


**City of Oakridge
Alcohol Permit**
(Please fill in all applicable information.)

Category:	Event: _____
Family: <input type="checkbox"/>	Event Sponsor: _____
Group: <input type="checkbox"/>	Date of Event: _____
Non: Profit: <input type="checkbox"/>	Hours of Event: _____
For Profit: <input type="checkbox"/>	Will you charge admission to the event? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Expected Number of People Attending the Event: _____
	Applicant: _____
	Contact Address: _____
	Contact Phone: _____

Facility To Be Reserved: (Check all that apply to Event:)	Greenwaters:	Entire Park: <input type="checkbox"/>	<input type="checkbox"/>
		Community Building: <input type="checkbox"/>	<input type="checkbox"/>
		Picnic Shelter: <input type="checkbox"/>	<input type="checkbox"/>
		Amphitheater: <input type="checkbox"/>	<input type="checkbox"/>
	Street Closure:	Which Street: _____	
	WAC:	Classroom <input type="checkbox"/>	Senior Ctr <input type="checkbox"/>
	Gym <input type="checkbox"/>	Kitchen <input type="checkbox"/>	
	Fire Hall Training Room: <input type="checkbox"/>		
	Have you scheduled the facility with the City? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Alcohol Permit: 	Hours of Alcohol Service: _____
	Type of Food/Caterer: _____
	Security Measures: _____
	Date of Council Approval: _____
	After approval by the Council, please provide copies of:
	Certificate of Insurance: <input type="checkbox"/>
Hold Harmless Agreement: <input type="checkbox"/>	
OLCC License: <input type="checkbox"/>	

Noise Permit 	Nature of Noise Generation: _____
	Estimated Distance Noise will be plainly audible: _____
	Is a variance required?: Yes <input type="checkbox"/> No <input type="checkbox"/>
	(If a variance is required, please explain the reason for the variance.)
	Attach a list of all residences/businesses within 500 feet.

Applicant Signature: _____ Date: _____

*Please see the conditions for these permits on the back of this application.
* If Council approval is required, submit application at least 45 days before event.*

Fees Received: _____ Date: _____

Final Approval Signature: _____ Date: _____



**Rental Agreement for the
Use of Alcohol in City Facilities**

Answers Should Be Provided on a Separate Sheet of Paper

1. You will be civilly liable for any damage or injuries that may occur during your event.
2. You will be responsible for the cleanup of the facility and for any required repairs.
3. The event must conclude by 10:00 p.m. to be compliant with City ordinance or at the time approved by the City Council on the application.
4. Please provide a list of all neighboring businesses and residences and their addresses and phone numbers located within 500 feet of the activity. Each of these businesses or residents must be contacted with information about the event not more than 14 days, nor less than 7 days, prior to the event. The information must include a contact number for information requests or complaints.
5. If admission is charged at the event and alcohol is served, you must reserve the entire facility for the duration of the event.
6. Permit Applications for Alcohol Usage in City Facilities must be submitted to the City no less than 45 days before the event.
7. If alcohol is approved for service by the City Council, please provide a certificate of insurance for \$1,000,000, a hold-harmless agreement, and a copy of the OLCC license after approval of the Council at least two weeks before the event.
8. You must provide appropriate security during your event commensurate to the size of the event, i.e. one security trained and easily identifiable personnel for every 100 participants with a minimum two personnel on duty at all times.
9. You must have controls in place to insure that minors do not consume alcohol at your event. Please describe.
10. You must have controls in place to insure that the adults who drink stay within the rented area. Please describe.
11. If there are any changes as far as the amount of alcohol or the number of people attending, it is your responsibility to advise the City at 541-782-2258.
12. You must abide by the above conditions and any other stipulations the City may deem necessary.
13. If good order is not maintained at your event, the event may be shut down by the Oakridge Police Department for violation of a City ordinance.

Signature: _____