



Facility Permit Application for Special Events and Public Benefits

For Office Use only

Date: _____
Permit #: _____

1) APPLICANT INFORMATION

Contact Name: _____ Event Sponsor: _____
Mailing Address: _____
Daytime Phone: _____ Cell Phone: _____
E-mail Address: _____ Website: _____

2) EVENT INFORMATION

Event Name: _____
Event Date(s): _____ Event Start Time: _____
Total Event Time(s) – include staging and clean-up: _____

a. Type of event - check applicable box Festival Bike Race Bike Ride Bridge Decoration
 Parade Foot Race Other (describe): _____

b. Lane County roads involved in the event: _____

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

d. Are school bus routes affected? Does your event take place during school days/hours? Yes No

e. Will Participants follow “rules of the road” or do you anticipate traffic impacts such as certified flaggers, course marshals, road delays or detours? _____

3) REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION

***IMPORTANT - All materials, including this application, must be submitted at least four (4) weeks prior to the event. If materials are not submitted on time, your issued permit may be delayed, which could result in the cancellation of your event.**

- Certificate of Liability Insurance is required (see Section 6 for details)
- Route map and traffic control plan (include Begin/Finish points, **all** County roads involved in the event and course directional arrows)
- Pamphlets, registration packet information, website or flyers

4) FEES

Special Events require a \$250 non-refundable application fee that acts as a deposit for the actual cost of services. The total cost shall include hourly costs for Direct Labor in addition to Operational Overhead. Any amount due in excess of the application fee shall be paid prior to the issuance of the permit.

Public Benefit Events are exempt from all fees and include events such as parades and festivals that incorporate the entire community. They include only those events open to the general public and which do not involve the 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.

5) ACCEPTANCE OF TERMS

I agree to the terms, conditions, and provisions outlined in both pages of this application, the issued permit, and the rules and regulations set forth by Oregon Administrative Rules 734-056 for Special Event Permits.

APPLICANT’S SIGNATURE _____ **DATE** _____

RETURN TO: Lane County Public Works Engineering Permit Desk, 3040 N. Delta Highway, Eugene, OR 97408
Tel. 541/682-6902 FAX 541/682-8500 Hearing Impaired 541/682-3995

6) INSURANCE REQUIREMENTS

***IMPORTANT- Permits will not be issued without a copy of the actual Certificate of Liability Insurance (COI). Addendums and waivers are not accepted in lieu of the COI at any time.**

Certificate of Liability Insurance, naming Lane County Public Works as the additional insured, is required for either a Special Event or a Public Benefit Event. No applicant shall be exempt from this requirement.

It is our experience that insurance can be the most time consuming portion of the application process. **We recommend you request your certificate at least 2 months prior to the event.**

Minimum amounts necessary for your event are listed below. 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 to **Lane County Public Works at 541-682-8500 - Attention: Permits Desk**

The Certificate of Insurance must contain:

1. The Insurance Company's name, address and phone number
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 must 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

7) 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. Please note that some events may be required to hire Law Enforcement personnel, as a condition of the issued permit, to conduct traffic control. **If no traffic control is needed, participants must adhere to all applicable rules of the road.**

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 or utility poles in Lane County under the authority of the Lane County Traffic Engineer.

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 The "Oregon Bicyclist Manual 2006" is also available on line at www.oregon.gov/ODOT/HWY/BIKEPED under publications.

It is the responsibility of the Applicant to review the course prior to the event and determine potential problems that could endanger participants, their equipment or the public. The Applicant agrees to notify participants of any problems and if the problems are severe, agrees to cancel the event.

8) EVENT NOTIFICATION

Our office notifies the Lane County Sheriff's Office once the permit has been issued. **It is the responsibility of the applicant to notify emergency service providers and the residents along the proposed route.** Posting flyers locally to notify residents along the route is always a good idea. 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.**