



**CITY OF ZILLAH**

**SPECIAL EVENT PERMIT APPLICATION**

Date of Application: \_\_\_\_\_

Name of Applicant or Organization: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_

Clean-Up Date: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Estimated Number of Participants:

**Note:** *If more than 200 participants are anticipated, complete page 2 & 3 of this application.*

Location to be Used: *Describe Specific areas to be used, include all public or private property including streets.*

\_\_\_\_\_

Attach additional pages if necessary.

**NO Portable Play Apparatus will be allowed in the parks.**

**If it is necessary to drive a vehicle into the park to deliver supplies, please do so and then remove the vehicle from the park. No vehicles should be left unattended in the park.**

Contact Information:

	<i>Name of Contact Person</i>	<i>Address</i>	<i>Home Telephone</i>	<i>Business Telephone</i>	<i>Cellular Telephone</i>
<input type="checkbox"/>	<i>Primary</i>				
<input type="checkbox"/>	<i>Secondary</i>				
<input type="checkbox"/>	<i>Primary</i>				
<input type="checkbox"/>	<i>Secondary</i>				
<input type="checkbox"/>	<i>Primary</i>				
<input type="checkbox"/>	<i>Secondary</i>				

Emergency Contact Information (required)

<input type="checkbox"/>	<i>Emergency</i>				
<input type="checkbox"/>					

Type of Activity Planned: *(Please describe the event in detail, provide additional information on another page if necessary).*

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**\*\*ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN CITY PARKS!\*\***

**NO Portable Play Apparatus will be allowed in the parks.**

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas?  YES  NO

Does this event require the closure of any public roadway, right of way or redirection of any traffic; pedestrian or vehicular?  YES  NO

*If yes, a traffic mitigation plan is required. Please attach a map showing all impacts, mitigations, parking and traffic routing (required, regardless of the number of participants).*

What services or assistance are you requesting from the City?

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SPECIAL EVENT PERMIT APPLICATION

Response & Emergency Action Plans

Required for all events with 200 or more participants or when deemed necessary for the health and safety of the event and it's participants by the City of Zillah.

Event Map (Required): Attach a map of the event showing the below listed items and their locations in relationship to the event.

1. Traffic Plan: Explain the organizations plan for mitigating the traffic impact, include emergency vehicle response routes, parking, road closures or other details that the city may need in order to evaluate your application.

If it is necessary to drive a vehicle into the park to deliver supplies, please do so and then remove the vehicle from the park. No vehicles should be left unattended in the park.

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2. Medical Plan: Explain the organizations plan for providing necessary medical emergency care or response. This should include any anticipated dangers, such as the effect of weather (extreme high or low temperatures).
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3. Waste Management and Disposal Plan: Explain the organizations plan for providing for waste management and disposal, should include the need for toilet facilities and garage collection receptacles.

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4. Security Plan: Explain the organizations plan for providing for event security, including security officers, police officers or volunteers to secure the perimeter and patrol the event. If alcohol is be served, sold or allowed, the plan must include a plan to limit access to persons under 21 years of age.

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5. Building Plan: Explain the organizations plan for providing for any building, such as stages, temporary shelters or any other permanent or temporary structures. Building permits may be required by the building official.

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SPECIAL EVENT PERMIT APPLICATION  
Insurance Requirement

Upon submission of this application, the City Clerk/Treasurer will determine if insurance coverage is required. If required, applicant shall procure and maintain insurance for the duration of the Special Event, insurance against claims for injuries to persons or damage to property, which arises from or in connection with the Special Event. Applicant shall provide evidence of insurance which general liability limits of no less than One Million Dollars (\$1,000,000.00) for each occurrence; One Million Dollars (\$1,000,000.00) general aggregate. The insurance shall contain, or be endorsed to contain, provision that coverage shall be primary insurance with respect to the City of Zillah.

Insurance may be available through the Washington Cities Insurance Authority (WCIA). Ask City Hall for an application if you or your organization does not have Commercial Liability Insurance.

The Commercial General Liability Insurance must name the "City of Zillah as ADDITIONAL INSURED."

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(FOR ADMINISTRATIVE USE ONLY)

INSURANCE

Reviewed by:

ADMINISTRATION

Certificate of Insurance Required  Yes  No  Requested  Received

Special Event Risk Classification  I  II  III  Approved  Disapproved

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NOTIFIED Date: \_\_\_\_\_ APPROVED Date: \_\_\_\_\_ Comments

ADMINISTRATION  ADMINISTRATION \_\_\_\_\_

PUBLIC WORKS DEPT.  PUBLIC WORKS DEPT. \_\_\_\_\_

POLICE DEPARTMENT  POLICE DEPARTMENT \_\_\_\_\_

FIRE  FIRE \_\_\_\_\_

BUILDING DEPT.  BUILDING DEPT. \_\_\_\_\_

Anticipated Costs to be paid by Applicant: (Provide Specific break-down to applicant) \_\_\_\_\_

Permit denied for the following reason (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommend approval with the following condition  
(s): \_\_\_\_\_

ALL FOOD VENDORS ARE REQUIRED TO HAVE GENERAL LIABILITY INSURANCE AND BE APPROVED BY THE HEALTH DEPARTMENT.

PROOF OF  YES  NO INITIAL DATE  
INSURANCE? \_\_\_\_\_

SPECIAL EVENT PERMIT APPLICATION

HOLD HARMLESS

The person or organization entering into an agreement with the City of Zillah for the use of City of Zillah Parks/Facilities or equipment described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Zillah for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City of Zillah Parks/Facilities or equipment will be reported to City of Zillah authorities immediately.

For-profit business groups, and other special event groups as determined by the City of Zillah are required to provide proof of general liability. The City of Zillah must be named as an additionally insured by endorsement on said policy. Coverage cannot be cancelled or reduced without thirty-day's (30) written notice to the City of Zillah. (Low-cost Special Events Liability Insurance may be available through the City of Zillah's carrier.)

The applicant agrees that the City of Zillah and its agents or employees will not be liable for any damages to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agree to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Zillah and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to persons or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Zillah.

Applicant agrees to abide by the laws of the State of Washington and the City of Zillah, with regard to the use of facilities.

I have read the rules, regulations and hold harmless agreement and agree with the conditions as established:

*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

*Please attach copies of any brochures, posters, flyers or advertisements of this event*