Application for Special Event Permit/Special Use Permit

City of Pullman, Pullman WA 99163

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:** _____ **Set-up Begins:** _____

Name of applicant/organization: _____

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:** _____

Permit Fees:

$15 per special event application, if received more than 10 days prior to scheduled event, all other use fees apply. $35 per application, if received with less than 10 business days to scheduled event, all other use fees apply. You may submit a completed application to Pullman Parks & Recreation, 240 SE Dexter, Pullman, WA 99163. You will also need to reserve the site prior to completion of the application. If you have any questions please call 509-338-3228.

Type of Event:

- ❑ **Commercial Event**
- ❑ **Civic Event**
- ❑ **Expressive Event**
- ❑ **Impact Event**
- ❑ **Private Party**

Event Planner:

1. Attach a letter describing your event
2. Attach any flyers or ads pertaining to the event
3. Attach a diagram of the set-up of tables, chairs, tents, food vendors, stages, sound system locations, etc.
4. It is the event planner's responsibility to inform the public about the event
5. Possession or discharge of firearms, fireworks, or any type of explosve device must comply with Pullman City Code: 3:16.015

Type of Activities:

- ❑ Bicycling
- ❑ Concert/Live Music
- ❑ Dance/Drama
- ❑ Exhibits/Displays
- ❑ Large Group (100+ people)
- ❑ Race/Run/Walk Event
- ❑ Rally/Protest
- ❑ Sporting Event
- ❑ Theatrical Performance
- ❑ Wedding/Reception
- ❑ Other _____

Facility Requested:

- ❑ City Trail System
- ❑ Fields
- ❑ High Street Mall
- ❑ Parkway
- ❑ Picnic Shelter
- ❑ Pine Street Plaza
- ❑ Softball Diamond
- ❑ Wedding Site
- ❑ Other_____

* **Facility Address/Name:** _____

Numbers of Participants:

Number of people expected: #_____ Ages expected: #_____

Event Staffing:

Applicants Paid Staff: #_____ Volunteers: #_____

For Official Use Only:

Date Received Application: _____ Date Facility Reserved: _____ Paid Application Fee: _____

Date Sent for Dept. Review: _____ Date Application was Approved: _____ Other: _____

Noise Variance Needed ❑ Yes ❑ No Date variance issued: _____ Proof of Liability Insurance: _____

Special Conditions:

Amplified Sound : ❑ Yes ❑ No

Describe use of sound system: _____

Sound system provider name: _____

Phone 1 #_____Phone #2_____

⇨ ***Event Planner:***

1. If amplified music/sound is planned volumn levels must comply with Pullman City Code 8.80. Contact Pullman Police Department to apply for a noise variance or go to www.pullman-wa.gov/departments/police/documents-a-forms for the noise variance application.

Seating/Tables: Number of chairs_____ Number of tables_____

⇨ **Event Planner:**

1. Arrange for use/rental, delivery, setup and dismantling of chair and table if required. (The city does not have any chairs or tables for events)

Food/Beverages: ❑ Free ❑ Sold What kind? _____

⇨ **Event Planner:**

1. Contact Whitmant County Health Department, about state and local laws.

Portable toilets: (maybe required if City of Pullman indoor facilities are unavailable or inadequate for expected attendance).

Supplier_____ Number of portable toilets: _____

⇨ **Event Planner:**

1. Arrange for rental, delivery, and pick-up of portable toilets if required.
2. Arrange with Pullman Parks & Recreation on placement of toilets.

Ballfield lights request: ❑ Yes ❑ No Lights on: _____ ❒am ❒pm Lights off: ____ ❒am ❒pm

Mowing requested*: ❑ Yes ❑ No

⇨ **Event Planner:**

1. Arrange with Pullman Parks & Recreation for mowing schedule. ***For tounament only.**

Tents to be erected: ❑ Yes ❑ No What size? _____x_____

When will you

Set up? _____ ❒am ❒pm

Dismantle? _____ ❒am ❒pm

⇨ **Event Planner:**

1. Arrange for tent rental, delivery, setup, and dismantling. (The city does not have any tents for events)
2. Tent larger than 400 sq. ft. (20x20) require a permit from the Pullman Fire Dept. Contact City of Pullman, Fire Marshal with plans of placement.
3. Arrange with Pullman Parks & Recreation for tent placement.

Cooking: ❑ Yes ❑ No Type_____

Is cooking to take place in a tent? ❑ Yes ❑ No

⇨ **Event Planner:**

1. Contact Whitman County Health Department, about state and local laws.
2. Arrange for proper collection and disposal of non-garbage wastes (such as cooking grease, drippings, hazardous materials and liquids).

How do you plan to handle inclement weather? ❑ cancel the event ❑ move to another location*

⇨ **Event Planner:**

1.Attach a letter describing how you/your organization are planning for inclement weather. (if cancelled, notify the City of Pullman)

Commercial /Civic Events Only—Admission Charge ❑ Yes ❑ No

If yes, how much: _____

* Must comply with City of Pullman Admissions Tax, if applicable and all state and federal laws in regards to sales

⇨ **Event Planner:**

1. Arrange for payment of admission tax

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***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
2. 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 required and estimated 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:

The **Applicant agrees** that, during the use of this Parks and Recreation facility, (Name of _____ Organization/Applicant) will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or handicap.

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.

Applicant _____ Date _____

Signature

City of Pullman_____ Date _____

Signature

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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 will be issued a Special Event Permit for the day, times, and location indicated.

FOR OFFICIAL USE ONLY

❑___ Parks & Recreation Dept. ❑___ Police Dept. ❑___ Planning Dept.

❑___ Fire Dept. ❑___ Public Works 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: _____

_____

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_____

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Permit recommended for approval under the following conditions _____

_____

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Application fee:	$ _____
Damage deposit	$ _____
Parks & Rec additional charges	$_____
Fire additional charges	$_____
Police additional charges	$_____
Public Works additional charges	$_____
Planning additional charges	$_____
TOTAL PAID	**$_____**

Proof of Insurance?	Yes	No
Bond required?	Yes	No

Amount of bond required $ _____