



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) _____

Please indicate if there is a need for city services and specify (i.e. city utilities, supplies, toilet facilities, etc.) _____

Please list name and contact information for any proposed vendors for this event _____

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 _____

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

Approved/Date

Denied/Date