



OREGON

APPLICATION FOR PERMIT TO CONDUCT AN OUTDOOR MASS GATHERING

Name of Mass Gathering: _____

Dated Application Submitted: _____

- I. **General Information.** Pursuant to the Columbia County Outdoor Mass Gathering Ordinance, no organizer shall hold, conduct, advertise or otherwise promote an outdoor mass gathering or allow an outdoor mass gathering to be held on real property the organizer owns, leases or possesses unless a permit to hold such outdoor mass gathering has been issued by the Board of County Commissioners.

The application with all attachments and the permit fee of \$970.00 should be submitted to Cynthia Zemaitis, Natural Resources Administrator, Columbia County Courthouse, 230 Strand, Room 318, St. Helens, OR 97051, as soon as possible, but no less than 60 days prior to the date of the mass gathering.

- II. **Gathering Information.**

Date(s) Gathering Will Be Held: _____

Gathering Name: _____

Gathering Site Name: _____

Gathering Site Address: _____

Purpose of Gathering (run, walk, fair, concert, etc.) [provide details]: _____

Hours of Operation: _____

Maximum Number of Attendees at Any Given Time: _____

How long is an attendee likely to be on the site? (Hours): _____

Maximum Number of Attendees Expected Each Day: _____

Maximum Number of Attendees Over the Entire Gathering: _____

What will be the source of the required water supply? _____

[The Organizer shall provide and strategically locate drinking water stations, complying with OAR 333-039-0015, to effectively meet the drinking water needs of attendees, participants, and staff.]

Will food booths be present? _____ Yes _____ No

Will alcoholic beverages be sold on the premises? _____ Yes _____ No

Will amplified sound or a public address system be used? _____ Yes _____ No

How many first aid stations will be provided? _____

[Each event shall have Emergency Medical Facilities as defined in OAR 333-039-0040. Additional facilities may be required by the County Health Department, due to the nature of the event, time of year, number of attendees and participants, risk of injuries, or other public health and safety needs.]

Will there be fireworks? _____ Yes _____ No

If yes, what time? _____ How long? _____

Will animals be present? _____ Yes _____ No

If yes, how will the animals be involved? _____

Will there be overnight camping? _____ Yes _____ No

Will the event be held after daylight hours? _____ Yes _____ No

[If the temporary event will be held after daylight, there must be adequate lighting to ensure the comfort and safety of the attendees, participants, and staff. Lighting is required in the parking areas as well as on the event site.]

What type of lighting source and number of lighting fixtures will be used? _____

What electrical source will be used? _____

How many, and what type, trash containers will be on site? _____

Will the Organizer handle solid waste management and site clean-up? _____ Yes _____ No

If no, who is the contractor, under written contract with the Organizer that will handle the solid waste and site clean-up?

Company Name _____

Contact Name _____

Phone Number _____

If yes, who will be responsible for the solid waste management and site clean-up? _____

When will the clean-up take place? _____

How will the waste be collected and where will it finally be disposed? _____

III. **Organizer Information.**

The Organizer includes any person who holds, stages or sponsors an outdoor mass gathering and the owner, lessee or possessor of the real property upon which the outdoor mass gathering is to take place. The Organizer shall establish a headquarters at the gathering site and the Organizer or Organizer's designee shall be present at the gathering at all times during operating hours.

Organizer Name: _____

Organizer's Address: _____

City State ZIP Code _____

Organizer's Phone Number _____ FAX Number _____

Organizer's E-mail Address _____

Contact Person (Person-in-charge) _____

Contact Person's Phone Number _____

Contact Person's Phone Number While at the Event _____

IV. **Food Booth Information.**

Food Booth Coordinator's Name _____

Food Booth Coordinator's Phone Number _____ FAX Number _____

Food Booth Coordinator's E-mail Address _____

Food Booth Coordinator's Phone Number While at the Event _____

Will the Food Booth Coordinator provide the food booths? _____ Yes _____ No

If no, who will provide the food booths?

[Food booths may be provided by the event Organizer, the food vendor, or other person(s).]

Will the Food Booth Coordinator provide the electricity for the food booths? _____ Yes _____ No

If no, who will provide the electricity? _____

Will the Food Booth Coordinator provide hand wash stations IN the food booths? _____ Yes _____ No

If no, who will provide the hand wash stations IN the food booths? _____

Will the Food Booth Coordinator provide refrigerated trucks? _____ Yes _____ No

V. **Site Property Information.**

Owner refers to any person, who alone, or severally with others, has legal title to the premises where the mass gathering will take place. This can be a person or group who has charge or control of the property such as the owner's agent or lessee.

Owner Name _____

Owner Address _____

City State ZIP Code _____

Owner Phone Number _____ FAX Number _____

Owner E-mail Address _____

Tax Account Number(s) _____

Description of site (fields, forest, meadow, etc., including the identification of any ponds, lakes, creeks, streams, rivers or wetlands) _____

VI. **Site Plan and Directional Signs**

- A. Sufficient signage shall be required for identifying and directing attendees, participants and staff to: all entrance and exit locations, the Organizer's headquarters, first aid station(s), restrooms, and free drinking water facilities. All lettering shall be in a color and design that is in high contrast with the background and of an appropriate font size to be clearly visible and easily read from anywhere on the gathering site. Signage on the first aid station(s) shall be posted in all directions for everyone to clearly identify. All signage shall be in compliance with local fire and building codes. If a gathering is held at night time, all exit signs and exit markings shall be illuminated. Additionally, within an enclosed building, illuminated low level exit signs and directional markings shall be required.
- B. A site plan of the area where the gathering will take place, including the following details, shall be submitted with this Application. (A hand drawn map of reasonable scale is acceptable.)
- 1) Show parking areas available and designate areas for handicapped, attendees, participants, and staff both those under the control of the Organizer and others which may be used off site for the gathering;
 - 2) Location of the entrances and exits designated for attendees, participants, and staff, including placements of directional signs leading to these locations, as well as any interior walks and roadways (Please detail emergency vehicle access and mark in which direction traffic will flow on the interior roadways);
 - 3) Location of the Organizer's headquarters, including the placement of directional signage showing this location;

- 4) Location of any trails, tracks, runs, roadways and the like.
- 5) Location of food booths;
- 6) Location of restrooms, indicating which are handicap, and hand wash stations, both permanent and portable, including placement of directional signs leading to these facilities;
- 7) Location of solid waste receptacles;
- 8) Location of waste water tanks, if unable to directly connect to the sanitary sewer system;
- 9) Location of free drinking water stations including placement of directional signs leading to these stations;
- 10) Location of lighting, if event takes place after daylight hours;
- 11) Location of electrical power sources;
- 12) Location of stage and sound equipment, indicating the direction they are pointing; and
- 13) Location of the first aid station(s), including the placement of directional signage showing this facility, emergency vehicle parking, and emergency vehicle ingress and egress routes.