



Event Plan Application

STAFF REVIEW:

PLEASE NOTE: This permit is not valid until signed and approved by staff.

Permit Number _____ Event Name _____

Has the organizer addressed all event issues to the City's satisfaction? Yes _____ No _____

Approved _____ Not Approved _____

Date of Review _____ Reviewer _____

CITY OF LA PINE EVENT PLAN APPLICATION

Note: The Deschutes County Event/Parade Application will not substitute for this application.

Type of Event: _____

Event Organizer: _____

Event Date (s): _____ Event hours of operation: _____

Contact person phone numbers: _____

Contact person email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Person to call during event and their phone number: _____

A brief narrative addressing the following:

1. The purpose of the event and the community benefit _____

2. Contact Information for parking/traffic/pedestrian overflows coordination, safety and general concerns

3. Potential numbers of participation, vehicles and pedestrians – this assessment can be based on previous attendance numbers _____

4. Identify roads that are part of the course layout. _____

Additional Items and Information:

1. Event organizer is responsible for clean-up of debris. **Note:** if the City is not cleaned up after a sponsored event that lack of action may serve as a basis for future permit denial.
2. All proposed directional and event signage must be submitted for approval. Signage is to be removed within 24 hours of the event ending. The city shall be notified of signage changes or organizers inability to remove signs on time.
3. I/We acknowledge paint and other permanent markings are not permitted on City, County or State roads.
4. I/We acknowledge the need to follow all local ordinances (e.g., noise control). **Note:** permit holders are not exempt from any fines or penalties imposed as a result of noncompliance.
5. I/We agree to publicly notify all residents and/or businesses of any contemplated road closures or delays. Provide the City a copy of the public notice for review [if applicable].
6. I/We consent to allowing law enforcement, public health and fire control officers to come on the premises of any property we control for purposes of assuring the terms and conditions of the permit are met.
7. If you are using Deschutes County Roads or Land as part of a route or parking area you must also contact Deschutes County Risk Management and perform their required steps for approval or notification.
<https://www.deschutes.org/administration/page/events-and-parades-application-information>
8. Please provide payment at the time of submittal. Current fees are available on our Master Fee Schedule.

If the information provided in this document is inaccurate or misrepresentative that action may serve as a basis to deny or revoke the event permit and/or serve as a basis for future event denial.

Note: Public events initiated without City contact and an approved event plan – may serve as a basis to close the event.

Signed _____ Dated _____
(Event Organizer)

Signed _____ Dated _____
(Event Organizer)