



Special Events Permit Requirements

Please read this information carefully.

“Special Event” means any non-exempt event or activity whether conducted on public or private property, which places an additional demand on City resources or emergency services, including public health and safety. Unless exempted, the following types of activities or events require special event permits: (1) an event on public or private property which requires the closing of a street or other traffic control; (2) an event which involves the authorized sale or consumption of alcohol on public property in the City; (3) an event which involves sound amplification on public property in the City; (4) Commercial activity or use of City property (other than standard concession agreements), (5) if the event is outside and has more than 50 people.

Application for a special events permit can be found on the City website at www.lincolncity.org, picked up at City Hall or requested by mail.

Applications for a Special Event Permit shall be made to the Administrator at least **45 days prior to the start of event and no more than one year prior to the start of the event**. No permit shall be accepted for processing unless it is submitted at least **45 days prior to the start of the event**.

Organizers of annual events or those events, which will have significant impact on city services, are encouraged to submit applications at least **90 days in advance of the event**.

The applicant must sign the permit application and swear or affirm before an Oregon notary that the applicant has carefully read these requirements and the application and that all the information contained therein is true and accurate.

An Application Fee

An application fee in the amount of **\$50.00** shall accompany every application for a special event. This fee covers the cost of processing the permit application. ***The application fee will not be refunded if a permit is not issued. This fee applies to ALL applicants.***

What Happens After the City Receives Your Application and Application Fee

After receipt of the completed application and the \$50.00 non-refundable application fee, the administrator will distribute copies of the application to all city departments that may be affected by the proposed event. Each department will review the application and describe any conditions or requirements that should be placed on the permit considering the anticipated demand on city services and potential costs of meeting the demand for city services to accommodate the proposed special event. Any department objections to granting the permit including concerns regarding additional impact from the special event on public street or public health or safety shall also be stated. **The City is not required by any provision of this ordinance to grant a concession or permit for alcohol sale or use on City property.**

IF ALCOHOL WILL BE SERVED AT THE EVENT, A SEPARATE PERMIT TO DO SO MUST BE OBTAINED FROM CITY ADMINISTRATION AND APPROVED BY CITY COUNCIL.

Additional Fees May Be Required

Along with the application fee there may be additional fees required such as but not limited to vendor fees, facility or rental fee, security deposit, or cleaning fee. These fees will be paid to the appropriate City department.

Insurance

The organizer of the event shall be required to provide general liability insurance coverage for the event in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. In addition, an applicant for a special event shall provide property damage insurance coverage in an amount not less than \$119,300 per occurrence and \$596,400 aggregate, The City shall be named as an additional insured, with the coverage provided being primary coverage. A copy of a certificate of insurance naming the City as an additional insured shall be supplied prior to issuance of the permit, but no later than the start of the event. The Administrator shall increase the minimum insurance required for high-risk activities after consultation with the City Manager. High-risk activities include but are not limited to events and activities with rides, mechanical devices, inflatables, animals, fireworks, fire, or hazardous materials.

Required Documents

- W-9
- OTP
- Insurance Certificate (see above)
- Business Registry with the State of Oregon
- Completed Application and Application fee

Denials

If the application for a special event permit is denied, applicant can appeal to the City Manager in writing within 7 calendar days after issuance of the denial.

Inspection

Special event premises should be open for inspection by any police officer of the city or by the State Fire Marshal or local designee at any and all times.

Revocation or Suspension of a Permit

A special events permit may be temporarily suspended or revoked by the Administrator or by the police chief or designee upon any of the following grounds:

- A. If the patrons of a special event have become disorderly or riotous assembly whereby the public peace or the safety of persons or property are threatened.
- B. If the operator of such special event refuses to remove or cause to be removed from the event any person violating any of the provisions of the Lincoln City Municipal Code after such operator has been requested to do so by a police officer.
- C. If the event operator or sponsor fails to comply with any of the regulations pertaining to special events or conditions of the special event permit.
- D. If a special event permit is revoked, the Administrator shall have the discretion whether to accept a subsequent special event application by the operator, sponsor or responsible party involved in the event for which the permit was revoked including any person with an ownership interest in the event or in the operator, sponsor, or responsible party.

Any person who continues to operate a special event after revocation or during a temporary suspension of a special event permit commits a Class A civil infraction and can be cited.