



MOTOR VEHICLE ROAD RALLY EVENT WITH 5 OR MORE PARTICIPANTS

City of Dufur Special Event Application

Applicant and Sponsoring Organization Information	
Name	Oregon Trail Rally c/o Oregon Rally Group
Address	P.O. Box 3511
City, State, Zip	Tualatin, OR 97062
Day Phone	503-880-0518
Fax	NA
E-mail address	chair@oregonrally.com
Organization (Must match certificate of insurance)	UNITED STATES AUTO CLUB INC. dba ARA
Contact Person "on site" Day of Event	Renee Damm 503-880-0518, Casey 406-581-9028, Mike S. 503-969-2867

Event Information			
Type of Event (Check all that apply)			
☐ Run / Walk	☐ Parade	☐ Private Party	
☐ Park Festival	☐ Street Fair	☐ Concert	
☒ Other (specify) Rally Car Show downtown Dufur			
Event Title	Oregon Trail Rally		
Event Date	Sunday May 17th, 2026		
Event Location	Main St from 1st to 4th street & east side of main st & airport way to 1st & Heiser st		
Set Up	Start: 6:00am	End: 8:00am	
Event Date	Date: Sunday May 17th, 2026	Time: 8:00am	
Break Down	Date: Sunday May 17th, 2026	Time: 8:00pm	
Anticipated Attendance	Participants: 350	Spectators: 1,150	Total: 1,500
Overall Event Description			
Oregon Trail Rally Day 3 is in Dufur. Rally cars will be parked on Main Street from 1st-3rd Streets on public display with the driver & co-driver there also to speak to fans. Teams will be set up at Dufur Park all day and when the race ends teams will return to the same location as the car show for podium celebrations. Will need same road closed from 630am-11am and then 4pm-8pm. Event staff will be on hand to safely direct traffic.			

Parade / Street Closure Information		
Names of Street/s to be closed: Main Street between 1 st and 4 th streets		
	Between 6:00am	And 11:00am
	Between 4:00pm	And 8:00pm
	Between	and

Assembly area	
Disbanding area	
Reviewing Stand Location	
Number of anticipated entries	
Event Details	
Does your event involve the sale or consumption of alcoholic beverages? If yes, please describe: No	
Will items or services be sold at the event? If yes, please describe. Vendor fees apply.	
Will event have amplified sound? If yes please describe. Noise Permit may apply. We may set up small speakers when we give out awards to the winners	
Is this a fundraising event? If yes, please describe: Yes. As a non profit ourselves we always want to give other nonprofits, charities, school boosters, etc. the opportunity to fundraise at our event. I believe the Little League is already confirmed to sell food/drinks at the snackbar at the park.	
Is the event free to the public? Yes	Admission Cost:
Will Vendors be cooking or heating food? If yes, please describe. Wasco county health department must be contacted as permits and fees are required. No	

What is your cleanup plan after the event? Our event volunteers will clean up the area and haul it away.		
Safety / Security / Volunteers		
Please describe your procedures for both crowd control and internal security: Main street and roads impacted will be blocked off using banner tape. If the city can provide us with A frame barriers again we would like to use those again.		
Have you hired a security company to handle security arrangements for this event? No		
Security Company Name	Security Company Phone Number	Number of Guards
Guard Schedule:		
Do you plan to utilize volunteers? If yes, in what capacity? Yes our entire event is comprised 100% of volunteers.		

Rules and Regulations
A non-refundable fee is required at the time the application is submitted to the City of Dufur. Please contact the business office at 541-467-2349 to obtain the appropriate fee for your event.
Special events are subject to approval by the Dufur City Council. Therefore all applications must be made no less than 45 days prior to the event date so they may be presented at regularly scheduled meetings.

A copy of photo ID of the applicant and the responsible person/s will be required to complete the application process

A site plan / map of your event must be included with your application identifying the location of stages, vendor booths, portable toilets, registration area, etc.

For runs, walks, and parades a site plan/map outlining your route must be submitted along with your Event Permit Application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.

A certificate of insurance must be filed with the City of Dufur ten (10) working days before the event. The named insured must match the name of the event organization on the application and permit. The City of Dufur requires all certificates of insurance to be submitted on a standard ACORD certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "City of Dufur, its officials, agents, employees and volunteers" must accompany the certificate of insurance. If alcohol will be served, a liquor liability endorsement is also required.

All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City of Dufur to call upon solid waste services. All expenses will be the responsibility of the event applicant

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets. We estimate (1) toilet for every 150 people. These rentals must be arranged by you, at your expense.

You must receive approval for your event before you promote market or advertise your event. Acceptance of your special events application is not an automatic approval of your event.

Only readily removable barricades may be used for street closures and lane clearance is required for emergency vehicle access at all times. You may be required to post advisory signs two weeks prior to the event.

Provision for law enforcement and security are the responsibility of the applicant. Applicant must inform Wasco County of their event, and obtain all necessary permits. Copies of permits must be included with this application.

It is the applicant(s) responsibility to contact Dufur Ambulance to arrange for any stand by medical services that may be required.

Any and all costs or expenses determined by the City of Dufur to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:

1. The cost of providing, placing, and moving of barricades and/or signs;
2. The cost of city personnel who are required by the city to work overtime hours

The City of Dufur may require, as a condition of issuance of a permit, that a sum be held on deposit with the City to meet such costs. If required, the deposit shall not exceed \$500.00.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name	Renee Damm
Signature: 	Date: 2/19/2026
Driver's License or copy of valid ID number	
Payment Information	
Amount Due: \$500	Payment Method
☐ Cash	☒ Check or Money Order

Office Use Only

Permit Application Receipt Number <i>672</i>	Recorder's Signature 
Notes: <i>approved @ Council 3/10/2020</i>	

Please submit your completed application to:

City of Dufur
P O Box 145
Dufur, OR 97021

Email – kathy@cityofdufur.org
Phone (541) 467-2349 Fax (541) 467-2353