



# Public Event Permit

Public Events in Harrisburg are allowed through Harrisburg Municipal Code (HMC) Chapter 9.52. A public event in Harrisburg is required for any activity below, where there are likely more than 100 participants or attendees. A public event is required for events in which:

1. Persons are permitted or invited to attend, and where a fee is charged; or
2. A voluntary contribution is paid or solicited for the privilege of attending; or
3. Any money is raised or items are sold to defray the expenses of such events, unless exempted under Chapter 9.52; or
4. It is an event which is required to obtain a permit from Linn County pursuant to the Linn County Outdoor Assembly Peace, Health, Safety, and Welfare Code, found in Linn County Code Chapter 580.

There are exceptions to the requirement of a public event permit; those are included in HMC Chapter 9.52. Please contact the City of Harrisburg if you feel that your event should fall under the exemptions for obtaining a permit. The Harrisburg Municipal Code can be found by going to our website, at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us).

**Permit Application Fee:** \$165 for events 500 people or less; \$250 for events with more than 500 people. Permit Fees are set by Council Resolution.

**Permits are required to be submitted at least 30 days prior to the first day upon which such public event is to be held.**

Date of Application: 2-1-2021

**Applicant:** Name: TIM CHEEK  
Mailing Address: 715 Diamond Hill Rd Harrisburg OR 97446  
Phone Number: (h) 541-995-8661 (w) work 541-342-3350  
Email: Tcheek@comcast.net

**Organizer:** Name: Harrisburg Cross Country Club  
Mailing Address: 715 Diamond Hill Rd Harrisburg OR 97446  
Phone Number: (h) 541-995-8661 (w) work 541-342-3350  
Email: Tcheek@comcast.net

**Main Contact:** Name: TIM CHEEK  
Address: 715 Diamond Hill Rd Harrisburg OR 97446  
Phone Number: (h) 541-995-8661 (w) work 541-342-3350  
Email: Tcheek@comcast.net

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**Owner of Property, if not an applicant, organizer or contact person:**

Name: THE City OF Harrisburg  
Address: \_\_\_\_\_  
Phone Number: (h) \_\_\_\_\_ (c) \_\_\_\_\_  
Email: \_\_\_\_\_

Please note; the City of Harrisburg needs the contact information for persons principally involved in this event. Those are typically the owners, managers, producers, and others who may be requested by the City. The City Administrator might contact you for other contact information, if needed.

I printed and outlined a map

**Address and Description of Property on which the proposed public event will be conducted:**

The High School on 6th St part of Smith St and 9th street, LaSalle St, Priceboro St & CRAMER Avenue, Somerville Lp. It will be a 5K course, similar to the 4th of July.

**Date(s) and Time(s) of Event:**

Friday March 12<sup>th</sup> 12:00 - 6:00 PM  
Friday March 26<sup>th</sup> 12:00 - 6:00 PM

**How many people do you expect to attend this event?**

150-250 Max  
for outside events and will follow Covid Protocol.

**Please describe the Public Event, including potential nuisance issues such as noise, dust, trash, and other health and safety considerations.**

This will be a middle school and high school XC running event. We will have course marshalls and volunteers thruout the course so everyone is safe

**Insurance Requirements:** If the decision maker determines that the public event creates a significant potential for injury to persons or property, the applicant shall furnish evidence of liability insurance. If the organizer doesn't file proof of non-cancellable insurance at least 10 days prior to the first day of the event, the City Administrator may void a permit for the public event, and will notify the organizer at the address above.

**Noise:** Will this event include noise that may impact neighboring properties, including information on any amplified sound?  Yes  No. If yes, please describe what kind of noise or amplified sound you are providing, and the hours of such operations:

No Noise on city streets

Other information relative to the impact the event may have on health and safety issues, or the convenience of neighbors near the event or the general public:

**You are required to include an event site plan (drawn to scale) that provides the following information:**

- Traffic Plan, including emergency access routes
- Proposed parking areas **PARK at the High School**
- Setbacks from adjoining properties **NONE**
- Location and quantity of proposed sanitary facilities **we will have a table with sanitizer**
- Source(s) and location of potable water **A cooler of bottled water**
- Any proposed overnight camping area **NONE**
- Location and plans for proposed signage for the event **yes**
- Location and number of garbage cans and recycling containers, and a plan for how waste generated by your event will be disposed of **we will have garbage cans**
- If dust will be generated by this event; please provide a plan showing how you will contain it. **NONE**

You are required to provide a valid copy of all necessary licenses required by the state, or local health authorities. Please list applicable licenses provided:

**Any changes to the persons principally involved with this event must be communicated to the City Administrator prior to the first day of the event.**

**Applicant Signature:** Jim Cheek  
**Date:** 2-1-21

**Preapplication Conference:** A preapplication conference might be required before the application is deemed complete by the City. Any preapplication conference shall take place within 10 working days of receipt of the application by the City.

**Application Review:** The City Administrator shall review the application for completeness. Each reviewing authority shall review the application, and determines whether the application contains sufficient information to show that the applicant can comply with the requirements of HMC 9.52. (Reviewing authorities means any government official designated by the City Council to review an application for a permit to conduct a public event. It can also include, but is not limited to the City Administrator, the Public Works Director, the Chief of Harrisburg Fire and Rescue, and the Linn County Sheriff or his/her designee).

Upon receipt of the complete application, the City Administrator will mail a notice to property owners within 300 feet of the planned location for the proposed public event. The City Administrator is required to provide property owners with at least ten days from the date of the mailing to comment in writing on the proposal.

The City Administrator may impose any conditions deemed appropriate, regardless of whether they are included in HMC Chapter 9.52. Written notice of conditions and approval shall be provided to the applicant.

The City Administrator can deny the application if:

1. The applicant is unable to demonstrate compliance with or the ability to comply with the rules and regulations set forth in this chapter.
2. The City Administrator is unable to make any of the findings of fact required in HMC Chapter 9.52.

Any party may appeal a final decision of the City Administrator on a public event application to the City Council by providing written notice to the City Administrator no later than 10 days after the mailing of the notice of decision. Any hearing on the appeal shall be conducted de novo. Notice of the hearing shall be provided to the appellant and to all participating parties, either orally or in writing, at least 10 days prior to the City Council hearing.

Office Staff Use Only:

To be verified with applicant:

N/A

- Temporary Liquor License needed
- Noise Permit protocol needed
- Dance Permit required

Date Rec: 2-1-21

Review Complete: 2-2-21 ~ SEND TO FIRE DISTRICT & LCSD

