

SPECIAL EVENTS PERMIT – MAJOR *Application* (300 or more participants)



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

Please provide all of the required information **COMPLETELY**. Attach appropriate site plans, time tables, and narrative plans as requested for each section. Where particular sections do not apply to the event applied for, please indicate that the section is not applicable. Review fees are due at the time of application or as stipulated in written agreements with the City. Fees for City support services (if necessary) will be paid prior to permit issuance or as stipulated in separate written agreements. Application is due at least 30 days prior to the event.

APPLICANT/EVENT ORGANIZER:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
PROPERTY OWNER (Affidavit of Ownership form required):	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
ON-SITE CONTACT DURING EVENT*:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

**This person shall have authority over all aspects of the event.*

EVENT NAME (as advertised):
PRINCIPAL EVENT LOCATION (address and/or parcel number):
Are auxiliary event/parking/staging locations outlined elsewhere in this application? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? <input type="checkbox"/> YES <input type="checkbox"/> NO
Will participants pay a fee or make a donation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Admission Tax may be due pursuant to UPMC 4.60

DATE(s) of EVENT (inclusive):			
PEAK ATTENDANCE EXPECTED (including spectators):			
OVERALL TIMETABLE (indicate A.M./P.M.):			
TOTAL TIME (or days):			
ASSEMBLY/LOAD-IN:	EVENT START:	EVENT CLOSE:	DISASSEMBLY/LOAD-OUT:

EVENT SUMMARY: _____

Property Owner's Consent

An affidavit of consent is required from the property owner or property owner's authorized agent of each separately owned location on which any master event activities are to occur. An affidavit form is attached to this application.

Plans

The following plans shall be submitted together with this application. Plans shall include narratives explaining in detail elements of the plan. For example, the Transportation/Parking Plan shall include a narrative detailing the route of buses coming from off-site parking areas and alternative routes should an unforeseen circumstance arise. Required Plans may be waived or additional plans required depending on the nature of the event.

General Site Plan

The applicant shall provide a **General Site Plan** on an 18 x 24 or 24 x 36 plan sheet(s) depending on size of area and complexity of event which includes a scale, north arrow and legend or label/symbol identifying the location of the following:

- Adjacent streets
- Entrances and exits including emergency exits
- Stage(s) (indicate size)
- Tents and canopies
- Food vendors, beer gardens, etc.
- Retail vendors
- Temporary and permanent restrooms
- First aid, security and information
- Internal vehicle and pedestrian circulation plan
- On-site parking
- Bus/car pick up and drop off sites
- Disabled persons accessible parking and facilities
- Grandstands
- Television boom locations
- Lost and Found/Lost Persons Station
- Temporary Trailers

Transportation/Parking Plan

The applicant shall provide a **Transportation/Parking Plan** on an 18 x 24 or 24 x 36 plan sheet(s) depending on size of area and complexity of event which includes contact information, scale, north arrow and legend or labels/symbols identifying the following:

- Street/lane closures
- Traffic Control Plan
- Parade routes

- Timetables for street closures
- On and off-site parking facilities
- ADA accessible parking
- Bus routes, shuttle routes and other public transportation
- Bus, limousine and taxi pick up and drop off sites
- Applicant's transportation/parking plan contact person(s) and contact number(s)

Name of Street(s) to be closed or altered and type of closure requested:

(e.g. half-street or full-street; temporary with flag person for 3-5 minutes or with signs and barricades)

Street	Type of Closure	Date & Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of marching units, vehicles, and bands (include size & number):

_____	_____
_____	_____
_____	_____

Travel Route

Please attach a diagram of any parade, race, or other travel route(s).

Shelter/Platform Plan

The Applicant shall provide a **Shelter/Platform Plan** on an 18 x 24 or 24 x 36 plan sheet(s) depending on size of area and complexity of event which includes contact information, scale, north arrow and legend or labels/symbols identifying the following:

- Location of each canopy, tent, and temporary stage
- The number of canopies, tents, and temporary stages
- The size of each canopy, tent, and temporary stage
- Minimum distance between canopies and tents
- The location of all restrooms
- The location of all temporary trailers
- Accessible routes of travel
- Seating layout plan (if applicable)
- Controlled and limited access locations
- Indicate when a tent, canopy or trailer will be a location where food or beverages are sold or provided
- Indicate if cooking will take place within a tent, canopy or trailer
- Submit separate plans for stages and tents that include:
 - Scale
 - Tent size
 - Cooking equipment (if applicable)
 - Stage size and elevations

- Stage support structure
- Stage access
- Plumbing, electrical and propane supplies
- Fire extinguisher locations and types
- Applicant's shelter/platform contact person(s) and contact number(s)

Sanitation Plan

The Applicant shall provide a **Sanitation Plan** on an 18 x 24 or 24 x 36 plan sheet(s) depending on size of area and complexity of event which includes contact information, scale, north arrow and legend or labels/symbols identifying the following

- Toilets
- Wash stands
- Trash cans and ash urns (if applicable)
- Recycling cans
- Refuse dumpsters
- Recycling containers
- Include a description of plans to clean up the site following the event including dates and times that clean-up activity will take place. Indicate a time and date by which all clean up activity is planned to be completed
- Applicant's clean up contact person(s) and contact number(s)

Risk Management Information

Applicant's Liability Contact: _____

Hold Harmless Agreement: _____

Liability Insurance Requirements: _____

Insurance Company Contact: _____

City's Risk Management Contact: _____

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY TO THIS EVENT AND DESCRIBE

- Cooking Facilities or Open Flame** - describe number and size and diagram location on shelter plan (Note: Fire Code requires that open flame and grease-laden cooking be conducted at least 12' from a tent or canopy cover. Separation requirements for cooking trailers may apply. Food vendors must have proof of insurance and required Health Department permits.)

- Caterers** or **Food Trucks** (Food vendors required to have liability insurance , including products completed operations coverage) (describe number and diagram locations)

Electrical Power Requirements - describe source and voltage and diagram power cord path

Amplified Sound - describe

Alcohol (additional insurance and WSLCB permit required) (describe)

Animals (describe)

Athletic Event (Participant Liability Insurance required) (describe)

Compressed Gas Cylinders - describe number and size and diagram location on shelter plan

Drones (Aviation liability insurance required) (describe)

Tents, Canopies, and Awnings - describe number and size and diagram location on shelter plan
(Note: Fire Permits/inspections may be required for tents > 200 square feet, canopies > 400 square feet, and combinations of canopies without a 12' separation.)

- Inflatables or Amusement Rides** (additional insurance required) (describe number and size and diagram locations)
 - * Must be licensed through Labor and Industries (L&I) and marked with the appropriate L&I inspection decal.
 - * Vendor supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors at [Amusement Rides Operators \(wa.gov\)](http://www.wa.gov)).
 - * The ride operator must be an employee of the vendor supplying the ride.

- Smoking** - If smoking is allowed, noncombustible ash containers are required; please diagram locations on sanitation site plan

- Floats** - describe number and size (Note: Floats must be constructed of flame-retardant materials.)

- Dumpsters with Capacity > 1.5 Cubic Feet** - describe number and size and diagram location on sanitation plan

- Portable Restrooms** (describe number and size and diagram locations)
 - * Some restrooms must meet ADA Requirements

- Temporary Parking** - describe capacity and diagram location(s) on transportation plan (Note: Parking in the public right-of-way may require a street-closure permit.)

- Entrance/Exit** - diagram ingress/egress for event and parking facilities

- Stages, Booths, Trailers, Motor Homes, or Other Temporary Structures** - describe number and size and diagram location (Note: building permits may be required for temporary structures.)

- Temporary Signage** - describe number and size and diagram location (Note: Five event signs [or additional as approved by the director] less than 30 square feet each and six off-premises directional signs less than 4 square feet each are permitted. Temporary sign permits may be required.)

- Vendor Sales** - number of vendors conducting sales (Note: UPMC 15.05 – Parks Code – may require separate sales permits for sales activities in City parks.)

READ CAREFULLY AND SIGN

The City of University Place 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 of University Place policy, name the City of University Place as an additional insured on the policy using an endorsement at least as broad as ISO additional insured endorsement form CG 20 26, and shall provide proof of such insurance two-weeks prior to the date of the event. After reviewing this application, the City of University Place will determine the types and amounts of insurance required. Certificates of insurance and amendatory endorsements shall be submitted to the City for approval 14 working days prior to the event. Acceptability of insurance is subject to approval by the City's Risk Manager.

Applicant/Organization agrees to maintain access for emergency vehicles. Applicant/Organization agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event, as specified on the special events permit. Payment for estimated charges will be made prior to issuance of the Special Event Permit. If cancellation is necessary and written notice to the City is given within 48 hours, fees for City support services will be refunded.

Applicant/Organization shall defend, indemnify and hold harmless the City of University Place, 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/Organization, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of University Place.

Applicant is at least 18 years old and is authorized by Organization to agree to the terms of this Special Event Permit Application on Applicant's own, and Organization's behalf.

Signature of Applicant

Date

Print Name

