can be revoked for false statements and/or noncompliance with conditions of the permit. I further agree to open the event for inspection by any police officer of Lincoln City or by the state fire marshal or local designee at any and all times.

Signature of Applicant \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Subscribed in my presence and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of Oregon

My Commission Expires: \_\_\_\_\_

Application Fee	\$ _____	For Office Use Only:	
Deposit	\$ _____		Received By
Total Fees	\$ _____		
Revised 4/23/2019			Date