

City of Elma

Special Event Permit Application



Complete this form if you are planning an event, parade or gathering on property owned by the City of Elma or that will impact the use of city roads, sidewalks, or rights of way. Completed applications, with required addendums and fees, should be submitted at least 30 days in advance of the event or approval may be denied. Mail or deliver to Elma City Hall, 202 W. Main Street (P.O. Box 3005) Elma, WA 98541, or clerktreasurer@cityofelma.com

Event Information

Event Name: _____

Event Purpose: _____

Proposed Date/s: _____

From: _____ AM/PM To: _____ AM/PM

Proposed Location(s): _____

Event Type? ☐ Run/Walk/Race ☐ Celebration ☐ Parade ☐ Other

Sponsoring Organization (if applicable)

Organization Name/s: _____

Organization Address: _____

City/ST/Zip: _____

Head of Organization: _____

Applicant Information

Person Completing Application: _____

Applicant Phone Number/s: _____

Applicant Email Address: _____

Relationship to Organization: _____

(When sponsoring organization is applicable.)

Emergency Contact Information

Contact Person During Event: _____

Mobile Number/s: _____

-----**City Use Only Below this Line**-----

Received: _____ Complete: _____ Deposit Paid: _____ Permit#: _____

Reviewed: ☐ Public Works ☐ Police ☐ City Clerk Council Approved: _____ Issued: _____

☐ Food ☐ Alcohol ☐ Traffic Control ☐ Security ☐ Conditions and Fees per Addendum

GENERAL INFORMATION

QUESTIONS/INSTRUCTIONS FOR APPLICANT

Provide a brief overview of the event in the space below:

Select the venue/s you want to use below (check as many as apply):

☐ Gladys Smith/Loyd Murray Park ☐ Veteran's Park ☐ Streets or Sidewalks ☐ Other

If you selected 'Other' please explain:

The City of Elma cannot guarantee exclusive use of public property. Events at some locations have a direct impact on nearby businesses and their consideration is solicited during the review

process. Know that your event may need to be modified if there are conflicts with other events or if your event unduly interferes with the activities of nearby businesses.

How many guests do you hope to have in attendance? ----- > _____

Will participant pay a fee or make a donation? ----- > YES/ NO

What is the targeted age range of attendees (if applicable)? ----- > _____

How many staff or volunteers will be working during the event? -----> _____

What time will you begin setting up? -----> AM/PM

When do you estimate cleanup will be complete? -----> AM/PM

Are you requesting any full or partial street closures for the event? -----> YES / NO

Closed from _____ AM/PM to _____ AM/PM

Will you be blocking sidewalks prior to, during, or after the event? ----- > YES / NO

Does your event include a parade? ----- > YES / NO

Where will entrants be staging? _____

Disbanding? YES / NO

ALCOHOL QUESTIONS/INSTRUCTIONS FOR APPLICANT

The sale and use of alcohol in the City of Elma Property and Parks is strictly forbidden. This section is intended for applicants expanding their business to include a temporary beer or wine garden.

Does the event involve the sale or use of alcoholic beverages? -----> YES / NO

If yes, provide a copy of the Special Occasion License you received from the Washington State Liquor & Cannabis Board (LCB) or a copy of the application you submitted for it. If you have questions, contact the LCB directly at (360) 664-1600.

FOOD QUESTIONS/INSTRUCTIONS FOR APPLICANT

Will food be available at the event? -----> YES / NO

Will there be prepared food at the event? -----> YES / NO

If yes, provide a copy of the Temporary Food Establishment permit you received from the Grays Harbor County Health District or a copy of the application you submitted for it. If you have questions, contact the directly at (360) 249-4222.

HEALTH and SANITATION QUESTIONS/INSTRUCTIONS FOR APPLICANT

Portable Restrooms and/or Hand Washing Stations: If it is determined by the City of Elma that portable restroom facilities and/or hand-washing stations are required, event organizers must fund those services.

Trash and Recycling: Per RCW 70.93.093, organizers of festivals and official gatherings must provide and fund recycling services for aluminum cans, glass bottles and plastic bottles. If it is determined by the City of Elma that additional trash receptacles are required, event organizers must also provide and fund those services.

INSURANCE REQUIREMENTS

You must provide a Certificate of Insurance and Additional Insured Endorsement for this event. If your organization does not have Commercial General Liability Insurance, you must obtain Special Event Coverage. Special Event Coverage may be purchased via Washington Cities Insurance Authority TULIP program <http://www.wciapool.org/insurances/tulip> or through the carrier of your choice.

Does this event require insurance? ----- > YES / NO
(If yes, please attach a copy of policy)

FEES

Events protected by the First and Fourteenth Amendments of the United States Constitution shall be exempt from fees. All other special events will require a non-refundable application fee of \$30.00 and fees to provide special City services necessary for public health, safety and welfare may be identified through the review process. For example, fees may be required to provide traffic control, emergency services, sanitation, etc.

All fees are to be paid prior to issuance of the permit unless otherwise provided in the conditions of approval. An event deposit, based on estimated costs, may be required.

SITE PLAN

Please provide a site plan showing the proposed layout of the event. The plan must show streets, buildings, rights-of-way, sidewalks, placement of canopies, tents, portable restrooms, aid stations, food trucks, stages, vendor booths, beer gardens, play areas, and other relevant information. For races, community walks, or parades, include assembly area/s, route and direction of travel, and disbanding area/s.

AGREEMENT

The person, sponsoring organization or entity ("applicant") obtaining the Special Event Permit agrees to defend, indemnify and hold harmless the City of Elma, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands, claims and damages, including the cost of their defense, arising in favor of the applicant, the applicant's employees or any third party on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant, its employees or representatives, concessionaires of the event or any other person or entity, in connection with, arising out of, or in any way relating to, the special event or the grant of the Special Event Permit, except for liability caused by the sole negligence on the part of the City of Elma.

Applicant Signature

Applicant Printed Name

Date