

Application for Special Event Permit/Special Use Permit City of Pullman, Parks & Recreation, 240 SE Dexter St, Pullman WA 99163

Email: recreation@pullman-wa.gov All information is this box is required.

(Permitted activities are restricted to the hours of 7:30 a.m.-11:00 p.m.)

Name of Event:						
Date of Event:		_Begins:	Ends:	S	Set-up Begins:	
Name of applicant/organ	ization:					
Event Location:						
Event Planner Name: E-Mail:						
Mailing Address:			City:	_State:	Zip:	
Person in charge:						
Phone #1:		_Phone #2:	Phone #3:			
Emergency Contact:			E-Mail:			
Mailing Address:			City:	_State:	Zip:	
Phone #1:		_Phone #2:		_Phone #3	:	
					application, if received with less than 10 ecreation, 240 SE Dexter, Pullman, WA	
Type of Event:	□ Commerci □ Civic Even		☐ Expressive Event☐ Impact Event		☐ Private Party	
4. It is the event planne	ads pertaining to the the set-up of tables er's responsibility to	s, chairs, tents, food ve o inform the public abo	endors, stages, sound systen out the event f explosve device must comp			
Type of Activities:	☐ Bicycling		☐ Concert/Live Music	;	☐ Dance/Drama	
□ Exhibits/Displays	☐ Large Grou	o (100+ people) 🔲 Race/Run/Walk Ev		rent	☐ Rally/Protest	
□ Sporting Event	☐ Theatrical F	Performance	☐ Wedding/Reception	n	□ Other	
Facility Requested:	☐ City Trail S	ystem	☐ Fields		☐ High Street Mall	
□ Parkway	☐ Picnic Shel	ter	r □ Pine Street Plaza		☐ Softball Diamond	
☐ Wedding Site	☐ Other		* Facility Address/Name:			
Numbers of Participants:	Number of p	eople expected:	Ages expected: #			
Event Staffing: Applican		ts Paid Staff: Volunteers:				
For Official Use Only:						
Date Received Application:		Date Facility Reserve	ed:	Paid Application Fee:		
Date Sent for Dept. Review:		Date Application was	Approved:	Other:		
Noise Variance Needed Yes	s 🗖 No	Date variance issued	:	Proof of Liability Insurance:		
Special Conditions:						

Amplified	Sound :		Yes		No				
Describe us	se of sound sys	stem	n:						
Sound syst	em provider na	me:							
Phone 1#						Phone	#2		
⇒ Event Pla 1.	If amplified music	varia	<u>nce</u> at h			els must comply with Pullman (n-wa.gov/departments/police/o			
Seating/Ta	bles:	Nui	mber c	of cha	airs	Number of tal	bles		
⇒ Event Pla 1.		ental	, deliver	y, set	up and dism	nantling of chair and table if req	uired. (The city does	not have any chairs	s or tables for
Food/Beve	rages:		Free		Sold	What kind?			
⇒ Event Pla 1.		t Cou	unty Hea	alth D	epartment, a	about state and local laws.			
Portable to	oilets: (maybe	requ	ired if C	City o	f Pullman i	ndoor facilities are unavaila	able or inadequate t	for expected atter	ndance).
Supplier						Number of portat	ole toilets:		
	Arrange for renta					able toilets if required. acement of toilets.			
Ballfield lig	ghts request:		Yes		No	Lights on:	□am	Lights off:	□am □pm
Mowing re	quested*:		Yes		No				
⇒ Event Pla 1.		man	Parks &	Recr	eation for m	owing schedule. *For tounam	ent only.		
Tents to be	e erected:		Yes		No	What size? _		When will you Set up? Dismantle?	
⇒ Event Pla 1. 2. 3.	Arrange for tent r	100 s	q. ft. (20	0x20)	require a pe	mantling. (The city does not ha ermit from the Pullman Fire Dep ent placement.			with plans of
Cooking:			Yes		No	Туре		Is cooking to take	place in a tent? No
⇒ Event Pla 1. 2.	Contact Whitman Arrange for prope	er col	lection a	and di	sposal of no	bout state and local laws. on-garbage wastes (such as co		gs, hazardous mate	erials and liquids).
_	u plan to hand	dle i	nclem	ent	weather?	cancel the event	☐ move to ano	ther location*	
⇒ Event Pla 1.At		bing	how you	u/youi	r organizatio	n are planning for inclement w	reather. (if cancelled,	notify the City of Pu	ıllman)
Commerci Events On Admission	ly—		Yes		No		uch: ly with City of Pul all state and feder		
⇒ Event Pla	anner: Arrange for paym	ent c	of admis	sion t	ax				



Application for Special Event Permit/Special Use Permit

City of Pullman, Parks & Recreation, 240 SE Dexter St, Pullman WA 99163

*Inflatable (bouncers)/Moonbounce/Moonwalk Equipment:

⇒ Event Planner:

- 1. How do you plan to monitor the use of the equipment? Attach a copy of your monitoring plan. (Equiment must be monitored at all times)
- 2. If you plan to rent this type of equipment, please ask the rental company if they have current, acceptable insurance in the amount of \$2,000,000 on file with the City of Pullman, Parks and Recreation Department. If they do NOT, their equipment cannot be placed in our facilities. The rental company can call and ask us for information on insurance requirements and information for their insurance agent.

Alcoholic Beverages:

Alcoholic beverages cannot be sold, distributed, or consumed in any sidewalks, street, public places, including city parks per state and local laws. Alcohol is stricly forbidden in City Parks, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the City of Pullman Mayor. A copy of the permit must be attached to this application, along with the approval from the Mayor.

⇒ Event Planner:

- 1. Obtain a banquet permit from the Washington State Liquor Board
- Present application to the Mayors office at 325 SE Paradise for approval.

Insurance Requirements: If you are required to have liability insurance:

Do you or your group have liability insurance that would cover such an event? ☐ Yes ☐ No Liability insurance required for this event: ☐ Yes ☐ No (to be marked by staff)

⇒ Event Planner:

1. If required by the Parks and Recreation, **Applicant agrees** to supply the City Finance Director with proof of Commercial General Liability Insurance in the amount of \$1,000,000 combined single limits per occurrence, prior to obtaining a Special Event Permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance. Applicant agrees to reimburse Parks and Recreation for any damage repair to City property resulting from the Applicant's use under the terms of the Special Event Permit.

Clean-up of City Property:

The Applicant is responsible for clean-up of all permitted premises utilized under the terms of this Special Event Permit. Clean-up includes wiping surfaces, cleaning spills, and bagging and removing garbage, removal of all supplies, materials, and equipment resulting from the Applicant's use of park properties as needed and complying with any other directions given by the staff of Parks & Recreation.

Emergency Access:

Applicant agrees to maintain access across park property for emergency vehicles throughout period of use of premises under the Special Events Permit.

Pedestrian Access:

Applicant agrees to maintain access to normal pedestrian traffic throughout the period of use under the Special Event Permit.

Park and Recreation Services:

Applicant agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event. All <u>required and estimated</u> charges are listed on page 5. Payment will be made prior to issuance of the Special Events Permit. If cancellation of the Special Event Permit is necessary and notice to the City is given within three business days, any fees paid by the Applicant for City support services will be refunded.

Hold Harmless:

To the maximum extent permitted by law, **Applicant agrees** to defend, indemnify and save harmless the City, its appointed and elected officers, employees, agents and representatives, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of this Special Events Permit, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed and elected officers, employees, agents or representatives. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its elected and appointed officers, employees, agents or representatives and the Applicant, its officers, or employees, agents or representatives, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, employees, agents or representatives.

Waiver of WIIA:

Applicant specifically and expressly **waives** any immunity granted under the Washington Industrial Insurance Act, Title 51, RCW, or similar laws or other jurisdictions and by signature below acknowledges that this waiver was mutually negotiated and agreed.

Non-Discrimination Requirement:

Certification:

The **Applicant certifies** that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe the City's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility.

Email: recreation@pullman-wa.gov

Email: recreation@pullman-wa.gov

Applicant Statement

As planner of the Special Event described in this application, I understand that I and/or the sponsoring organization are responsible for:

- Securing additional permits and certificates as indicated in the agreement
- Coordinating with agencies other than the City of Pullman as indicated in this agreement
- Notifying the City of Pullman about any changes, additions, deletions, and/or modifications to the event as described no later than three weeks before a large or roving event and one week before a small event
- Providing handicapped access to activities that are open to the public
- Having an event planner on site at the beginning of set-up through the duration of the event, if applicable
- Informing vendors about regulations and requirements in the City of Pullman Special Event Permit, rules and regulations by other agencies and jurisdiction over activities at the event, and requirements and restrictions for this event prior to arriving at the event venue, if applicable
- Settling disputes about locations or other event related matters between vendors, if applicable
- Ensuring access of emergency and service vehicles to event venues and activities
- Coordinating permission with private property owners if a privately-owned location will be used for event activities
- Notifying affected parties in advance about street and/or parking lot closings due to this event;
- Informing the public about the event, if it is a public event
- Comply with all laws of the City of Pullman

I also understand that new events and/or unprecedented activities may require advance approval from City of Pullman City Council through request of the Parks & Recreation Department.

I also understand that the City services requested less than three weeks prior to large or roving events or one week prior to small events may be impossible to meet and, if met, can result in forfeiture of event deposit due to unanticipated operational expenses by the City of Pullman.

I also understand that allowing non-permitted and/or unscheduled activities to occur during the above described special event will result in forfeiture of event deposit and may jeopardize receipt of Special Event Permit from the City of Pullman to the Event Planner and/or sponsoring organization for future special events.

Print Name:			
Signature:			
Date:			

⇒ Event Planner:

1. Special Event Permit is pending review of this application by appropriate City of Pullman Departments. Departments may make additional requirements or have additional questions based on the description of the event provided in this application. When approved by all appropriate City of Pullman Departments, the applicant

Application for Special Event Permit/Special Use Permit City of Pullman, Parks & Recreation, 240 SE Dexter St, Pullman WA 99163 Email: recreation@pullman-wa.gov

	Parks & Recreation Dep Fire Dept.	ot.		Police Dep			Planning Dept. Mayor/Designee
☐ Check and initial if approved ☐ Mark if denied (state reason below) and initial ☐ Leave blank if conditional and initial ☐ Permit denied for the following reasons:							
Cillin	defined for the following is	casons.					
_							
Permit	recommended for approv	al unde	r the foll	lowing cond	itions		
Applica	tion fee:	\$					
	e deposit	_					
Parks 8	Rec additional charges	\$					
Fire ad	ditional charges	\$					
Police a	additional charges	\$					
Public \	Norks additional charges	\$					
Plannin	g additional charges	\$					
	TOTAL PAID	\$					
Bond re	equired?	Yes		No			
		_					
Amoun	t of bond required	\$					
Police a Public V Plannin Proof o Bond re	additional charges Works additional charges g additional charges TOTAL PAID	\$\$ \$\$ \$		No			