To request translation or disability-related accommodations, please contact us at **DTDcompliance@clackamas.us** | **503-742-4400**.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **DTDcompliance@clackamas.us** | **503-742-4400**.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по:
DTDcompliance@clackamas.us | **503-742-4400**.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними:
DTDcompliance@clackamas.us | **503-742-4400**.

如需翻译服务或残障相关的协助，请与我们联系：
DTDcompliance@clackamas.us | **503-742-4400**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **DTDcompliance@clackamas.us** | **503-742-4400.**

Clackamas County
www.clackamas.us

County Parks
Department of Transportation and Development

Development Services Building
150 Beavercreek Road | Oregon City, OR 97045
503-742-4414 | parksinfo@clackamas.us

SPECIAL EVENT/ACTIVITY APPLICATION

APPLICANT INFORMATION			
Name	Organization		
Mailing Address	City	State	ZIP
Email Address	Phone		

EVENT/ACTIVITY INFORMATION			
Start date	End Date	Start/Setup Time	End Time (including cleanup)
Event Name			
Park/Property		Area of Use (Specify desired area.)	
# of Attendees	Adults	Children	
# of Expected Vehicles	Cars	Bus/RVs	Trailers
Will attendees be completing a service project during the event/activity? (If yes, attach a project description.) Yes ☐ No ☐			

DETAILED EVENT/ACTIVITY DESCRIPTION

ATTACHMENT CHECKLIST		
Attachment	Included	Waived *(FOR STAFF USE ONLY)*
Event/Activity Schedule	☐	☐
Site Map: Indicate on a park map (available online or by request) the area(s) of use of the event/activity.	☐	☐
Clean-Up Plan: Area must be returned to its original condition, free of litter, debris, road markings, food waste, etc. Any defacement of park property must be remediated at the expense of the event organizers. Garbage bags and bins are provided.	☐	☐
Traffic Control/Security Plan: may be required for large events/activities, or if an impact on parking and/or traffic flow is anticipated. Vehicles and/or heavy equipment may not be parked on grass without prior approval by park staff. Roads, trails, and driveways must always remain clear.	☐	☐
Service Project Description (if applicable)	☐	☐
Certificate of Liability (Must be received seven days before event date): Must list Clackamas County as additionally insured. The minimum amount must be $1,000,000 per single occurrence, and $2,000,000 annual aggregate covering the date of the reservation(s). Many homeowners/renters' policies offer coverage for an event, or a special rider can be purchased to cover the event.	☐	☐
Additional Item List (if applicable): Items such as inflatables, temporary structures, generators, etc., that will be brought onto County Parks property during the proposed event/activity.	☐	☐

APPLICANT SIGNATURE	
Applicant Signature ***I hereby certify that the statements contained herein, along with the attachments submitted, are in all respects true and correct to the best of my knowledge.***	Date:

For Staff Use Only

Fee Assessment	
Standard Use	$
Film/Video	$
Commercial Photo	$
Recovery Costs	$

Total Fee: _____

Portable Toilet Requirement	
# of units	

Parks Coordinator Signature	Date
Parks Manager Signature	Date