Special Event Permit Fee: $250.00

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 general 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.

This application must be submitted 60 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).

Applicant Information (Please print legibly if not using fillable form)

Applicant Name(s): ________________________________________________

Organization/Entity/Agency (if any): __________________________________

Email Address: ____________________________________________________

Mailing Address: ____________________________________________________

City/State/ZIP: _____________________________________________________

Phone No.: _________________________________________________________

[If Different] Name and Contact Information of Responsible Person On Site at Event:

____________________________________________________________________

Date of Application: ________________________________________________

Applications should be submitted to the City at least 60 days prior to the proposed date of Event.

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/State Where Signed: ______________________

Parks and Facilities/Public Works
152 West Cedar Street
Sequim WA 98382
360-683-4908
www.sequimwa.gov
Event Details (Leave no blanks; may use “N/A”)

Name of Event (if any): ____________________________________________________________

Date(s) of Event: __________ Start Time ______ __.M End Time ______ __.M (include setup/takedown)

Location(s) of Event: _______________________________________________________________

Brief description of Event: __________________________________________________________

Has this Event been produced in Sequim previously? □ Yes □ No. If yes, what year? _________

If yes, are you now making any changes to the Event? □ Yes □ No

Describe changes: _________________________________________________________________

Will Event be open to the public? __________________________________________________

Will admission/entrance fee be charged? □ Yes □ No. If yes, how much? $__________________

Expected number of attendees/participants/spectators: ________________________________

Will Event occur on □ private property □ public property □ both

- If Event is occurring on public property, describe:
  Use of City property may require a Facility Rental Application in addition to this Permit.  
  - If Event is occurring on private property, written permission from the property owner must be  
    provided to City as part of this Application.

Have local neighborhood groups/businesses approved your Event concept? □ Yes □ No

If no, what steps will be taken to notify them of your Event? _______________________________

If yes, attach written proof of their approval or provide community contact information below:

_______________________________________________________________________________

Describe your Event promotion activities, such as TV/radio ads, posters, billboards, etc.:  
_______________________________________________________________________________

Will your Event involve vendors? □ Yes □ No

If yes, how many vendors will there be, and list all items that may be sold or distributed:

#Vendors _______ Items: _____________________________________________________________

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

Will Event attendees register for or pay an entrance fee to participate in an athletic activity, including  
but not limited to biking, running, walking, or engaging in any sport)? □ Yes □ No

If yes, you are required to carry insurance for your Event that covers athletic participation.

Will your Event involve entertainment? □ Yes □ No

Describe in detail, including performer names if available: ________________________________

Entertainment must comply with all local, state and federal laws, including noise regulation.
Will your Event involve fireworks or other pyrotechnics? ☐ Yes ☐ No
If yes, you must comply with SMC 8.20.130-.140 and Revised Code of Washington (RCW) 70.77. All steps below are necessary before Application will be approved.
☐ Fire Official report and recommendation is attached.
☐ Pyrotechnician contact information, proof of licensure, and insurance coverage is attached.
☐ Complete description of proposed display is attached.

Will your Event involve portable structures or buildings, including without limitation staging, scaffolding, tents, canopies, signs, inflatables, and portable restrooms? ☐ Yes ☐ No
☐ Portable restrooms. How many? ______ How many handicapped accessible? ______
☐ Booths. How many? ____ Approximate size range: ____________________________
☐ Tents/Canopies. How many? ___ Approx. size range: ___________________________
☐ Stages. How many? ____ Approximate size range: ____________________________
☐ Scaffolding. How many? _____ Approx. size/height: ___________________________
☐ Signs. How many? _____ Type and size range: ______________________________
NOTE: Signs are regulated by SMC 18.58.
☐ Inflatable structures (e.g. “bouncy houses”). How many? ___________________
Inflatable structures are prohibited on City-owned property.
Inflatable structures on non-City-owned property require licensure from the State Dept. of Labor & Industries. A copy of such license must be available to the City upon request.
☐ Other. Describe __________________________________________________________

Will your Event involve rides (e.g., ferris wheel, bumper cars)? ☐ Yes ☐ No
If yes, 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. Number of rides: __________________________________________________
Description of rides: _______________________________________________________
________________________________________________________________________
________________________________________________________________________

Will your Event involve animals? ☐ Yes ☐ No
If yes, describe number and species of animals: ________________________________
________________________________________________________________________

Will your Event involve vehicles? ☐ Yes ☐ No
If yes, describe number and type of vehicles, including size and gross weight: __________________
________________________________________________________________________

Will you use generators for electricity? ☐ Yes ☐ No If yes, how many? ______

Traffic and Parking Plan:
• Attach a site plan or map, if applicable.
• Attach a route plan or map, if applicable (include walk/run routes as well as vehicular).
• Attach a parking plan for participants and spectators.
• All plans and maps must be clear, legible, and reasonably to scale, with 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 your Event.
Describe your plans for on-site security, monitors, route control, and medical assistance:

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STATEMENT OF RESPONSIBILITY, RISK ASSUMPTION, RELEASE AND INDEMNIFICATION

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.
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 presented to the City for review by the Sequim City Attorney within 10 business days of submission of this Application. 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.

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). Visit www.wciapool.org/insurances/tulip or call 1-800-507-8414 (OneBeacon Customer Service).

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 coverage amount and type of insurance required by the City may vary depending on specific Event features.

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.