



Where the West Still Lives

# Special Event Permit Application

City of Toppenish  
 21 W 1<sup>st</sup> Avenue, Toppenish WA 98948  
 (509) 865-7318

Permit # \_\_\_\_\_

Parcel # \_\_\_\_\_

## Special Event Information

*Toppenish Municipal Code 5.65.050 (A) An application for a special event shall be made by applying with the city at least 30 days before the start of the event. At the discretion of city, the city shall consider an application that is filed after the deadline if there is sufficient time to process the application and obtain departmental approvals.*

This determination will be made by the permit technician when a complete application is submitted.

### What is a Special Event?

A special event is any event that:

- Is conducted on public property or right-of-way.
- Is at a City park with more than 50 people in attendance.
- Is on private property with an open invitation to the public to attend.
- Is on private property by private invitation of more than 100 people.

### What are the costs of a Special Permit?

	Applied for more than 30 days before event	Applied for less than 30 days before event
City Resident	\$50.00	\$75.00
Non-resident	\$63.00	\$94.00
Non-profit organization	50% discount	50% discount

**What are other costs might be involved in a Special Event?** You may be required to supply portable restrooms, security services, emergency aid services, traffic control services, insurance, as well as other services deemed necessary depending on the special event. In addition, a damage deposit may also be required.

## APPLICATION INFORMATION

Please check the event type:

**Athletic Event**

**Park Event** \_\_\_\_\_  
(Name of Park)

**Car Show Street**

**Parade**

**Fair**

**Other** \_\_\_\_\_

Tell us more details about your event.

\_\_\_\_\_

Event location/Address:

\_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Additional contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**SPECIAL EVENT PERMIT APPLICATION**

Date(s) of Proposed Event: \_\_\_\_\_ Number of participants: \_\_\_\_\_

Set-up Date/Time: \_\_\_\_\_ Dismantling Date/Time: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Number of Staff Volunteers: \_\_\_\_\_

Will City services be requested for:

**Street Closure**

**Sidewalk Closure**

**Security**

**Equipment**

**Garbage Collection**

**Parking Restrictions**

**Other** \_\_\_\_\_

Street(s) requested to be closed. (Describe area to be used, attach map/route plan):

\_\_\_\_\_  
\_\_\_\_\_

NOTIFICATION. Describe how you will to provide notification to effected business and/or residents in area of the event or along route of a parade?

\_\_\_\_\_  
\_\_\_\_\_

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

**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 and the City.

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.

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

Mechanical Rides:                                    YES                    NO

Portable Restroom:                                YES                    NO    How many? \_\_\_\_\_  
Some restrooms must meet ADA requirements.

Dumpsters:    YES                    NO  
How many and location? \_\_\_\_\_

Signs:    YES                    NO

Stage:    YES                    NO

Connections to AC Power:                        YES                    NO

If yes, identify the location of the electrical connections. \_\_\_\_\_  
A Permit from the State of Washington Department of Labor and Industries may be required.

If requesting temporary street closures, typically for parades, you shall be responsible for providing a traffic control plan from a licensed traffic control company and be responsible to have that company provide the approved barricades etc... for your event. Please list any temporary closures or possible impacts to roadways or alleys for your event.

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**SPECIAL EVENT PERMIT APPLICATION**

**ATTACHMENTS:**

A. Attach a site plan 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 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. Garbage locations including quantity, capacity and location of each. Include disposal method of wastewater and grease.

B. Security Plan.

Provide a security plan addressing the number of persons proposed. Plan must address how it will provide spectator or participant control and direction for special event. Security 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. 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 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.

E. Attach copies of brochures, posters, flyers, or mailings advertising this event.

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**SPECIAL EVENT PERMIT APPLICATION**

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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization/Title: \_\_\_\_\_