



Special Event Permit Application

Maupin Municipal Code requires a permit for any event held on City property. Please complete the application at least 60 days prior to the anticipated event date. You will receive communication from the City of Maupin regarding your application decision. If you have any questions about this application, please contact City Hall at 541-395-2698 or cityhall@cityofmaupin.org. If you need assistance completing this application, please stop by City Hall at 507 Grant Avenue.

Sponsoring Organization Name *

Type of Organization *

Mailing Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Phone Number *

Please enter a valid phone number.

E-mail *

example@example.com

Primary Event Coordinator Contact *

First Name

Email *

example@example.com

Phone Number *

Please enter a valid phone number.

On-site/Day-of Contact *

First Name

Last Name

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

Is the event coordinated through an event promotion company? *

Name of Company *

Event Name *

Event website

Event Type *

Briefly explain the event details *

Is the event open to the public? *

Yes

No

How many people are expected to attend? *

Event Date Requested *

Month Day Year

Event Hours *

Until

Hour Minutes

Hour Minutes

Set Up Start *

Hour Minutes

Clean Up Finished *

Hour Minutes

Facilities Requested. The City cannot guarantee that the facilities are available to use on your requested date. *

Civic Center Community Room

City Park Community Building

Kaiser Park

Mountain Fir Park

City Street

Highway 197/Deschutes Avenue (This is ODOT jurisdiction and requires a special permit.)

Please provide details about your facility request, including which streets you would like to use, and plans for parking. *

Does the event involve the consumption or sale of alcoholic beverages? *

Yes, and we are obtaining an OLCC permit

No

If yes, please provide details about vendors and licensing.

Learn more about OLCC licenses here: https://www.oregon.gov/olcc/lic/pages/special_event_licenses.aspx

Will there be food carts or temporary restaurants serving food at the event? *

Yes

No

If yes, please provide details about vendors and licensing.

The City of Maupin requires licenses for food carts and temporary restaurants. Learn more about North Central Public Health District requirements here <https://www.ncphd.org/mobile/food-cart-licensing>

How will the event handle garbage and recycling? *

Please describe your marketing plan and provide links to any websites or social media pages that are being used to publicize the event. *

What questions do you have for the City of Maupin regarding this event? *