



Where the West Still Lives

Special Event Permit Application

Date Received _____

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

Special Event Information

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 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

Parade

Street Fair

Other _____

Tell us more details about your event.

Name of Applicant/Organization: _____

Person in Charge: _____ Address: _____

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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 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.

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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.)

**G. 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.

Signature of Applicant: _____ Date: _____
 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: _____

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 \$ _____		