

Lane County Parks Special Event Application



Parks Mission

To preserve and enhance parks and open space within Lane County in a manner that provides visitors outstanding customer service and a diverse, high-quality recreational experience that meets their needs and expectations.

Proposed Event: _____

Proposed Event Description:

Proposed Project Location: _____

Why do you consider this the best venue for your event, perhaps over another location?

Proposed Event Date(s): _____ and Times: From _____ to _____

Estimated Number of People in Attendance Each Day: _____

Estimated Peak Number of People in Attendance at any given time: _____

Estimated **Gross** Revenue: _____

Will this be a recurring yearly (sustainable) event or a one-time event only? _____

In the spaces provided below, please answer each of the following questions. Be sure to clearly document your response whenever possible and state any assumptions being made.

Event Questionnaire:

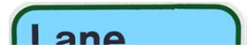
1 How does this event fit into the mission of Parks, either directly or indirectly?

2 Please identify all stakeholders or potential stakeholders. How will this event impact each of them?

3 Please provide a general Anticipated Environmental Impact Statement and what are your plans to mitigate these impacts?

4 Please provide a general Anticipated Transportation/Access Impact on roads. Be sure to include any potential route conflicts, ingress/egress, or other possible conflicts. Do you have a Transportation Access plan or can one be established?

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- 5 Please provide any anticipated Noise Issues and what your plan may be to reduce or control noise.
- 6 What are the potential local, political, or social benefits to Lane County and its visitors with this event provide?
- 7 What potential local, political, or social issues/conflicts could this event produce?
- 8 What steps will you take to avoid, minimize, or resolve any potential event issues/conflicts. What steps are being taken to preserve the natural integrity of the Park (Damage Avoidance)?
- 9 What are the additional Qualitative Benefits provided to Lane County residents and its visitors by this event?

10 Does this event provide positive exposure and marketing opportunities for Lane County Parks for potential other future events that could produce additional revenue to Parks? What networking opportunities would this event provide?

11 Are you able to agree to the following general terms if we were to partner with you to host your event? *(please mark Yes, No, or Negotiable in the space provided)*

- _____ Lane County Parks will receive 15% of event **gross** revenue
- _____ Lane County Parks will also asses a Natural Areas Mitigation Fee (up to 1.5% of Gross Revenue in addition to the fee above) depending on your event size or type of event
- _____ Lane County Parks will require a Performance Bond/Security Deposit between \$1,000 and \$25,000 depending on our assessment of risk of your event. This bond is non-refundable (in case of event cancellation, etc.), but will be used as part of your event final payment
- _____ Lane County Parks requires a Waste Management and Recycling Plan and strives for "green" events, we may require an extensive waste plan
- _____ Produce, within 30 days of your event, an Insurance Certificate of \$1,000,000 per occurance and \$2,000,000 aggregate of Commercial General Liability Insurance and Additional Insured Endorsement listing Lane County as Additional Insured
- _____ Provide an event Final Report, including all sales, expenses, demographic and any other information requested by Lane County for informational purposes

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12 Please provide any additional comments or information, if any, you believe is relevant in the consideration of Lane County Parks hosting this event.