



Facility Permit Application for **Special Events**

For Office Use only

\$250 Non-Refundable Application Fee
Remainder due when Permit is issued. See item 7 below.

Date: _____

Permit #: _____

1). Name of Sponsor: _____

Name of the Event: _____

Event Dates and Times: _____

Contact name: _____ Best time to call: _____

Mailing address: _____ Phone #: _____

City & Zip: _____ Cell phone #: _____

E-mail address: _____

Please fill out the following information for staff use in determining conditions for permit approval. Application form must be submitted at least **FOUR WEEKS** prior to the event, along with any pamphlets or advertising flyers. The facility permit will also require the applicant's signature, mailing address, phone number, description of the event, etc. in order to issue permit efficiently. Delay in submitting this application form may delay the return of an issued permit.

Requests for bicycle RACE permits must comply with current Highway Division "*Guidelines for Administration of Bicycle Racing on Oregon Roads.*" A copy of the current guidelines may be obtained from any State Highway Division Maintenance office or from the Bikeway Program Manager, 204 Transportation Building, Salem, OR 97310. Guidelines are on line at www.oregon.gov/ODOT/HWY/BIKEPED/docs/bikerace.pdf An Oregon Bicyclist Manual 2006 is also available on line at www.oregon.gov/ODOT/HWY/BIKEPED under publications.

2). EVENT INFORMATION:

a. **Type of event** - check applicable box Parade Foot Race Walk-a-thon Bike Race Bike Ride
 Other (describe) _____

b. **Lane County Road – main road in the event:** _____ (attach a **route map** with Begin/Finish points, **all** County roads involved in the event and course directional arrows).

c. **Number of people** (can be approximate) who you expect to participate in the event _____

NOTE: Private signs are **not** allowed in road rights of way under Lane County jurisdiction. No signs of any kind including advertisements, event dates or course direction signs shall be attached to any Lane County road signs or stop signs or any other signposts in Lane County under the authority of Ed Chastain, Lane County Traffic Engineer.

3). ACCEPTANCE OF TERMS OF ISSUED PERMIT

I agree to strictly conform to the terms, conditions, and provisions contained in the issued permit as well as the rules and regulations set forth by Oregon Administrative Rules 734-056 for Special Event Permits.

APPLICANT'S SIGNATURE _____ DATE: _____

4). INSURANCE REQUIREMENTS – Permit cannot be issued without timely submission

Most events will be required to submit a Certificate of Liability Insurance to satisfy the minimum County requirements. To save time, please check with County staff to determine the minimum amounts necessary for your event. Additional time can be saved by submitting the Certificate along with the permit application. To expedite the issuance of the permit the Insurance Company can **FAX** a copy of the Certificate of Insurance to: **Lane County Public Works, Attention: Special Events Permits**
The FAX number is 541-682-8500.

When all the requirements are correctly written on the Certificate of Liability Insurance and it is received in our office, a Permit for your Special Event can be issued. **It would be advisable for you to take care of this first.**

The Certificate of Insurance must contain:

1. the Producer's name and phone number (the insurance company)
2. the Insured -you or your group name and address. It also helps if they will add your name and local address.
3. the Coverages - type of insurance and the policy number.
4. the policy effective dates –the policy should cover event dates.
5. the policy limits – the monetary coverage

Minimum Insurance coverage acceptable to Lane County is:

Bodily injury: \$200,000 per person \$500,000 per occurrence Property Damage: \$50,000

The certificate holder (additional insured) MUST be:

Lane County Public Works - Permits
Road Maintenance Division
3040 North Delta Highway
Eugene, OR 97408

5). TRAFFIC CONTROL

Prior to the event, I agree to review the course to determine potential problems that could endanger participants, their equipment or the public. I agree to notify participants of any problems and if the problems are severe, I agree to cancel the event. Please note that some events may be required to hire Law Enforcement personnel, as a condition of the issued permit, to conduct traffic control.

Please describe the nature of the event in relation to public safety and any involvement with vehicular traffic, the number of persons or marshals at each intersection, lead and follow vehicles, signing, coning, staging area locations, etc. and attach traffic control plans for each intersection.

If no traffic control is needed, participants will adhere to all applicable rules of the road.

6). EVENT NOTIFICATION

Our office notifies the Lane County Sheriff's Office and you notify all emergency service providers. Posting flyers locally to notify residents along the proposed route is always very much appreciated. In addition, you may want to notify the news media, radio and TV stations and local newspapers. If the event impacts the school bus route while school is in session, you also need to notify the School District involved.

7.) FEES

The \$250 non-refundable application fee acts as a deposit for actual cost of services. The total cost shall be based on the actual costs, including hourly costs for Direct Labor in addition to Operating Overhead. Any amount due in excess of the \$250 non-refundable application fee shall be paid prior to the issuance of the permit.

Public Benefit Events include only those events open to the general public and which do not involve charging of admission or fees for attendance at the event. They also do not involve concession sales of food, drink or merchandise within the public rights of way. Public Benefit Events will not be charged any of the fees listed above.