

## **SPECIAL EVENT/FACILITY PERMIT APPLICATION INSTRUCTIONS**

- A. **Determination of whether your activity requires a Special Event Permit and/or a Facility Permit will occur upon the completion of this application.** Issuance of both permits require payment of a non-refundable, permit fee as follows:
- Special Event Permit- \$30.00
  - Facility Permit-
    - ◇ Picnic Shelter    ½ Day = \$30.00                      All Day = \$50.00
    - ◇ Training Room    ½ Day = \$35.00                      All Day = \$60.00
    - ◇ Gymnasium       ½ Day = \$50.00                      All Day = \$90.00
- (1/2 day is considered less than four hours total use)
- B. Some events may require payment of both the Special Event Permit fees and the Facility fee when recreational facilities in the above list are used during an event.
- C. Special Events involving the collection of funds, including, but not limited to entrance fees, admission fees, entrance donations, concessions and vendors, either by for-profit or non-profit organizations may be permitted. Gross revenue from these events, including vendor revenues, will be assessed at 2% fee for the privileged use of government land and water resources. The Operations Manager may waive this fee for non-profit organizations in lieu of equivalent in-kind services to benefit the public resource through Challenge Cost Share, Volunteer or Donation authorities.
- D. The Operations Manager shall recover costs accrued by the Corps specifically related to the special event or facility permit (direct and indirect costs incurred by the government for additional services and or resources related specifically to the special events).
- E. At the discretion of the Operations Manager, a performance bond may be required to cover maintenance, damage, and restoration costs for government resource and facilities and to guarantee payment of 2% of the projected gross revenues. Liability insurance will also be a requirement of Special Event permits.
- F. Collection of fees in conjunction with the permit are authorized by Public Law 88-578, Land and Water Conservation Act of 1965, as amended, 16 USC 4601-6a (c). All funds collected by the government in association with this permit shall be used to offset operations and maintenance costs at the project as authorized by Public Law 104-303, Water Resource Development Act of 1996. Section 208, Recreation Policy and User Fees, 16 USC 460d-3(b)(4).
- G. Applications must be received no later than 30 days prior to the date of the proposed event for processing.

H. Depending upon the scope of the event and local requirements, additional information may be required prior to the issuance of a permit. The applicant must provide any additional information at least 15 days prior to the event. We will acknowledge receipt of this application and offer written reason if your request is denied.

## SPECIAL EVENT/ FACILITY PERMIT APPLICATION

FOR OFFICIAL USE ONLY: (Will be completed after applicant returns application.)

Check all that apply:  Special Event Permit required- Number =

Facility Permit required- Number =

Please answer the following questions necessary to process your request. The form may be typed or written neatly. The information found on this application will be used only in processing the permits and will be kept on file at Bonneville Dam.

**Mail completed application to:**

**Bonneville Lock and Dam**

**Attn: Ranger Office, Event Application**

**Cascade Locks, OR 97014-0150**

**NOTE- Do not send checks with your application; they are due after the permit has been finalized. Checks sent with the application will be returned.**

- Applicant Information: Please provide the event name, contact name, address, daytime phone number of individual, group or organization. Also give name, address and phone numbers of person who will coordinate with the Corps during the event, be responsible for compliance with all permit terms and conditions, and for assuring clean-up after the event, if not the same as above.

Event name:

Hosting Organization Name and Address:

Phone Number:

Fax Number:

E-mail address:

Coordinator:

Phone Number: Day -

Evening -

E-mail address:

Alternate Coordinator:

Phone Number: Day -

Evening -

E-mail address:

- Proposed Activity: Describe the proposed activity and who would conduct and participate.

Date:

Time:

Specific location:

Expected number of participants:

Estimated number of additional people  
(i.e. spectators, visitors, etc...):

Activity:

Will any additional equipment (i.e. chairs, tables, etc) be needed?  
Please list.

- Are fees or entrance donations of any type to be collected from the public or participants?

If "yes," what are the amounts and for what purpose would they be assessed (entry fee, spectator fees)?

- What are expected gross revenues?

For what purpose would collected funds be used?

- Will the event involve vendors?  
If "yes," list each individually.

- How will access to and from the event area be controlled and non-participating vehicle and boat traffic be directed around or through the event site?

- Will first aid stations, ambulances, or other safety measures be required?

If "yes," what measures will be taken to provide needed services and equipment?

- Will buoys, temporary course markers, or river traffic control measures be required?

If "yes," list requirements.

- Are additional permits from other governmental agencies required?

If "yes," list agencies and type of permits. [Note: A Coast Guard permit may be required for events on the Inland Waterway System.]

- Will additional security measures be required for crowd or traffic control?

If "yes," what measure would be taken to ensure adequate public safety?

*The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:*

*Authority: 5 P.L. 93-579.*

*Purpose: To provide a contact in connection with permit activities.*

*Routine Uses: Permit is issued under the direction of the Portland District Corps of Engineers. The name and address of those who obtain the permit are not reported, but are kept on file in the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of permit.*