



Special Event Request Form

Applications must be submitted at least 90 days before the proposed event. **Once the application has been approved, you will be invoiced a \$130 application fee.**

Note: Submission does not guarantee approval. Parks & Rec staff will respond within 10 business days. This form is for public Special Events and *not for private gatherings*. **Please fill this form out completely. An incomplete form will be returned to you.**

Contact Information

**required*

Applicant Name* _____ **Phone*** _____

Organization* _____ **Email*** _____

Mailing Address* _____

Event Information

**required*

Name of Proposed Event* _____

Date(s) of Event* _____
(Events between Nov. 1st - Mid April may be denied due to park impacts.)

Hours of Event* _____
(Open to the Public)

On-Site Contact* _____
(Name of person responsible for event that will be on-site day of.)

On-Site Hours* _____
(When you or staff will be at the site for set up/tear down)

Phone for On-Site Contact* _____
(Working phone number of on-site contact)

Location of Event* _____
(Include Park Name and Location)

Type of Event* _____

(Provide a specific, detailed description of the event. Include site plans, maps, and any special requirements. Special requirements may include portable toilets, trash cans, amplification, promotion, and potential impacts on the site.)

Is the Anticipated Attendance More Than 250 People?*

- Yes (Street Closure Required)
- No

Anticipated Attendance* _____

Are You Requesting Booths?*

(A booth can be informational, a vendor display, or a food truck.)

- Yes
- No

Will Any Booths be Food Trucks?

(Food Trucks must have a business license to operate in the City of Ashland.)

- Yes, how many? _____
- No

Is the Event a Fundraiser?*

- Yes
- No

Is There a Fee Associated With the Event?*

- Yes
- No

Will Your Event Require Amplification?*

(If yes, prior approval by City staff is required for all parks and city spaces, except the Butler Bandshell, where amplified sound is limited to 1.5 hours, 75 decibels, and must end by 8pm.)

- Yes
- No

Please attach any supporting documents.

(i.e. site plan, a copy of your insurance, or anything else you think would be helpful for us to know while reviewing your application.)

Which Street Would Need to be Closed?*

- Winburn Way in Lithia Park
- Oak Knoll Golf Course Thru Road
- City Street _____
(Street Name)
- Not Applicable

How Many Booths?* _____

(The maximum number of booths allowed is 25, no larger than 10 feet by 10 feet. This must be included on your site plan.)

Will You be Serving Alcohol?*

(Prior Authorization and an additional application is REQUIRED)

- Yes
- No

Is the Organization a 501c3?*

- Yes
- No

If Yes, How Much is the Event Fee? _____

(With the exception of booths during a special event, selling in parks is prohibited; however, donations are allowed - Review the Selling in Parks and Special Event Booth Policy in your confirmation email.)

Check All That Will Apply to Your Event

- Tents/Canopies *(stakes in ground are limited)*
- Electricity *(Limited in most areas)*
- Generators
- Running Chutes
- Finish Line Arches
- Fire & Heat-producing devices *(e.g. candles, fireworks, BBQs)*

Acknowledgements

**required*

By signing and submitting this application, I understand:

- **Submission does not guarantee approval.** City staff will contact me by email. Some events may require Commission or Council approval and should be submitted at least **3 months in advance**.
- **Clean-up and waste management** are my responsibility.
 - If under 250 attendees: I will pack in and pack out all items.
 - If 250 or more: I will provide at least 2 portable toilets, 2 handwashing stations, a dumpster, and 2 trashcans (or more if needed).
 - Contact Recology for dumpsters, porto potties, trash cans etc: 541-482-1471 | customerservice103@recology.com
- **Insurance is required:** \$1M per occurrence / \$2M aggregate, plus \$1M liquor liability (if applicable), naming the City of Ashland as additional insured. Proof is due 10 days before the event.
- Some events may need additional permits; City staff will advise if so.
- I'm responsible for **any damages, recycling, and clean-up** within the permitted time.
- A pre-event meeting with City staff is **required**.

Printed Name* _____ **Date*** _____

Signature* _____



ASHLAND PARKS & RECREATION

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