

Mass Gathering and or Riverside Property Event Space Rental

\$50.00 Application Fee

Non-Refundable

Deposit \$250.00 to secure compliance with clean up provisions

Pay at Oregon City Hall, 115 N. 3rd Street Monday – Friday 8:00 a.m. – 4:30 p.m.

or online at: <https://www.govpaynow.com//gps/user/cyg/plc/a002d9>

Present Payment Receipt at time of Application

Date Application Received: _____ Time Application Received: _____

Receiving Officer: _____ Payment Receipt #: _____

MASS GATHERING PERMIT APPLICATION NUMBER: _____

Event address: _____

or

Riverside Property 123 North 2nd Street

I. *General Information:* Submit application and all attachments to the Oregon Police Department, 115 N. 3rd Street, Oregon, IL 61061, anytime but at least fourteen (14) days prior to the date upon which the mass gathering is to be held. The application and each attachment are subject to review, approval, or disapproval, within seven (7) days after receipt by the Police Department. If the permit is denied, a written denial enumerating the specific reason or reasons for the denial shall be given to the applicant by personal service or by first class mail, postage prepaid. The applicant may request a hearing to consider the denial.

II. *Information required by Oregon City Code: 10.08.060 Permit.*

A. Person(s) requesting permit:

(Name) (Address) (Phone)

(Name) (Address) (Phone)

(Name) (Address) (Phone)

B. Person acting as sponsors of the mass gathering:

(Name) (Address) (Phone)

(Name) (Address) (Phone)

(Name) (Address) (Phone)

If a partnership, please complete Attachment A; if corporation, please complete Attachment B. If additional sponsors attach sheet containing names, phone numbers, and addresses.

C. Person acting as chairperson or otherwise responsible for conduct of mass gathering:

(Name) (Address) (Phone)

D. Purpose of mass gathering:

Estimated number of participants or those attending at any one time:

E. Date(s) and hour(s) mass gathering is to commence: _____
Date(s) and hour(s) mass gathering is to terminate: _____

*(No mass gathering shall commence before eleven (11) o'clock a.m.; **OR** continue past one (1) o'clock a.m.)*

F. Toilet facilities:

Number: _____ (The applicant shall provide a sufficient number of toilet facilities.) (See ordinance)

Type: _____ Flush type; _____ Portable chemical

Location of toilet facilities: _____

(Toilet facilities within 100 feet of the mass gathering perimeter may be used if identified as open for use by attendees.)

G. Concessions and Vendors doing business during the mass gathering:

(Name) (Address) (Phone)

(Name) (Address) (Phone)

(Name) (Address) (Phone)

Attach additional sheets if needed.

H. Music: _____ Live; _____ Recorded; _____ None _____

- I. Alcoholic beverages:
Will alcoholic beverages be sold on the premises upon which the mass gathering is to be conducted?
_____ Yes; _____ No

(Beverages served in glass containers are not permitted.)

- J. Number of trash containers available at site: _____

Types of containers: _____

(Total capacity of containers shall be a minimum of 30 gallons for each fifty (50) attendees.)

- K. Parking:
The availability of adequate lawful parking within the immediate area of the mass gathering is:

- L. Security guards: The arrangements made for the presence of security guards is:

(Any person clearly identified as security personnel may serve as a security guard. The applicant will provide at least one (1) clearly identified security guard for every fifty (50) attendees.)

- M. Site plan:
Attach a site plan showing the location of fencing and the points of ingress and egress to the mass gathering site. Fencing may include rope, barricades, and existing buildings, walls, hedges, and structures.

- N. Applicant is a owner; lessee; Licensee (i.e., has written permission to use the mass gathering site) of the mass gathering site. Attach a copy of the deed, lease, or other document verifying such interest.

I declare that all statements made in this application and all attachments are true and correct.

By signing I understand that the issuance of a mass gathering permit does not constitute waiver of requirements imposed under other City ordinances or state law. By signing I understand that I am responsible for clean-up and damage.

_____ Date ___/___/___
(Signature of applicant)

(Printed Name)