



City of Florence

Special Event / Park Use Application

City Hall ~ 250 Hwy 101, Florence, OR 97439
(541) 997-3437 – www.ci.florence.or.us

Please see reverse for information on when a special event permit is necessary and for standard park rules.

Name of Event:		
Description of Event:		
Location of Event:		
Date(s) of Event:	From:	To:
Hours of Event	From:	To:

Please answer the following questions:

Will you charge an admission fee for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes... please describe:	
What is your estimated minimum to maximum attendance?			
Will private security be provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes....please describe:	
Will food or alcohol be served?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes....please describe: Note: OLCC license may be required.)	
Will additional waste disposal be provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes....please describe:	
Will goods or services be sold at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes.... City of Florence business license will be required.	
Will sound be amplified during the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes.... Noise variance will be required.	

Property Owner Information

(If event will be held on private property)

Owner Name:			
Owner Phone:		Owner Email:	
** Please submit written permission from property owner if event will be held on private property **			

Event Contact Information

Contact Name:			
Mailing Address:		City, State, Zip:	
Contact Phone:		Contact Email:	
In Case of Emergency regarding your event, please furnish after hours contact information.			
Name:		Phone Number:	

- I acknowledge that I will be the primary contact person for the event and will assume responsibility for all complaints, fees or damages.

Signature:		Date:	
------------	--	-------	--



City of Florence

Special Event / Park Use Information

Events consisting of 40 or less participants must be submitted at least 7 days before the event.

Events consisting of 40-500 participants must be submitted at least 30 days before the event.

Events consisting of 500 or more participants must be submitted at least 90 days before the event.

A Special Events License is required in the following circumstances per FCC 7-5

1. Use of City property for an event (i.e. use of a city park or other facility)
2. The Special Event will be on private property adjacent to the following high pedestrian and motor vehicle traffic locations...
 - a. All locations on Bay Street
 - b. 1st Street from Laurel Street to Harbor Street
 - c. Laurel Street from 1st Street to Bay Street
 - d. Maple Street from 1st Street to Bay Street
 - e. Nopal Street from 1st Street to Bay Street
 - f. All locations on Hwy 101
 - g. All locations on Hwy 126
3. The special event will affect the ordinary use of city property, public streets, rights-of-way or sidewalks, or may require increased presence of City personnel.

The following are the standard rules for events held at City of Florence Parks

1. All litter must be picked up during and after the event. Large events will be required to provide additional trash enclosures / cans during the event and pay for their disposal. The contact person will be responsible for any cleanup.
2. During large events, event organizers will be responsible for providing additional porta-potties for the event, as well as cleaning and monitoring of permanent restroom facilities.
3. No vehicles are allowed on lawn / landscape without prior permission. Event organizers shall unload and load from the curb.
4. No assembly shall be conducted in a City park during the time between thirty (30) minutes after sunset and thirty (30) minutes before sunrise the next day, unless expressly allowed to do so by the City Manager.
5. If tent stakes are put into the ground, the Parks division must approve stake location. The Event Organizer will be responsible for all damages caused by underground utilities or irrigation systems.
6. Events shall not block the public's access to a park by putting fencing or other barriers across public walkways or roadways. At least 5 feet of access shall be provided along such sidewalks and walkways at all times.
7. General park clean-up is the responsibility of the event organizer.
8. Alcohol shall not be served at City parks.