Permit # _____

SPECIAL EVENT PERMIT Application City of Tumwater

Reset Form

This application must be submitted to the City Clerk at least 60 days prior to event date with the required application fee of $50

APPLICATION INFORMATION:
Please check the event type:

☐ **Athletic Event** ☐ **Park Event** ☐ **Block Party**

☐ **Parade** ☐ **Festival** ☐ **Other**

Name of Event_____

Name of Applicant & Sponsor Organization:

_____

Person in Charge: _____Address:_____

Phone Number: Daytime: _____ Work: _____Email: _____

Additional Authorized Individuals:_____

Phone Number: Daytime: _____ Work: _____Email: _____

Emergency Contact: _____

Phone Number: Daytime: _____Work: _____Email:_____

Type of Activities Planned (describe event):

_____

_____

_____

_____

_____

Will City services be requested for:

☐ **Street Closure** ☐ **Sidewalk Closure** ☐ **EMS Standby** ☐ **Parking Restrictions**

☐ **Other (Please describe):**

_____

_____

_____

Date(s) of Proposed Event: _____

Hours of Operation: _____

Set-up Date/Time: _____

Dismantling Date/Time: _____

Number of Staff/Volunteers: _____

Estimated Number of Participants: _____

LOCATION/STREET(S) INVOLVED (describe area involved in event, sketch event map/route plan in area provided on last page):

_____

_____

_____

Special Considerations:
Additional permits, insurance and/or licenses may be required, the City of Tumwater does not provide these services.

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? ☐ YES ☐ NO

Do participants pay a fee or make a donation? ☐ YES ☐ NO

Event area include private property? ☐ YES ☐ NO

Event area include public property? ☐ YES ☐ NO

Amplified sound? ☐ YES ☐ NO

Alcohol service / consumption? *No alcohol in City Parks* ☐ YES ☐ NO

Animals? ☐ YES ☐ NO number _____ species _____

Booths/Commercial Vendors? ☐ YES ☐ NO

Cannabis? ☐ YES ☐ NO

Cooking/Food Service? ☐ YES ☐ NO

Drones? ☐ YES ☐ NO

Dumpsters? ☐ YES ☐ NO How many and where?_____

Fire/Fireworks/Pyrotechnics? ☐ YES ☐ NO

Inflatables, Mechanical Rides, Amusement Rides? ☐ YES ☐ NO

Portable Restrooms? ☐ YES ☐ NO How many ? _____ Some restrooms must meet ADA requirements.

Stage? ☐ YES ☐ NO

Tents? ☐ YES ☐ NO (if yes, provide number of tents and approximate size):

_____

Other special considerations:

_____

_____

_____

List any special signs/barricades/cones requested to be supplied by City.

_____

_____

_____

INSURANCE – The City does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant / Organization, its members, or those attending the event. Applicant/Organization is required to obtain occurrence based liability insurance in accordance with City policy and Tumwater Municipal Code 12.28.070, name the City as an **additional insured** on the policy, and shall provide proof of such insurance 14 days prior to the date of the event. After reviewing this application, the City will determine if any additional amounts of insurance are required. User's maintenance of insurance as required by the Application shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any

remedy available at law or in equity. All vehicle and float operators are required to provide proof of automobile liability insurance with entry application.

HOLD HARMLESS – Applicant/Permittee/Organization shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The city and employees charged with enforcement and administration of this code, acting for the city in good faith and without malice in the discharge of their duties shall not thereby render themselves liable personally for any damages which may accrue to persons or property as a result of any act required by or by reason of any act or omission in the discharge of such duties.

Applicant accepts FULL LEGAL LIABILITY for the above-described event and will exercise due care in the use of any City Facilities.

Date: _____
Signature of Applicant: _____
Organization/Title: _____

*****FOR OFFICIAL USE ONLY*****

APPROVED BY:

_____Parks & Recreation Dept. _____Police Dept.
_____Community Dev. Dept. _____Transportation and Engineering Dept.
_____Fire Dept. _____Risk Manager
_____Special Event Coordinator

Permit Number:_____ Date Permit or Denial Issued:_____

Event Coordinator Notified of Approval or Denial:

Date:_____ By: ☐ phone / ☐ email / ☐ mail / ☐ in person
At:_____(address, phone number, etc.)

DENIED FOR THE FOLLOWING REASONS:

_____
_____
_____

APPROVED WITH THE FOLLOWING CONDITIONS:

_____
_____
_____

FEE: _____ INITIAL: _____ DATE: _____

Application Fee $_____

Damage Deposit $_____

Additional Costs $_____

TOTAL PAID $_____

TOTAL REFUNDED $_____

PROOF OF INSURANCE & ADD'L INSURED ENDORSEMENT 14 days prior to event?
☐ YES ☐ NO

Please provide a map or drawing of your event including locations of the following if they are included in your event: alcohol service or beer gardens, restroom facilities, booths or vendors for food or other items, dumpsters, proposed location for igniting fireworks, stages, tents, or inflatables. If event includes a route, such as for walks / races, please clearly identify the entire route.