

DOWNTOWN PLAZA USE PERMIT



20 E. Main Street, Ashland OR 97520
 541-488-6002 (phone)
 541-488-5311 (fax)

Section 1 – Application Information			
Applicant Name			
Applicant Organization (if any)			
Address			
Phone Number (day)		E-mail/Website Address	
Onsite event Contact Person Name		Onsite event Contact Phone Number	
Section 2 – Event information			
Name of Event		Event date(s)	
Event Type (check one) <input type="checkbox"/> Performance <input type="checkbox"/> Ceremony <input type="checkbox"/> Vigil <input type="checkbox"/> Rally <input type="checkbox"/> Protest			
Event Description:			
Begin set up time	Event start time	Event end time (max. 2 hrs. for Performances)	Clean up end time
Previous Permits issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated number of participants and spectators (please note – if number of participants on the day exceeds 75 the event will be closed)			
Will any temporary structure be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe type and measurements:			

The applicant certifies that the above information is correct and complete. The permit may be revoked if: the information is incorrect or incomplete; the event fails to comply with the attached Plaza Use Policy; or if the proposed activity no longer complies with the approval criteria because of a change in circumstance. The applicant will provide any additional information requested by the City. The applicant may need additional permits, license, and insurance for the activity.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY	
Permit approved by:	Date:
Special Conditions or reason for denial:	