



Union County
 1001 4th Street, Suite C
 La Grande, OR 97850

MERA Event Permit Application

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow at least seven (7) business days for processing. You will also be required to provide a \$200 refundable deposit and proof of liability insurance with this application.

Applicant Name: _____ Organization Name: _____

Street/Address: _____

City/State/Zip Code: _____

Telephone #: _____

Cell phone #: _____

Fax #: _____

Description of Proposed Activity (attach map(s)): _____

Requested Location _____

Date (s): _____

Event set up will begin	Event will begin	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment) _____

Support Personnel (contractors, etc. including addresses and telephones) _____

Individual in charge of event on site (include address, telephone and cell phone numbers): _____

- | | | |
|------------------------------------------------------|---|---|
| Will you collect an entry fee or admission charge? | Y | N |
| Will you use a sound or public address system? | Y | N |
| Will you provide additional restroom facilities? | Y | N |
| Will you provide additional trash facilities? | Y | N |
| Will you require vehicle access beyond locked gates? | Y | N |
| Will you provide security and/or traffic control? | Y | N |

I am an authorized representative of the above group. The members of the group who will be participating in the event described above understand and agree to abide by the general terms and conditions for the Mt. Emily Recreation Area.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by certificate of insurance along with a \$200 refundable deposit made payable to **Union County Parks**.

Return this application with check or money order to:

Union County Parks
1001 4th Street, Suite C
La Grande, OR 97850

-----Park use only below this line-----

Approved

Not approved _____

Park Manager Signature _____ Date _____