



Application for Special Event Permit

City of Pullman, Pullman WA 99163

(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 Planner Name: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Person in charge: _____

Business phone: _____ Home Phone: _____ Mobil Phone: _____

Emergency Contact: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business phone: _____ Home Phone: _____ Mobil Phone: _____

Type of Event: Special Commercial Event Special Expressive Event Private Party
 Special Civic Event Special Impact Event

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

Type of Activities: Bicycling Concert/Live Music Dance/Drama
 Exhibits/Displays Large Group (30+ 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: _____

Amplified Sound System: Yes No
 Describe use of sound system: _____
 Sound system provider name: _____, Phone number: _____

⇒ **Event Planner:** If amplified music/sound is planned level comply with Pullman City Code 8.80. Contact Pullman Police Department to apply for a noise variance if desired.

Seating and/or Tables: Number of chairs _____ Number of tables _____

⇒ **Event Planner:** Arrange for rental, delivery, setup and dismantling of chair and table if required. (The city does not have any chairs or tables for events)

Food and/or beverages: Free Sold What kind? _____

⇒ **Event Planner:** Contact Whitman County Health Department, about state and local laws.

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

⇒ **Event Planner:** Arrange for rental, delivery and pick-up of portable toilets if required.
 ⇒ **Event Planner:** Arrange with Pullman Parks & Recreation on placement of toilets.

Ballfield lights request: Yes No Turn lights on: _____ Turn lights off: _____

Mowing requested: Yes No * For tournaments only

⇒ **Event Planner:** Arrange with Pullman Parks & Recreation for mowing schedule.

Tents to be erected: Yes No What size? _____ When will you set up? _____
 Dismantle? _____

⇒ **Event Planner:** Arrange for tent rental, delivery, setup and dismantling. (The city does not have any tents for events)
 ⇒ **Event Planner:** Contact City of Pullman, Fire Marshal with plans of placement.
 ⇒ **Event Planner:** Arrange with Pullman Parks & Recreation for tent placement.

Cooking: Yes No Type _____ Is cooking to take place in a tent? Yes No

⇒ **Event Planner:** Contact Whitman County Health Department, about state and local laws.
 ⇒ **Event Planner:** 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:** 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

⇒ **Event Planner:** Arrange for payment of admission tax



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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:** *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: _____

Permit recommended for approval under the following conditions _____

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 \$ _____