



Lane County Parks Special Use Permit Application

Mail OR email completed form to:

laneparks@lanecountyor.gov

Lane County Parks

3050 N. Delta Highway

Eugene, OR 97408

Special Use Permits (SUP) shall be obtained prior to conducting activity contrary to or not described by the Park Rules. Examples include but are not limited to: drone use, fire wood harvesting, geo-caching, scientific research and small events with fewer than 1000 attendees (*for events with 1000+ attendees use the [Special EVENT Permit Application](#)*). For SHELTER rental, reservations shall be made through the [Lane County Reservation site](#)).

INSTRUCTIONS: Complete and return the Special Use Permit Application in advance of the proposed event or activity. Park Staff will respond to approve, deny or request additional information and to provide notification of additional conditions for approval. The SUP holder agrees to comply with all park rules and all Conditions of Approval listed below. Approved permits shall be kept on-site for the duration of the event.

PARKING: An authorized SUP does not include parking. All vehicles shall display a valid parking pass. Day use passes are available for purchase in advance of your event on-line or by contacting the call center 541-682-2000.

Standard site availability is 10:00 am, however earlier access may be approved upon request.

Individual/Business/Group Name: _____

Mailing Address: _____

Contact Name: _____ Phone Number: _____

Email: _____ Will applicant be present at the event? Yes No

Event Date(s): from _____ to _____ Park Name: _____

Planned # in Attendance*: _____ Start Time**: _____ AM PM End Time**: _____ AM PM

**Events with more than 1000 attendees use the Special Event Permit Application*

*** (include set-up, take-down and clean up)*

DESCRIPTION OF PROPOSED ACTIVITY

Include as much detail as possible: specific areas within park to be used and detail of all proposed activities
(For events with more than 1000 attendees use the Special Event Application found at www.lanecounty.org/parks)

INSTRUCTIONS: Please check **YES** or **NO** for each item below. The fees below are NOT cumulative, max fee is equal to highest category checked. All activities are proposed and prohibited without approval. *Additional rental fees may apply.*

YES	NO	\$125 – TIER 1
		Food trucks, beverage or ice cream vendors (<i>insurance required</i>)
		On site sale for beer, wine, or liquor (<i>prohibited without prior written consent. Requires OLCC permit AND insurance</i>)
		Overnight use of the park (only allowed in certain parks and not permitted with shelter rentals). Camping, tents & RV's, including security for events.
		Is your event scheduled within 5 business days?
YES	NO	\$100 – TIER 2
		Charging admission/registration/parking fee for event participants
		Do you need your site available before 10:00 am?
		Sale of goods or services, renting out equipment (<i>prohibited without prior written consent AND may also require insurance</i>)
		Vehicle(s) on lawn or off parking lot during event (<i>examples: caterer, equipment, etc.</i>) If permissible
YES	NO	\$75 – TIER 3
		Stage (<i>including flatbed truck as a stage, required insurance</i>) Size of Stage: _____
		Use of amplified equipment (<i>examples: band equipment, DJ equipment, PA Systems, etc.</i>)
YES	NO	\$50 – TIER 4
		Use of home stereo equipment (<i>noise to exceed 50 feet or more from shelter</i>)
		Open Flame not Occurring in Provided Fire-Pits
		Vehicle(s) on lawn or off parking lot - loading and unloading only
YES	NO	\$25 – TIER 5
		Bring in Additional Sanitation (portable toilet) services (customer responsible for arranging)
		Solicitations, Marketing, or Advertisements placed at your event (<i>must be approved prior to placement</i>)
		Firewood pick up (<i>quantity and location determined by Lane County Parks</i>)
YES	NO	\$0 – TIER 6
		Additional tables and/or chairs. (<i>within 50 feet</i>)
		# of Chairs: _____ # of Tables: _____
		Event Booth(s) # of Booths: _____ Size of Booths: _____
		Event tents and/or awnings (<i>temporary, not for camping and without stakes</i>) Sizes: _____
		Use of home stereo equipment (<i>noise not to exceed 50 feet from shelter</i>)
		Use of personal GAS only BBQ (<i>will not be placed on table</i>), in addition to those provided at site
		Filming, photoshoot or video production, actors on site (<i>may require insurance</i>)
		Scientific Research; data collection, photo monitoring
		Posted flyers, information and other notices in any park

For Parks Use Only

Additional Fees (*to be determined during review and approval process*): _____

Total Fees: _____

Date: _____ Paid: _____

Balance Due: _____

By signing this application, the permit holder agrees to defend, indemnify, and hold harmless Lane County and the U.S. Government and their officers, employees, and agents, including the Parks Department and Parks Advisory Board, from any and all liability, damage, and injury of any kind that may arise from or is in any way related to the permit holder's activities, acts, and omissions, including the activities, acts, and omissions, or permit holder's family, guests, or others who may accompany permit holder.

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury, death, or property damage that arises out of use of the land for recreational purposes (known as "recreational use immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for the use of the park for those activities directly related to the event identified on the Special Use Permit Application by the permit holder. Other uses of this park, or any use of the property outside of designated event area are not subject to a charge and, therefore, Lane County and the U.S. Government are not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made. The permit holder agrees to comply with all Lane County park Rules and to all other terms and conditions of the actual permit. This includes, but is not limited to reimbursement for any damage to County real or personal property that occurs as a result of the event identified on the Special Use Permit Application by the permit holder.

Applicant Signature

Date

Your typed name above together with a typed date can serve as your official signature if you submit this form electronically

****Approved permits shall be kept on-site for the duration of the event****

FOR PARKS USE ONLY

APPROVED

Additional Conditions of Approval:

Response Date: _____

Initial: _____

DENIED

Reason for Denial:

Overnight Storage Permitted - Instructions/Conditions:

Upon arrival to the site, check in with park Caretaker or Host to provide a copy of the Approved Special Use Permit and all required insurance documents.

Approved permits shall be kept on-site for the duration of the event.

Park Representative Signature

Date

PERMIT VALID DATE(S):_From_____To_____