

# CITY OF OREGON PARKING LOT PARTY / SPECIAL EVENT

Name of Owner/Applicant: \_\_\_\_\_

Address/Location of Event: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Provide Site Plan\*\*\***

1. Outline area and provide dimensions to be used for the party (fenced area).
2. Provide number of occupants for outside area and indicate the size and location of exits from the fenced area.
3. Indicate the parking area and number of spaces available for the party.
4. Indicate placement and number of portable toilets or number of inside toilet fixtures that will be available.
5. Hours of operation.
  - Fire prevention will visit the site prior to the event to ensure all fire codes are followed.
  - All stages, tents, temporary electrical services and electrical connections must be permitted and approved by the Building Inspection Dept.
6. If music is provided provide time(s) of entertainment.

**Approvals needed prior to Liquor Permit being issued through the State of Ohio Liquor Control:**

- Steven Shrake, Commissioner of Building/Zoning – Ph: (419) 698-7071  
Comments:
- Clayton O'Brien, Fire Chief – Ph: (419) 698-7019  
Comments:
- Brandon Begin, Chief of Police – Ph: (419) 698-7099  
Comments:
- Paul Roman, Director of Public Service – Ph: (419) 698-7046  
Comments:
- Joel Mazur, City Administrator – Ph: (419) 698-7036  
Comments:

**\*\*\*Attach site plan.**