APPLICATION FOR SPECIAL EVENT PERMIT

210 E 4th Street
La Center, WA 98629
360-263-2782
www.ci.lacenter.wa.us

La Center Municipal Code 5.35.010 and 12.25.050

This application must be completed, signed and forwarded to the City of La Center **at least thirty (30) days prior** to the first day of the event. Please type or print information clearly. Attach maps, layouts, and additional information. Permit fees must be submitted with this application. **Email to cityspace@ci.lacenter.wa.us or drop off in-person at City Hall.** The cost of a special event permit is $50, or $0 for non-profit (501 (c)(3) must be provided). Accepted payment forms include cash, check, or card (2.5% fee). Payments are non-refundable.

EVENT INFORMATION

DATE SUBMITTED: / /

EVENT NAME:

EVENT DESCRIPTION:

Event Dates		**Hours (Open until Closing Each Day)**		**Expected Daily Attendance (participants, staff, volunteers)**
Day 1	Date:	Start Time:	End Time:	
Day 2	Date:	Start Time:	End Time:	
Day 3	Date:	Start Time:	End Time:	
Day 4	Date:	Start Time:	End Time:	
Day 5	Date:	Start Time:	End Time:	
Event Setup Starts		**Event Take Down Complete**		**Total Attendance (add all rows)**
Start Date:	Start Time:	End Date:	End Time:	
Event Location:	Describe the location in park that your event will be located. Include street and park names. ATTACH REQUIRED MAP, SEE PAGE 3			

APPLICANT INFORMATION

SPONSORING ORGNIZATION NAME:	
Applicant Contact:	
Mailing Address:	
Physical Address if different than mailing address:	
Phone:	( )
Email:	@

EVENT DETAILS

Event/Equipment Set-up:	Describe any special requests you have of **CITY PERSONNEL**, i.e., sprinkler shut-off, power, water, etc., ○ If "no parking signs" are required, specify location of where signs are to be placed: _____ ○ If "after hours restrooms" are required, specify the timeframe or write "all hours of event": _____ ○ If power and water will be needed, specify the timeframe or write "all hours of event": _____		
Street Closures:	Does your event require any street closures? ☐ Yes ☐ No	What times are you requesting to close the streets? Please include street closure locations on your **SITE MAP**	Start Date _____ Start Time _____ End Date _____ End Time _____
Will your event include any of the following?	☐ Tents ☐ Amplified Sound ☐ BBQ ☐ Heaters ☐ Open Flame/Appliances for Cooking ☐ Food Truck ☐ Public Display of Fireworks ☐ Blocking/Obstructing roadways **DRIVING A VEHICLE TO UNLOAD, PARK, OR PACK-UP ON CITY PARK LAWNS IS NOT ALLOWED.** **INFLATABLE TOYS/BOUNCE HOUSES ARE NOT ALLOWED.** **Please acknowledge by initialing here: _____**		
Description of Equipment:	If you answered yes to any of the above, please include a description of how many and the sizes, i.e., 5 tents 10 x 10. ATTACH REQUIRED SITE MAP, SEE "SITE MAPS" PAGE 3. You may need to obtain a **Fire Permit** – contact https://clarkfr.org/ or https://clarkfr.idtplans.com/secure/ for review.		
Signage:	Will you be posting signs/a-boards for your event? ☐ YES ☐ NO -If yes, please indicate each sign location on your attached Site Map. A Temporary Sign Permission Sticker is required. **Refer to LCMC 8.60.040**		
Vendors:	Check if your event includes selling or distributing any of the following: ☐ Food Booth/Table ☐ Food Trucks ☐ Non-Alcoholic Beverages ☐ Alcoholic Beverages ☐ Merchandise ☐ Services How many vendors total? _____ Please attach a vendor list, including each vendor's UBI #.		
Please note: The Event Organizer is responsible for contacting the Clark County Health Department (564) 397-8428 if there will be food sold or distributed. If alcohol is being served, the organizer must obtain a license from the WSLCB and provide the City a liquor liability certificate.			
Clean Up:	If during clean-up, the trash cans at the City Park become overfilled, please bring additional trash bags and place them in the dumpster near the Holley Park Community Center. If a staple gun is used for decoration or signage, the signage **AND** staples must be removed. **Describe your event clean-up plan and who will be responsible:**		
Medical Provisions:	**Describe your medical provisions:**		

POLICE & TRAFFIC

Special Events may require the use of police officers for public safety and/or traffic control. This includes any barricades and signage for road closures or traffic control. This may result in additional costs to the organizer. The organizer will be notified if coordination with the Police Department is required. **The City of La Center DOES NOT PROVIDE SECURITY AT YOUR EVENT.** If security is required, it is at the expense of the organizer. Please refer to **LCMC 5.35.010 Security required**.

SITE MAPS

Map Required:	Maps are required for the overall event layout as well as any separately fenced areas such as beer/wine gardens or contained areas as part of a parade route. **Site map must show all that apply. Please use this checklist of items shown on your attached site map:** ○ Surrounding street names ○ Start/finish lines with directional arrows ○ Fencing/barricades ○ Street closure points ○ Canopies/tents/booths ○ Food trucks and/or cooking areas

	○ Generators ○ Signage, a-boards, balloon arches, banners

ADDITIONAL CONDITIONS OF APPROVAL

INSURANCE

The applicant shall submit proof of liability insurance naming the City of La Center as an additional insured by endorsement. Coverage shall remain in force throughout the event. The insurance shall be written on an occurrence by an insurance company with a minimum of $1,000,000 for liability. Liquor liability coverage with an additional $1,000,000 is required for events where alcohol is served. Applicant may choose an insurance carrier of their own, but the City has provided available options through GatherGuard:

La Center Community Center: Event Insurance | Intact Entertainment (gatherguard.com)
Sternwheeler Park: Event Insurance | Intact Entertainment (gatherguard.com)
Holley Park: Event Insurance | Intact Entertainment (gatherguard.com)

NEIGHBORHOOD NOTIFICATION

A neighborhood notification is required to any event that includes detours, street closures, or minimizes pedestrian access to businesses. The Event Organizer is responsible for notifying neighborhoods and businesses at least two weeks prior to the event.

APPLICATION MATERIALS CHECKLIST

Upon submitting the Special Event Application, the Event Organizer is also responsible for providing the City a copy of the following documents:

- Detailed Site Map (required).
- Detailed Route Map (required if applicable) – include start/finish lines, directional arrows, water & first aid station locations.
- Certificate of Insurance (required).
- Temporary Sign Stickers – required if signs/a-boards will be placed in the public right-of-way (along roads and sidewalks). Stickers can be obtained by visiting City Hall in person (required if applicable).
- List of Participating Vendors and UBI #'s (required if applicable).
- Verification of non-profit status (required if applicable).

SIGNATURE & LIABILITY WAIVER

The undersigned permit holder, as a condition of the issuance of the special event permit, hereby specifically and expressly agrees to defend, indemnify and hold harmless the City of La Center its officers, officials, employees, volunteers, and agents from and against any and all claims, suits, actions, or liabilities, penalties, or judgement, including reasonable attorneys' fees, for the injury or death of any person, or for loss or damage to any property, which arises out of or in connection with the activities or operations performed by the Permit Holder or on Permit Holder's behalf out of the issuance of this Permit, or arising out of or in connection with the use of City property or equipment, or from any activity, work or thing done, permitted, or suffered by the Permit Holder on or about the City property, except only such injury or damage as shall have been occasioned by the sole negligence of the City of La Center.

I understand that additional information and/or supplemental materials and fees may be required to complete the review and approval of my application.

I certify that the event for which this permit is to be used will not be in violation of any City of La Center ordinance. I understand that motor vehicles are not to be operated within the boundaries of any city park except on streets and parking areas provided for use of automobiles. I agree that if the event clean-up is not done after the event, the city may conduct the necessary clean-up and bill the sponsoring organization for such costs. I also agree to obtain insurance with limits and coverage as required by city administration. The city shall be named as additional insured with respect to all coverages.

I have read, understand, and agree to be legally bound by the City of La Center's policies, guidelines, and ordinances. Violation of any of the terms may be cause for immediate cancelation of the event and forfeiture of any paid fees. The City of La Center is not responsible for loss or theft.

Applicant Printed Name	**Date:**
Applicant Signature	**Title**

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge.

INTEROFFICE USE ONLY

Mayor, City of La Center		**Date:**
Police Department Approval		**Date:**
Public Works Approval		**Date:**