



# Special Event Permit

For

\_\_\_\_\_ County Park  
(fill in park name)

Clatsop County, Parks Division (with the Fisheries Project)  
2001 Marine Drive Ste 253, Astoria, Oregon 97103  
Phone: (503) 325-6452, Fax (503) 325-2753

**Application and Fees are due at least 30 days in advance of the date of the proposed event.**

Application Fee \$100.00

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

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Sponsor: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Sponsor: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Event Chairman: \_\_\_\_\_ ( ) \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

*Groups anticipating 100 or more attending will:*

- 1. Provide at their expense and arrangement a minimum of a three yard dumpster on site.  
(Listed in the phone book under Garbage)*
- 2. Provide at their expense and arrangement a minimum of 2 chemical toilets on site.  
(Listed in the phone book under Toilets)*
- 3. Provide a sufficient number and schedule of full-day parking attendants.*

**Please allow these vendors two weeks notice prior to your event.**

Number of Event Participants \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Anticipated Public Attendance: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Sanitary facilities will be provided by: \_\_\_\_\_

Trash removal will be provided by: \_\_\_\_\_

How will crowd control be handled? : \_\_\_\_\_

How will parking control be handled? : \_\_\_\_\_

How & where will signage be handled? : \_\_\_\_\_

Name of concessionaire: \_\_\_\_\_

Goods/Services to be sold at event: \_\_\_\_\_

If alcohol is to be sold at event, an OLCC Permit is required. Permit number: \_\_\_\_\_  
(Attach Copy Of Permit.)

Does this organization have prior experience for this type of activity? : \_\_\_\_\_

If yes, please explain your experience, including references \_\_\_\_\_

Any other efforts that will be made to reduce or minimize the dangers and hazards to public health, safety, tranquility and welfare (such as Noise Control, First Aid, Law Enforcement, etc)? : \_\_\_\_\_

Picnic Shelter Rental: \_\_\_\_\_

Additional costs for County Services, if any: \_\_\_\_\_

Total Fee for this permit: (including \$100 application fee) \_\_\_\_\_

**Insurance:** Single Limit policy amounts of \$2,000,000 naming County as an additional insured.  
**A Certificate of Insurance MUST accompany this application.**

**Indemnity:** By signing this permit, Applicant agrees to assume the defense of and indemnify and save harmless the County, its Commissioners, Boards, officers, employees and agents, from all suits, actions, damages or claims to which the County may be subjected of any kind of nature whatsoever resulting from, caused by, arising out of or as a consequence of such special events and the activities permitted in connection therewith and Applicant agrees to comply with Clatsop County Ordinance Requiring a Permit for Special Events in County Parks.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

For County: \_\_\_\_\_

Date: \_\_\_\_\_