

**CITY OF MAUPIN**

**ORDINANCE NO: 331**

**AN ORDINANCE OF THE CITY OF MAUPIN PROVIDING FOR THE REGULATION OF SPECIAL EVENTS AND ESTABLISHING A PERMIT PROGRAM TO CONDUCT A SPECIAL EVENT.**

**WHEREAS**, the Common Council of the City of Maupin (“City”), recognizes that special events enhance the character and community good will in the City;

**WHEREAS**, the Council desires to create a permit system to allow persons or organizations to conduct special events on City property or in the City right-of-way; and

**WHEREAS**, the permit system will enhance public health, safety, and public peace when special events are conducted.

**NOW, THEREFORE, BASED ON THE FOREGOING, THE CITY OF MAUPIN ORDAINS AS FOLLOWS:**

**Section 1: Permit Required.** No person, persons, or organization shall organize, promote, conduct, or allow to be organized or conducted any special event within the City of Maupin without first obtaining a permit from the City Manager or the City Manager’s designee. For purposes of this section, a “special event” includes but is not limited to any dance, music festival, road race, parade, run, carnival, festival, or other gathering involving the assembly of a large group of people which is advertised to the public at large and conducted on City property or City right-of-way.

**Section 2: Application Approval.**

1. **Application Requirements:** Applications for a special event permit shall contain the following:
  - a. Applications must be submitted at least 60 days prior to the event; provided, this requirement may be waived at the sole discretion of the City Manager on a case-by-case basis;
  - b. The name and address of the applicant;
  - c. The location, date, and time the event will be held;
  - d. A description of the event;
  - e. Expected attendance;
  - f. Marketing information;

- g. Whether alcohol will be sold or provided (indicate which), and if so, who will be serving the alcohol and relevant insurance information shall be attached and how OLCC rules will be complied with;
  - h. Whether food will be served, and if so, who will be serving the food and relevant information shall be attached. Food carts are allowed for special events; applications shall include information regarding whether food carts will be used and proof of permits and compliance with Oregon Health Authority and North Central Public Health District requirements;
  - i. Site Plan of the event that includes information about parking, sanitation, food and alcohol service, music, signage;
  - j. Certificate of liability insurance; A certificate of insurance for general liability naming the City of Maupin as an Additional Named Insured for amount not less than \$2,000,000 per occurrence, and \$3,000,000 general aggregate coverage. Coverage shall indicate that City will receive 30 days' notice of cancellation or material modification. If alcohol is to be served or sold, host liquor liability coverage in the amount of \$2,000,000 aggregate is also required. The City reserves the right to increase coverage minimum; and
  - k. Any other information reasonably required by the City Manager or the City Council.
2. Fees: Permit fees shall be set and amended as needed by resolution of the City Council.
3. Application Approval: If the City Manager is satisfied that the special event can be held without harm to the health and safety of the public or event participants, and that the plans comply with all requirements of state and local laws and regulations, the City Manager may issue the permit. The permit shall state the date and time that the event may be held as well as any reasonable conditions concerning the manner in which the event may be held. The permit shall also state whether food carts are authorized and any particular requirements regarding operation of food carts as determined to be appropriate by the City Manager. The City Manager has discretion to allow changes in food cart vendors at any time prior to the special event.
4. Application Revocation: The City Manager may revoke a permit issued under this section upon a finding of any misstatement of fact in the application process or upon a finding of violation of any state or local laws, rules, or regulations.

**Section 3: Exemptions.** Funeral processions and garage sales are exempt from this Ordinance.

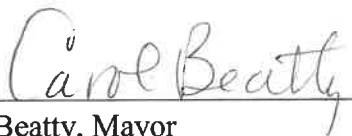
**Section 4: Additional Guidelines.** The City Council may, by resolution of the Council from time-to-time as desired, set additional guidelines and requirements for issuance of a permit.

**Section 5: Severability.** A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.


**Section 6: Effective Date.** This Ordinance shall take effect and become operative thirty (30) days after its date of adoption.

PASSED by the Maupin City Council this 28 day of February, 2024.

Ayes: 7; Nos: 0; Absent: 0; Abstain: 0.

  
\_\_\_\_\_  
Carol Beatty, Mayor

ATTEST:

  
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Christine Wolfe, City Recorder

