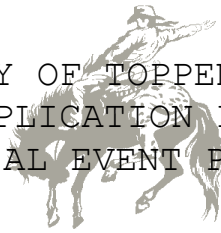


CITY OF TOPPENISH
APPLICATION FOR
SPECIAL EVENT PERMIT



APPLICATION INFORMATION

Please check the event type:

- | | |
|--|---|
| <input type="checkbox"/> Athletic Event | <input type="checkbox"/> Park Event |
| <input type="checkbox"/> Car Show | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Street Fair | <input type="checkbox"/> Other _____ |

Name of Applicant/Organization: _____

Person in Charge: _____ Address: _____

Phone Number: Daytime: _____ Work: _____ Email: _____

Additional Authorized Individuals: _____

Phone Number: Daytime: _____ Work: _____ Email: _____

Emergency Contact: _____

Phone Number: Daytime: _____ Work: _____ Email: _____

Type of Activity Planned (describe event): _____

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

Will participants pay a fee or make a donation? YES NO

Will City/Town services be requested for:

- | | |
|--|--|
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Security | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Garbage Collection | <input type="checkbox"/> Parking Restrictions |
| <input type="checkbox"/> Other _____ | |

Date(s) of Proposed Event: _____

Set-up Date/Time: _____ Dismantling Date/Time: _____

Hours of Operation: _____ Number of Staff/Volunteers: _____

Estimated Number of Participants: _____

Special Event Permit Application

LOCATION/STREET(S) TO BE USED. (Describe area to be used, attach map/route plan):

Notification. Are you prepared to provide notification to effected business and/or residents in area of the event or along the route of the parade? _____

SPECIAL CONSIDERATIONS

Additional permits and/or licenses may be required. Will there be:

Amplified sound? YES NO
Limited to between the hours of 10:00 am and 10:00 pm. Amplified sound must not exceed 95 decibels.

Alcohol? YES NO
If yes, a Special Occasion Liquor License issued by the WA State Liquor and Cannabis Board is required.

Animals? YES NO Total _____ Species _____

Booths/Commercial Vendors? YES NO

Cooking/Food Service: YES NO
If yes, each food vendor must have permits through the Yakima Health District.

Fire/Fireworks/Pyrotechnics: YES NO
If yes, a special permit is required from the State Fire Marshal's Office and must be approved by the local Fire Chief

Inflatables or Amusement Rides: YES NO
Inflatable's used in Pioneer Park must be deflated when Medical Helicopters are landed in the park

Mechanical Rides: YES NO

Portable Restrooms: YES NO How many? _____
Some restrooms must meet ADA requirements.

Dumpsters: YES NO How many? _____
where? _____

Signs: YES NO

Stage: YES NO

Connections to AC Power: YES NO
If yes identify the location of electrical connections.

A Permit from the State of Washington Department of Labor and Industries may be required.

Special Event Permit Application

Other special considerations: _____

List any special signs/barricades/cones requested to be supplied by the City of Toppenish:

ATTACHMENTS:

A. Attach a site layout plan drawn to scale depicting:

1. The size and location of all permanent and temporary structures, canopies, vehicles and trailers;
2. Stages and sound systems;
3. Electrical and water installations serving the event, including all cables and hoses together with provisions to address tripping hazards;
4. Fences and gates;
5. The location and type of all devices powered by portable fuel such as propane, gasoline, and alcohol and quantity of fuel at each location;
6. Identify all safety and fire hazards;
7. An emergency access corridor at least 24-feet wide must be maintained to all temporary and permanent structures. Access to fire hydrants shall not be obstructed and must be maintained throughout the event;
8. The number and location of portable restroom facilities, including provisions for hand washing and number of units to be accessible to the disabled; and
9. Provisions for refuse disposal including the number, capacity and location of waste receptacles, including receptacles for disposal of food waste, wastewater and grease.

B. Security Plan. Provide a security plan addressing the number of persons proposed or required to provide security, monitor or facilitate the special event, and provide spectator or participant control and direction for special events using city streets, sidewalks, or facilities. Security provisions and plans for the special event are subject to review and approval by the chief of police or designee. The chief of police may require that the event organizer retain the services of a licensed and bonded private security firm. The event organizer shall be solely responsible to retain such services subject to approval of the chief of police;

C. Provisions for first aid or emergency medical services, or both, based on special event risk factors;

D. Street Closures. Identify the location and duration of proposed street closures and use of portions of right-of-way. Street closures are subject to the approval of the City Manager;

E. Traffic safety plan. Traffic impacts must be identified. Special attention should be paid to ingress and egress of all residential property near the event or parade route. City staff may assist with developing a traffic safety plan which minimizes disruptions to business and

Special Event Permit Application

residential traffic flows. Times and locations of event activities should be planned to avoid arterial access routes to neighborhoods and businesses. Applicants shall take appropriate measures to reduce parking impacts and overflow into surrounding neighborhoods. Vehicle movement on site may not be permitted during times when the event is open to the public.

F. Public Relations: Please state what efforts, if any, have occurred, or you intend to make, to notify residents or businesses that will likely be affected by your event.

1. Please attach any letters of support. If permit is granted it will be the responsibility of event organizers to alert those likely to be impacted. (i.e. street closures, no parking zones, noise, etc.)
2. ATTACH COPIES OF BROCHURES, POSTERS, FLYERS, OR MAILINGS ADVERTISING THIS EVENT

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with City policy, name the City as an **additional insured** on the policy, and be responsible for providing proof of such insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

HOLD HARMLESS –Applicant/Permittee/User shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Date: _____

Signature of Applicant: _____

Organization/Title: _____

(FOR OFFICIAL USE ONLY)

APPROVED BY: _____ Parks & Recreation Dept. _____ Police Dept.
 _____ Planning Dept. _____ Public Works Dept.
 _____ Fire Dept. _____ City Manager or Designee

PERMIT DETAINED/DENIED FOR THE FOLLOWING REASONS: _____

Special Event Permit Application

RECOMMENDED APPROVAL WITH THE FOLLOWING CONDITIONS: _____

	FEE	INITIAL	DATE
Application Fee	\$ _____	_____	_____
Damage Deposit	\$ _____	_____	_____
Additional Costs	\$ _____	_____	_____
TOTAL PAID	\$ _____	_____	_____
TOTAL REFUNDED	\$ _____	_____	_____

PROOF OF INSURANCE? YES NO

BOND REQUIRED? YES NO Amount _____