



City of Lebanon **Cheadle Lake Park Application**

Dear Event Applicant:

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, by mail, or hand delivery to: City of Lebanon, Park Reservations 925 Main Street., Lebanon, OR 97355.

2. 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 time of application submittal. If the application is not approved or 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.
 - d. **Liquor License:** If alcohol will be served or sold a City Park 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.
3. After receiving the completed Application, a meeting between City staff and the applicant may be required so both parties can be clear on the expectations and limitations.
 4. 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 District	(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 an 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 the 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. 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 541-258-4917 or parksres@ci.lebanon.or.us.

Thank you,

City of Lebanon



City of Lebanon
Cheadle Lake Park Application

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:

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 Park Liquor 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 _____

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. If on-site camping is allowed campers should be notified of park quiet hours. Unpermitted noise or disruptive behavior by campers and/or their guests or other event patrons is not permitted and subject to immediate expulsion from the park.
- 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

Applicants Printed Name:

Applicants Signature:

Date:

FEEES

	Number of Days	Rate	Total
Daily Fee (Including Set-Up / Break Down Days)		\$600.00	\$
Electrical Daily Fee		\$500.00	\$
Water Daily Fee		\$50.00	\$
City Park Liquor Permit		\$35.00	\$
OLCC Temporary Application (Per Event / Per Vendor)		\$15.00	\$
Balance Due			\$

FOR OFFICE USE ONLY

Site Plan Received: Yes No Insurance Received: Yes No OLCC Application Required? Yes No

Date Received: Fee Amount: Sullivan Field Parking Fee : Yes No

Staff Initials: Receipt # Sullivan Field Receipt #:

DEPARTMENT APPROVAL

Fire District: Yes No Signature:

Comments:

Public Works: Yes No Signature:

Comments:

Police Department: Yes No Signature:

Comments: