La Grande Police Department
APPLICATION FOR SPECIAL EVENT PERMIT

1. EVENT INFORMATION:
   Date of Event: ________________________________
   Type of Event: ________________________________
   Time of Event: Beginning: ____________ Ending: ____________
   Food/Beverages Served: Yes _____ No _____
   Alcoholic Beverages Served (permit required): Yes _____ No _____ Hours: ______
   Amplified Music/Sounds: (permit required after 10 pm) Yes _____ No _____ Hours: ______

Note: Appropriate insurance must be secured including general liability and liquor liability (if applicable) that is acceptable to the City of La Grande.

If setting up in one or more fixed locations, give address and description of location(s):
__________________________________________________________

If moving, proposed route including assembly point and disassembly point (include a map of the route):
Participants: Number of Persons: ______ Vehicles: ______ Animals: ______

2. APPLICANT INFORMATION:
   Name of Applicant: __________________________ Phone: __________________________
   Address of Applicant: ____________________________________________________________
   Name of Event Coordinator: __________________________ Phone: __________________________
   Name of Organization: __________________________________________________________
   ____________________________________________ __________________________
   Applicant/Coordinator Signature              Date

3. APPROVED BY:
   ____________________________ __________________________
   Chief of Police /Designee              Date

   Recommended changes by Chief of Police/Designee:
   ____________________________________________________________

   c: Watch Log 9-1-1 Center Economic Development
   City Planner Fire Chief Shift Sergeant
   City Manager Public Works Street Superintendent
   Date Routed: ____________________________ By: ____________________________

   *Note: Major events may require more comprehensive information and a meeting with the Police Department.

Revised 5.7.2015