



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.

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: August 4, 2025

Applicant: Name: Pacific Northwest Marathon
Mailing Address: PO Box 25, Swan Valley, ID 83449
Phone Number: (h) 541-653-9704 (c)
Email: dac6000@gmail.com

Organizer: Name: David Cragun
Mailing Address: same
Phone Number: (h) (c)
Email:

Main Contact: Name: same
Address:
Phone Number: (h) (c)
Email:

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

Name: Harrisburg Schools
Address: 201 S. J 6th Street, Harrisburg
Phone Number: (H) 541-995-6551 (C)
Email: steve.woods@harrisburg.k12.or.us

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.

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

bus driveway on Smith Street

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

Friday, Sept 19 / Saturday, Sept 20 7:00-7:00

How many people do you expect to attend this event? 400

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

Running race, starting and finishing at school, going through town and county on public streets; some noise from cheering, amplified music, and celebrations at finish line

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:

Music and announcements on Saturday from 6:30 am until 2:30 pm

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:

- ☐ A Traffic Plan, including emergency access routes
 - ☐ Proposed parking areas
 - ☐ Setbacks from adjoining properties
 - ☐ Location and quantity of proposed sanitary facilities
 - ☐ Source(s) and location of potable water
 - ☐ Any proposed overnight camping area
 - ☐ Location and plans for proposed signage for the event
 - ☐ Location and number of garbage cans and recycling containers, and a plan for how waste generated by your event will be disposed of
 - ☐ If dust will be generated by this event; please provide a plan showing how you will contain it.
- See traffic control plan*

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: _____

Date: Aug 12, 2025

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).