

Neskowin Farmers Market

Instructions to vendors for filling out State Parks Application

Please fill out and sign the form on the following page. **You do not need to enclose any additional fees with this application, even though it says to include the \$100 processing fee.** The market takes care of that with the State Parks, and your permit is covered by your annual market dues.

Under “Applicant name” use your name. Under “Organization name” list your business name. The “On site responsible contact” is you or whoever will be tending your booth most frequently.

Skip the section about permit fees.

Make sure to sign and date your application!

**Oregon Parks and Recreation Department
APPLICATION TO HOLD A SPECIAL EVENT / ACTIVITY**

Revision date 2/12/13 (version 1.0)

Processing fee of \$100.00 should accompany all submitted applications, unless exempt by Division Rules.

Applicant should complete this section and attach any additional information as appropriate.

APPLICANT INFORMATION			
Applicant Name:		Organization:	
Mailing Address:			
City:	State:	Zip:	
E-Mail Address:			
Phone:	Cell:	Fax:	
ON SITE RESPONSIBLE CONTACT			
Name:			Cell:
ACTIVITY PROPOSED			
Vending with Neskowin Farmers Market			
ACTIVITY LOCATION			
Park/Beach: Neskowin Beach Wayside		Specific area of use: Parking Lot	
ACTIVITY DATE(S) (Include setup & cleanup days/times)			
Start Date:	May 20, 2017	Start Time:	8:00 <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Finish Date:	September 30, 2017	Finish Time:	1:30 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.
DESCRIPTION OF ACTIVITIES (attach additional sheets if necessary)			
Vending with Neskowin Farmers Market			
<input type="checkbox"/> Additional description detail attached.			
PERMIT FEES (Use fee worksheet or work with park staff to determine total fees)			
A) Total permit fees, including application processing fee: \$ _____			
B) Fee reduction/waivers (requires approval by park staff): \$ _____			
Total special use permit fees-line A minus line B (does not include performance bond if required): \$ _____			
ADDITIONAL REQUIREMENTS: (Please attach)			
<ul style="list-style-type: none"> • Site plan indicating the location of activities, construction of facilities, structures, embellishment, and utilities, including staging area. • Description of parking and security arrangements • Description of plans for use of amplified sound, alcohol, entry fees and sale of goods and services. • Plan for timely cleanup and restoration of area use. • Fee calculation workseet showing number of participants by day for multi-day events and activities. 			
<p><i>* Applicant shall be at least 18 years of age, or 21 years if alcohol is to be served. Applicant assumes full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including personal injury and property damages and for any damage to park property, including natural and cultural resources.</i></p> <p><i>* Applicant shall indemnify and hold harmless the State of Oregon, its Parks and Recreation Commission and members thereof, the Oregon Parks and Recreation Department and its officers, agents and employees against any and all damages, claims or causes of action arising from or in connection with the activity or use.</i></p>			
APPLICANT SIGNATURE:			DATE: