



# City of Maywood Park

10100 NE Prescott St., Suite 147, Maywood Park, OR 97220

## SPECIAL EVENTS PERMIT APPLICATION

Resident Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Estimated # of people in attendance: \_\_\_\_\_

Start \_\_\_\_\_

Finish \_\_\_\_\_

Location of Event (designated areas of Maywood Park property to be affected) Note that Maywood Commons is open from dawn to dusk. Permits for the Commons are for a maximum of 4 hours. If more time is needed, please attach a request for the total amount of time you wish to occupy the Commons.

\_\_\_\_\_

\_\_\_\_\_

Please indicate if there is a need for city services (i.e., electrical, garbage, or road closures.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list name and contact information for any proposed vendors for this event (i.e., food vendors, porta potty, etc.)

\_\_\_\_\_

\_\_\_\_\_

MAYOR MICHELLE J. MONTROSS  
COUNCIL PRESIDENT MIKE REYNOLDS  
Councilor Jim Akers, Councilor Miriam Berman, and Councilor Robin Wisner  
503-255-9805

Please describe:

Clean up plan \_\_\_\_\_  
\_\_\_\_\_

Traffic control, parking, and crowd control plan \_\_\_\_\_  
\_\_\_\_\_

Please provide by attachment:

Evidence of capability to run the event, including financial & personnel

Evidence of liability insurance (if required by the City)

Permit Fee: \$ \_\_\_\_\_ or not applicable \_\_\_\_\_

\$10.00 for Maywood Commons

\$15.00 for Commons w/Electric

**By signing below, the applicant agrees to comply with all provisions of Ordinance No. 2018-3 of the City of Maywood Park (copy provided).**

**By signing this Special Event Permit Form, the organizers agree to abide by all State laws relative to the sale or distribution of ALCOHOLIC beverages during an event, if allowed by the City. In addition, the organizers agree to take full legal responsibility for any and all damages or unlawful behavior resulting from the sale or distribution of said beverages.**

\_\_\_\_\_  
**Signature of Resident**

\_\_\_\_\_  
**Date**

**City of Maywood Park**

**Approved or Denied**

\_\_\_\_\_  
**Signature of Mayor**

\_\_\_\_\_  
**Date**

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