



Lane County Parks Special Use Permit Application

Mail OR email completed form to:
laneparks@lanecountyor.gov
Lane County Parks
3050 N. Delta Highway
Eugene, OR 97408

Please return a completed Special Use Permit Application in advance of your event. You will be contacted within 5 business days and notified of event approval or denial. After your application has been reviewed, Parks staff will contact you to inform you if your application was approved, denied, or pending due additional Conditions for Approval. Willful misrepresentations or omissions of information may result in voiding the permit and/or citation. Permit holder agrees to comply with all park rules and to all Conditions of Approval listed below. Approved permits must be onsite with the event contact for the duration of your event.

This permit does not include parking fees. All vehicles must display a valid parking pass. If you would like to purchase day use passes in advance of your event, you may do so at the time of payment. Please call the Parks Office at 541-682-2000 for questions. Your site will be available after 10:00 am, but may be available sooner upon request.

Individual/Business/Group Name: _____

Address: _____

Contact Name: _____ Phone Number: _____

Email: _____

Will applicant be present at the event (circle one)? Y N

Event Date(s): _____ Park Name: _____

Planned # in Attendance: _____

Start Time: _____ AM _____ PM End Time: _____ AM _____ PM

(include set-up, takedown and clean up)

Events with larger than 1000 people in attendance must fill out the Large Event Application and present to the Parks Advisory Committee. Please visit lanecounty.org/parks for the application.

Description of Proposed Activity: *(Applications must include where, area within park, detail of all activities)*

Please check **YES** or **NO** for each regarding your event and use of the park. The fees below are NOT cumulative, max fee is equal to highest category checked. All activities are proposed and prohibited without consent. *Additional rental fees may apply.*

YES	NO	\$125 – TIER 1
		Food trucks, beverage or ice cream vendors (<i>insurance required</i>)
		On site sale for beer, wine, or liquor (<i>prohibited without prior written consent. Requires OLCC permit AND insurance</i>)
		Overnight use of the park (only allowed in certain parks and not permitted with shelter rentals). Camping, tents & RV's, including security for events.
		Is your event scheduled within 5 business days?
YES	NO	\$100 – TIER 2
		Charging admission/registration/parking fee for event participants
		Do you need your site available before 10:00 am?
		Sale of goods or services, renting out equipment (<i>prohibited without prior written consent AND may also require insurance</i>)
		Vehicle(s) on lawn or off parking lot during event (<i>examples: caterer, equipment, etc.</i>) If permissible
YES	NO	\$75 – TIER 3
		Stage (<i>including flatbed truck as a stage, required insurance</i>) Size of Stage: _____
		Use of amplified equipment (<i>examples: band equipment, DJ equipment, PA Systems, etc.</i>)
YES	NO	\$50 – TIER 4
		Use of home stereo equipment (<i>noise to exceed 50 feet or more from shelter</i>)
		Open Flame not Occurring in Provided Fire-Pits
		Vehicle(s) on lawn or off parking lot - loading and unloading only
YES	NO	\$25 – TIER 5
		Bring in Additional Sanitation (portable toilet) services (customer responsible for arranging)
		Solicitations, Marketing, or Advertisements placed at your event (<i>must be approved prior to placement</i>)
		Firewood pick up (<i>quantity and location determined by Lane County Parks</i>)
YES	NO	\$0 – TIER 6
		Additional tables and/or chairs. (<i>within 50 feet</i>)
		# of Chairs: _____ # of Tables: _____
		Event Booth(s) # of Booths: _____ Size of Booths: _____
		Event tents and/or awnings (<i>temporary, not for camping and without stakes</i>) Sizes: _____
		Use of home stereo equipment (<i>noise not to exceed 50 feet from shelter</i>)
		Use of personal GAS only BBQ (<i>will not be placed on table</i>), in addition to those provided at site
		Filming, photoshoot or video production, actors on site (<i>may require insurance</i>)
		Scientific Research; data collection, photo monitoring
		Plant Collection/ Harvesting (species, time of year, quantity restrictions apply)
		Posted flyers, information and other notices in any park

Other (fees to be determined): _____

By signing this application, the permit holder agrees to defend, indemnify, and hold harmless Lane County and the U.S. Government and their officers, employees, and agents, including the Parks Department and Parks Advisory Board, from any and all liability, damage, and injury of any kind that may arise from or is in any way related to the permit holder's activities, acts, and omissions, including the activities, acts, and omissions, or permit holder's family, guests, or others who may accompany permit holder.

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury, death, or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for the use of the park for those activities directly related to the event identified on the Special Use Permit Application by the permit holder. Other uses of this park, or any use of the property outside of designated event area are not subject to a charge and, therefore, Lane County and the U.S. Government are not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made. The permit holder agrees to comply with all Lane County park Rules and to all other terms and conditions of the actual permit. This includes, but is not limited to reimbursement for any damage to County real or personal property that occurs as a result of the event identified on the Special Use Permit Application by the permit holder.

Applicant Signature

Date

**Your typed name above together with a typed date can serve as your official signature if you submit this form via email*

****Please keep a copy of your Approved Special Use Permit and all required insurance documents with you During Your Event****

FOR PARKS USE ONLY

APPROVED

Contact Date: _____

Additional Conditions of Approval:

DENIED

Reason for Denial:

Overnight Storage Permitted - Instructions/Conditions:

Park Representative Signature

Date

PERMIT VALID DATE(S): _____