Parks and Facilities, Public Works
152 West Cedar Street
Sequim, WA 98382
360.683.5062

SPECIAL EVENT PERMIT APPLICATION

(SMC 8.38) Special Event Permit Fee: $250

This application must be submitted 60 calendar days prior to the event. If submitted inside of 60 days organizers must receive a waiver from the Parks and Facilities Manager allowing it to be processed (**SMC 8.38.060**).

Please type when filling application. If you require further space, attach an additional narrative page.

APPLICANT INFORMATION

Event title: _____

Event organization: _____

Name of event coordinator: _____

Email: _____

Phone number: _____

Mailing address: _____

City, state, ZIP: _____

Date of application: _____

By signing below, Applicant(s) agree to comply fully with the conditions and requirements of this Special Event Permit, and represent and warrant under penalty of perjury under the laws of the State of Washington that Applicant(s) have all necessary authority and approvals to execute this Permit.

Any deviation from the final Permit conditions may result in termination of the Permit, even during the Event.

_____
Signature

Printed name: _____

_____
City and state where signed

EVENT DETAILS

Date(s) of event: _____ **Begin set up at:** _____ **Event start time:** _____

Event end time: _____ **Takedown concluded:** _____

Location(s) of event: _____

Brief description of event:

Parks and Facilities Department, Public Works
152 West Cedar Street
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SPECIAL EVENT PERMIT APPLICATION

STATEMENT OF RESPONSIBILITY, RISK ASSUMPTION, RELEASE, AND INDEMNIFICATION

Special Event Permits regulate temporary activities that impact the delivery of governmental services or affect public property, facilities or operations in a manner that exceeds the ordinary and normal use by the public. Sequim Municipal Code (SMC) Chapter 8.38 describes the type of events that require this Permit and the general conditions that may be imposed. Fees are found at SMC 3.68 (Rates and Fees). Special Events may require other permits or licenses in addition to this Special Event Permit.

In addition to any required liability insurance policies and endorsements, the undersigned Applicant agrees as follows:

I am authorized to submit this Application on behalf of myself or the above-referenced organization/entity/agency.

I have read, understand, and agree to the City of Sequim's Municipal Code 8.38 and accept FULL LEGAL LIABILITY for the above-described Event, and will exercise due care in the execution of this Event.

I am aware of and expressly assume all of the various risks of property damage, serious injury and/or death associated with or arising out of the execution of this Event.

In consideration for approving this Application, and being fully aware of all of the risks, I hereby RELEASE the City of Sequim and its officials, employees, volunteers and agents ("Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION/ ENTITY/AGENCY, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any property damage, bodily injury, death or other harmful consequences in any way arising out of the execution of this Event. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected, or unsuspected, in any way arising out of or related to the execution of this Event.

I agree to defend, indemnify and hold harmless the Released Parties 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 execution of this Event or from any activity, work or thing done, permitted, or suffered by Applicant during this Event, except only such injury or damage as has been occasioned by the sole negligence of the Released Parties.

I have read the rules and regulations above, attached, and incorporated by reference and agree to be jointly and severally bound to all of the terms and conditions set forth, on my own behalf and on behalf of the Organization/ Entity/ Agency as applicable.

Signature: _____

Printed name: _____

City and state where signed: _____

LIABILITY INSURANCE

Liability insurance is required for all Special Events permitted by the City under SMC 8.38. Proof of liability insurance coverage must be submitted to the City for review no later than 10 business days preceding the proposed event date. Documentation must include a Certificate of Liability and appropriate Endorsements naming "City of Sequim" as an Additional Insured or covering the City through a blanket additional insured endorsement. Failure to submit evidence of insurance of the type and minimum coverage limits requested by the City will result in denial of the application.

Applicant may use any insurance provider licensed to do business in the State of Washington with a current A.M. Best rating of not less than A:VII. Event coverage may be available through the City's risk pool, Washington Cities Insurance Authority (WCIA).

General Liability policies must name or cover the City of Sequim as an additional insured using ISO form CG 20 11 or coverage at least as broad.

The minimum general liability insurance coverage required is $1,000,000 per occurrence. Higher minimums may be required after the City's assessment of the risk. Lower minimums, if requested, must have the Public Works director's written agreement. The specific type of insurance required by the City may vary contingent upon the features of the Event.

DENIALS AND APPEALS

Applicant may appeal denial of a Special Event Permit or imposition of a permit condition or fee. The appeal procedure is found at SMC 8.38.100.

Event open to public? YES ☐ NO ☐

Expected number of attendees/participants/or spectators? _____

Will admission/entrance fee be charged? YES ☐ NO ☐ **If yes, how much ($)?** _____

Event will occur on:

☐ **Public property**	☐ **Private property**	☐ **Both**
Describe public property use: Use of City property may require a *Facility Rental Application* in addition to this Permit.	**Describe private property use:** **Please attach written permission from the private property owner as part of this application.**	**Describe public/private property use:**

Has event been produced in Sequim previously?

NO ☐ **YES** ☐

What year? _____

Please describe any changes to be made to event this year:

Will event involve vendors?

NO ☐ **YES** ☐

Please describe:

If food or alcoholic beverages will be sold, you and/or your vendors will be required to obtain additional permits, licenses, and insurance coverage.

Please attach the following:

- **Site map or plan**
- **Parking map or plan for participants and spectators**
- **Route map or plan** (if applicable; include walk/run routes as well as vehicle routes)

All plans and maps must:

- **Be clear, legible, and reasonably to scale**
- **Have North indicated by directional arrow**
- **Include surrounding street names and mark if one-way**
- **Indicate fire lanes**
- **Include the number and placement of barricades you believe will be necessary**

It is recommended that you obtain advance approval of your routes and plans from neighboring businesses or residents that may be affected by event.

Describe plans for on-site security, route control, and medical assistance:

OPERATIONS

Will event include any of the following?

☐ **Signs**

 # of: **Type/size range:**

Signs are regulated by **SMC 18.58**

☐ **Entertainment**

Description:

Entertainment must comply with all local, state, and federal laws, including noise regulation.

☐ **Street Closures/Parades**

Description:

Do you need traffic control signs from us? (e.g., cones, road closure, no parking, etc.)

☐ **Tents/Canopies**

 # of: **Size range:**

☐ **Athletic activity**

Description:

Will event attendees register for/pay fee to participate in an athletic activity?
You may be required to carry insurance for your event that covers athletic participation.

☐ **Animals**

 # of: **Species:**

☐ **Electricity**

What electricity will you need?

Will you rent spider boxes from the City?

Will generators be present?

☐ **Stages**

 # of: **Size range:**

☐ **Rides** (e.g., Ferris wheel, bumper cars)

 # of: **Description:**

Rides must meet all licensure and safety requirements of local, state, and federal law and applicant must have current documentation available for each ride to present to City upon request.

☐ **Portable Restrooms**

# of non-ADA: **# of ADA compliant:**

☐ **Scaffolding**

 # of: **Description:**

☐ **Fireworks/Pyrotechnics**

You must comply with SMC 8.20.130-.140 and Revised Code of Washington (RCW)70.77.

All steps below must be attached before Application will be approved:

- **Fire Official report and recommendation**
- **Pyrotechnician contact information, proof of licensure, and insurance coverage**
- **Complete description of proposed display**

☐ **Other | Please describe:**

COMMUNITY

Have the relevant neighborhood groups/businesses approved of event concept?

YES ☐	NO ☐
Please submit written proof of their approval or outline communication below:	**Please describe steps that will be taken to notify them of event:**

Describe event promotion:

Website: _____

Facebook: _____

Instagram: _____

Other: _____

Please submit completed application along with all requested materials to facilities@sequimwa.gov