



City of Molalla – Administration

City Manager, Dan Huff

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Dear Event Planner,

The City of Molalla encourages and supports events and festivals in our community. We have a process in place with rules that apply to each event, depending on the needs of the event.

Recently, Molalla Municipal Code, Chapter 5.20 Special Events was updated. The changes are reflected in the amended Special Event Permit. A copy is included for your review.

Key items to note:

- ***City policy requires that a Special Event Permit be submitted no later than 45 days in advance of the event.***

This allows time for approval from Administration, Police, Fire, and/or Public Works departments. It also allows City time to assess staffing needs in the form of road closures, extra assistance at City parks, or additional staff when the event is a parade, rodeo, rally, or large festival or gathering.

- ***Molalla now has a full traffic signal located at Main Street and Molalla Avenue.***

This installation presents new steps and requirements when closing any of the streets near this intersection. Because the signal is owned and operated by the Oregon Department of Transportation (ODOT), coordination with ODOT requires additional time. Please keep these parameters in mind when planning your event or festival.

- ***Special Event Permit Fees may apply.***

Road Barriers - \$50 for drop-off/pick-up and \$50 deposit per barrier
(deposit to be returned in full, pending no damages)

Event Fee - \$1,000 per day for events over 1,000 people

Please remember that the City of Molalla maintains authority to approve or deny all applications for community events.

If you need clarification or additional information please contact Executive Administrative Assistant, Suzanne Baughman at sbaughman@cityofmolalla.com or 503-829-6855.

Sincerely

Dan Huff
City Manager