



# SPECIAL EVENT PERMIT APPLICATION

(Please Type or Print Clearly)

Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_

Number of Guests/Attendees: \_\_\_\_\_

Ending Time: \_\_\_\_\_

*\*\*\*If number of attendees exceeds pavilion or proposed area capacity, liability insurance may be required.*

Name of Applicant or Permittee: \_\_\_\_\_

(must match certificate of insurance)

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

~ \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Park Area or Facility: \_\_\_\_\_

**Detailed description of proposed activities and the area to be utilized:** *(if outside pavilion, please attach map)*

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**Equipment to be used and description of where items are to be placed:**

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**Please list all proposed vendors, equipment rental, food arrangements or caterers:**

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*Use of inflatables, climbing walls or related items will require liability insurance. See below for limits.*

<b>Will alcohol be present?</b>	<b>Yes</b>	<b>No</b>
<b>Will you be charging for alcohol or having a donation/tip jar?</b>	<b>Yes</b>	<b>No</b>

*Alcohol use is allowed in Douglas County Parks. If your event will serve alcohol – please be aware that an OLCC permit will be needed for any event that sells alcohol, has a tip jar, asks for donations or barbers for alcohol. If you are serving alcohol to adults, with no expectation of remuneration, you may not need an OLCC permit. Please check with the OLCC if you are not sure if your event requires a permit.*

**Your permit may be subject to the following Terms and Conditions:**

1. It is an express condition of an issued permit that the County, its officers, agents and employees shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of permittee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term on this permit or occasioned by any occupancy or use of said premises or any activity carried on by permittee in connection therewith; and permittee hereby covenants and agrees to indemnify and to save harmless the County, its officers, agents and employees from all liabilities charges, expenses (including counsel fees) and costs on account of or by reason of any such deaths, injury, liabilities, claims, suits, or losses however occurring or damage growing out of the same.
2. For events having greater potential hazard or liability to the County than is incurred through typical daily park activities, permittee will be required to provide Douglas County Parks with a certificate of insurance with required endorsements as proof of liability insurance coverage. Permittee shall, at its own expense, at all times during the term of this permit, maintain in force a commercial general liability policy including coverage for contractual liability for obligations assumed under this permit. The liability under the policy shall be a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. Douglas County, its officers, employees, and agents shall be named as additional insureds under the policy. If the insurance certificate (s) requires an endorsement in order for the County to be an additional insured, then Permittee shall provide a separate written endorsement that contains the correct policy number (s) and effective additional insured provisions. Certificates of insurance acceptable to the County Counsel shall be filed with the Parks Director prior to the event.
3. Rules and regulations of the Douglas County Parks Department shall be observed by the permittee, employees, guests, and vendors. A copy of these rules is attached.
4. No structures may be set-up unless specifically provided for within the issued Special Event permit.

5. All vendors must be contracted through an approved Douglas County provider. All approved vendors will have a signed indemnity agreement with Douglas County. Electricity and water fees will be charged for vendors use as appropriate.
6. Fires shall not be permitted except in designated pits or BBQ's. Fires may be prohibited during extreme fire season, depending on DPFA regulations.
7. All attendees' vehicles should be parked in designated parking areas. No parking on the grass unless expressly approved by the Parks Department.
8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received.
9. If you have scheduled a rehearsal for the day before the wedding, you must pay an additional day's rental. If the pavilion/area is not reserved for the day before, you may use it, however- WE CANNOT GUARANTEE IT WILL BE AVAILABLE.
10. Tables and chairs are not provided by the County. Rental equipment companies in both Myrtle Creek and Roseburg have tables and chairs to rent. Delivery of tables/chairs must be made for the morning of the event date. If delivery is made for the day before, we will charge you an additional day's fee.
11. Permittee will be billed, at the discretion of the County, any and all damage to the park unit or any County property which was a result of permittee's activities. County will be the sole judge of the extent of the damage and the extent of repairs required to remedy the damage.
12. Douglas County Parks may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public for the protection of resources, or for violation of any rules or regulations of Douglas County Parks. In addition, any Special Event permit may be cancelled without notice in the event of disaster or unforeseen emergency.

I have read the Terms and Conditions to acquire a Special Event Permit for Douglas County Parks and agree to abide by them in their entirety. In addition, I agree to pay all associated fees charged for this Special Event Permit.

**Return or e-mail to:**

Douglas County Parks Department  
 1036 SE Douglas Ave. Room 116  
 Roseburg, Oregon 97470  
 (541) 957-7001  
 parks@co.douglas.or.us

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Sponsor/Applicant

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Date

## ACKNOWLEDGMENT OF FEES & RULES

**Thank you for staying at a Douglas County Park!**

We appreciate you choosing our parks for your recreational needs. The following is a list of common park policies and rules. To cancel or make changes to your reservation, please call **541-957-7001**.

<b>CHECK-IN TIME: 2:30 PM</b> Stay Extension: payment is required by <b>11:30 AM</b>	<b>CHECK-OUT TIME: 11:00 AM</b> Late check-out and early check-ins are subject up to a <b>\$250 fee.</b>
<p><i>"First come - first served"</i> requires a physical presence to register for a campsite; meaning the person who is to occupy the site must be present, with his or her camping unit, ready to physically occupy the site.</p>	
<b>CAMPSITE LIMITS:</b> <p><b>Peak Season:</b> Maximum stay is not to exceed <b>14 nights</b> within a 30-day period, per Douglas County Campground. Number of stays is documented by camping unit and vehicle.  <b>Windy Cove:</b> Commercial Fishing Operators may stay for 90 nights at applicable nightly rate.  <b>Non-Reserved Site Use:</b> No use of non-reserved sites permitted. Vehicles or camping units will be subject to removal pursuant to County Ordinance Title 10.  <b>Campsite Capacity:</b> Maximum of <b>8 individuals</b> may occupy one campsite unless otherwise specified by the department.</p>	<b>VETERAN STAY LIMITS:</b> <ul style="list-style-type: none"> <li>○ Oregon State Special Access Pass (disabled veterans) or Active Military is limited to 5 free nights per 30 day period, with a maximum stay of 10 nights per calendar year. No Yurts, Cabins or Group Camp sites.</li> <li>○ Active Military will need to show ID card and leave orders.</li> <li>○ Disabled Veterans must have the Oregon State Special Access Pass in possession and named party must be present the pass with photo ID and occupy the campsite.</li> <li>○ Standard Camping fees apply only. Reservation fees, Cancellation Fees, Special Event or Holiday Rate fees are payable and non-refundable.</li> </ul>
<b>VEHICLES:</b> <ul style="list-style-type: none"> <li>○ No person shall bring, or cause to bring, any unregistered or tagged, inoperable or functionally deficient vehicle, boat, recreational vehicle, trailer, fifth wheel, or other equipment into any park.</li> <li>○ Camping units that are towed must be accompanied by an operational tow vehicle.</li> <li>○ All vehicles, including bicycles and OHV's will travel and park within the designated roads</li> <li>○ RV's, Trailers or Vehicles may not be parked out of the established sites.</li> <li>○ Speed limit in parks is <b>10 mph</b></li> <li>○ Camping receipt may be used for Day Use Parking Fees during your camping stay.</li> </ul>	<b>STRUCTURES (Yurts, Cabins, Pavilion, etc.):</b> <b>Prohibited Acts for all Douglas County Structures, \$150 fee if prohibited acts are committed:</b> <ul style="list-style-type: none"> <li>○ Smoking</li> <li>○ Pets</li> <li>○ Damages: actual costs + fee</li> <li>○ Theft</li> </ul> <p><b>Checking Out</b>, all tasks below should be completed (Yurts, Cabins, and Pavilion) or a <b>\$150 fee</b> will be assessed.</p> <ul style="list-style-type: none"> <li>○ Sweep the floor (excluding pavilion)</li> <li>○ Remove all personal belongings and garbage.</li> <li>○ Turn off all lights</li> <li>○ Lock door &amp; place key in lock box (if applicable)</li> </ul>
<b>BEING A GOOD NEIGHBOR:</b> <ul style="list-style-type: none"> <li>○ Discharging of firearms is prohibited at any time within the park.</li> <li>○ Keep your camp site neat, clean and orderly.</li> <li>○ Deposit trash in the containers provided. Leave your campsite as clean as you found it.</li> <li>○ Recreational furniture only. No home furnishings, pools or hot tubs are allowed in the campsite.</li> </ul>	<b>QUIET TIME:</b> <ul style="list-style-type: none"> <li>○ 10:00 PM to 7:00 AM</li> <li>○ During quiet time please be considerate of your neighbors.</li> <li>○ Please keep your pets quiet, do not run generators, play music, or engage in loud or disruptive behavior.</li> <li>○ <b>OHV Campgrounds</b> - night rides will require trailering OHVs or idling OHVs into and out of campground during quiet hours.</li> </ul>
<b>FIRES:</b> <ul style="list-style-type: none"> <li>○ Fires are allowed in designated areas only; per fire season restrictions.</li> <li>○ Camp stoves may be used in established campsites.</li> <li>○ Firewood must be kept in a neatly stacked pile.</li> <li>○ Do not leave a fire or a lit portable stove unattended.</li> </ul>	<b>PETS:</b> <ul style="list-style-type: none"> <li>○ All pets must be kept on a 6 ft or shorter leash. Please do not permit your animal to run loose, disturb other park users, or the wildlife.</li> <li>○ Please clean up after your pet.</li> <li>○ Never leave your pet unattended.</li> </ul>
<b>EXTRA TENTS:</b> <ul style="list-style-type: none"> <li>○ Two tents are allowed in a non-hookup site at normal non-hookup rate. 3 or more tents will require an extra fee of <b>\$5.00 per extra tent</b>. Sleeping bags are not permitted outside the camping unit.</li> </ul>	<b>EXTRA VEHICLES:</b> <ul style="list-style-type: none"> <li>○ Extra vehicles (including: haul trailers, passenger vehicles, etc.) are subject to <b>per unit, per night extra fee of \$6</b>.</li> <li>○ Annual Parking Permit is applicable to day use parking only, not for overnight vehicles.</li> </ul>
<b>CANCELLATION FEE SCHEDULE:</b> <ul style="list-style-type: none"> <li>○ Reservations made for six consecutive nights that are later shortened at the beginning of the reservation, will still be charged the nightly rate for each night removed in addition to a \$10 cancellation fee.</li> <li>○ 14 days or more from date of arrival: <b>\$10.00</b></li> <li>○ 2 to 13 days from date of arrival: <b>(1) night fee</b></li> <li>○ Less than 2 days from date of arrival: <b>No Refund</b></li> <li>○ No-Shows*: <b>No Refund</b></li> <li>○ Checking out early: <b>No Refund</b></li> </ul> <p>*Campers arriving later than <b>1:00 PM</b> the day after the scheduled arrival dates, with no notice given to park, are considered No-Shows.</p>	<b>SPECIAL USE VIOLATIONS FEE SCHEDULE:</b> <ul style="list-style-type: none"> <li>○ Alcohol with donations or tip jars, entrance fees or sales of, or without an OLCC Permit: <b>\$500</b></li> <li>○ Unauthorized Vendors: <b>\$150</b> <span style="font-size: small; margin-left: 20px;">per vendor</span></li> <li>○ Water slides, etc. without pre-authorization: <b>\$500</b></li> <li>○ Use outside of Special Use Permit: <b>Assessed Fee + \$250</b></li> <li>○ Damages: <b>Actual costs + \$150</b></li> <li>○ Cleaning Fee: <b>Actual costs + \$150</b></li> </ul>
<p><b>Your payment acknowledges that you have read the rules and fees associated with Douglas County Parks and agree to the terms and conditions that pertain to your stay. You agree to be charged for any additional fees incurred. A full list of park rules and policies can be found at <a href="http://www.yourdcparcs.com">www.yourdcparcs.com</a>.</b></p>	