



## APPLICATION FOR SPECIAL EVENT PERMIT

210 E 4<sup>th</sup> Street  
 La Center, WA 98629  
 360-263-2782

[www.ci.lacenter.wa.us](http://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.

### 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:	
<b>Event Setup Starts</b>		<b>Event Take Down Complete</b>		<b>Total Attendance (add all rows)</b>
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

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

### EVENT FEES

- For Profit/Commercially Sponsored Event: **\$50**
- City Event: **\$0.00**
- Non-Profit 501(c)(3): **\$0.00** (Verification of Non-Profit Status Required)

### EVENT DETAILS

<b>Event/Equipment Set-up:</b>	Describe any special requests you have of <b>CITY PERSONNEL</b> , i.e., sprinkler shut-off, power, water, etc., <ul style="list-style-type: none"> <li>○ If “no parking signs” are required, specify location of where signs are to be placed: _____</li> <li>○ If “after hours restrooms” are required, specify the timeframe or write “all hours of event”: _____</li> <li>○ If power and water will be needed, specify the timeframe or write “all hours of event”: _____</li> </ul>		
<b>Street Closures:</b>	Does your event require any street closures?  <input type="checkbox"/> Yes <input type="checkbox"/> No	What times are you requesting to close the streets? Please include street closure locations on your <b>SITE MAP</b>	Start Date _____ Start Time _____  End Date _____ End Time _____
	Will your event include any of the following? <input type="checkbox"/> Tents <input type="checkbox"/> Amplified Sound <input type="checkbox"/> BBQ <input type="checkbox"/> Heaters <input type="checkbox"/> Open Flame/Appliances for Cooking <input type="checkbox"/> Food Truck <input type="checkbox"/> Public Display of Fireworks <input type="checkbox"/> Blocking/Obstructing roadways <b>DRIVING A VEHICLE TO UNLOAD, PARK, OR PACK-UP ON CITY PARK LAWNS IS NOT ALLOWED.</b> <b>INFLATABLE TOYS/BOUNCE HOUSES ARE NOT ALLOWED.</b> Please acknowledge by initialing here: _____		
<b>Description of Equipment:</b>	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 <b>Fire Permit</b> – contact <a href="https://clarkfr.org/">https://clarkfr.org/</a> or <a href="https://clarkfr.idtplans.com/secure/">https://clarkfr.idtplans.com/secure/</a> for review.		
<b>Signage:</b>	Will you be posting signs/a-boards for your event? <input type="checkbox"/> Yes <input type="checkbox"/> No -If yes, please indicate each sign location on your attached Site Map. A Temporary Sign Permission Sticker is required. <b>Refer to LCMC 8.60.040</b>		
<b>Vendors:</b>	Check if your event includes selling or distributing any of the following: <input type="checkbox"/> Food Booth/Table <input type="checkbox"/> Food Trucks <input type="checkbox"/> Non-Alcoholic Beverages <input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Merchandise <input type="checkbox"/> Services How many vendors total? _____ Please attach a vendor list, including each vendor’s UBI #.		
<b>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.</b>			
<b>Clean Up:</b>	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 <b>AND</b> staples must be removed.  <b>Describe your event clean-up plan and who will be responsible:</b>		
<b>Medical Provisions:</b>	<b>Describe your medical provisions:</b>		

### POLICE & TRAFFIC

Special Events may require the use of police officers for public safety and/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
- Directional arrows/route
- Start/finish lines
- Fencing/barricades
- Street closure points
- Canopies/tents
- Booths
- Cooking areas
- Food trucks
- Generators
- Signage, a-boards, balloon arches, banners

### 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 one-million dollars for liability. Liquor liability coverage with an additional \$1,000,000 is required for events where alcohol is served.

### 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 hereby specifically and expressly agrees to defend, indemnify and hold harmless the City of La Center and all of their officers, employees, and agents from and against any claim, damage, liability, judgment, cost, penalties, attorney fees, etc., of whatsoever kind, on account of death or injury of any or all person (including, but not limited to the City of La Center and all of its officers, directors, employees and agents) and/or on account of all property damage of any kind whether tangible, intangible or loss of use resulting there from, to any matter connected with the City of La Center, by an act, omission or negligence of the City of La Center, or any of its officers, directors, employees or agents except to the extent prohibited by law.*

*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:**