



CITY OF PORT ANGELES

SPECIAL EVENTS APPLICATION FORM

Thank you for your interest in holding a special event within the City of Port Angeles. The Special Events Application Form ensures that the proposed activity meets legal requirements, allows the City to adequately schedule public services needed, and alerts the appropriate departments. All applications are routed for review as part of a team review process. This process includes representatives from the following City departments, as needed:

- Parks & Recreation
- Port Angeles Fire
- Port Angeles Police
- Public Works & Utilities
- Community & Economic
- Finance
- Legal
- Human Resources

Applying does not provide guarantee that your event will be approved. Depending on the proposed use, separate permitting may be required. You may expect to be contacted by the City of Port Angeles after the initial application review within 10 business days of submission.

What is a Special Event and when is a Special Events Application required?

The City of Port Angeles defines a “Special Event” as any temporary activity that occurs on public property and affects the ordinary use of public streets, rights-of-way, sidewalks, and/or traffic.

The Special Events Application is required by the City of Port Angeles if either of the following apply:

1. The proposed event requires City permitting (e.g. road closure, use of right-of-way)
2. The desired location for the proposed event is not a City park or facility (e.g. Olympic Discovery Trail)

A Special Events Application is not necessary when an event does not require City permitting and is located in one of the following Parks or Facilities:

- Campfire Clubhouse at Jessie Webster Park
- City Hall Council Chambers
- City Pier
- Clubhouse & Loomis at Lincoln Park
- Esplanade
- Gateway
- Pebble Beach Park
- Vern Burton Community Center

To make a reservation for the above locations, please visit <https://www.cityofpa.us/685/Facility-Banner-Rentals> and download the appropriate reservation form.

What types of events are considered Special Events?

- Parades
- Car Shows
- Community Awareness Events
- Runs/Walks
- Vendor Fairs
- Street Dances
- Festivals
- Concerts
- Other similar events
- Block Parties
- Outdoor Movies

What is the timeline for applying?

Please submit your application **as early as possible**. This will ensure enough time for Staff to review applications, provide feedback and work with you through any issues that may arise. While it is possible that additional time may be required for permitting, we recommend that applications be submitted a minimum of 120 days of planned event.



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What is the Special Events Application process?

- Step 1:** Please prepare the following information to submit with your application: *Schedule of Events* and *Event Site Map*. If you are a returning applicant and are familiar with your event's permitting requirements, you may also include any applicable permit applications. Permit applications can be downloaded from www.cityofpa.us.
- Step 2:** Complete the application in its entirety. Your application will not be accepted for review until it has been completed and submitted with the required attachments.
- Step 3:** The City will review your application and look for ways to ensure your event's safety. At this time, we will determine any applicable permitting requirements that apply. This process may take up to 28 calendar days.
- Step 4:** You will be contacted once the initial review is complete. If a department has questions or concerns regarding your application, you may be asked to provide additional information. If applicable, you will be provided a list of permits required for your event.
- Step 5:** Please submit additionally requested information to their respective departments (including permit applications) to finalize your Special Events Application a minimum of 93 calendar days prior to your event date.
- Step 6:** Congratulations! You have completed the application process and the appropriate permits have been issued for your event.

I have a question about the Special Events Application. Who can I contact for assistance?

Please contact the Parks & Recreation Facility Coordinator at (360) 417-4553 or FacilityRentals@cityofpa.us.

COVID-19 Information:

Event organizers are required to follow the guidelines provided by the Washington State Department of Health and the Clallam County Department of Health and Human Services. For the latest information, please visit the Washington State Department of Health (<https://www.doh.wa.gov/Emergencies/COVID19>) and Clallam County Health & Human Services (<http://www.clallam.net/Coronavirus/>) websites.



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Organization Information		
Name of Organization (if applicable):		
Do you have an active City Business License?	What is your UBI number? (If applicable)	Is this a 501(c)(3) Non-Profit? (Please attach proof)
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Point of Contact Name:		
Mailing Address:		
City:	State:	Zip:
Phone:		Alternative Phone:
Email Address:		

Hold Harmless Agreement

In consideration of the previously described use and premises of the City of Port Angeles, the undersigned applicant on behalf of himself, his principal, and his agents, 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 use of Premises or from any activity, work, or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned hereby agrees to be responsible for any and all taxes or charges due to any sales of goods or services that may occur on the premises during the times listed above. Music Copyright Notice applicable with event includes a public performance or use of copyright material including music, plays, or other protected material. Undersigned will defend, indemnify, and hold harmless the City from and against any claims for copyright infringement or violation. The undersigned warrants that all material processes, or other protected rights to be used in the performance are either original work of the undersigned or have been duly licensed or authorized by the appropriate parties for such use. All persons using City facilities must adhere to all Washington State Department of Labor & Industries safety standards when using machinery and equipment such as ladders or scissor lifts. The undersigned applicant hereby certifies to be at least 18 years old and authorized to sign on behalf of the organization.

Applicant's Name	Today's Date
Applicant Signature	



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Site Map

A site map is **required** to be submitted and should include the following (if applicable). If the event is a run/walk, please list start and stop locations and water/rest stations.

- Vendors
- Signage
- Tents
- Public Entrances and Exits
- Road Closures and Detours
- Traffic Patterns
- Fire Lanes
- Sanitation
- Barricades
- First Aid
- Parking
- Restrooms

Event Signage and Vending

Please answer the following questions pertaining to your event. If you answer “Yes” to any of the below questions, separate permitting may be required. You will be contacted by the City of Port Angeles following the initial review.

Yes No Are you planning to put up temporary signs?

If yes, please describe the temporary signage you would like to install:

Yes No Will your event have vendors?

If yes, how many anticipated exhibitors/vendors will be at your event: _____

Tent and Membrane Structures

Please answer the following questions pertaining to your event. If you answer “Yes” to any of the below questions, separate permitting may be required. You will be contacted by the City of Port Angeles following the initial review.

Please note: Parks Maintenance must be notified before any stakes are driven into the ground or pavement for location of underground utilities.

Yes No Does your event include a tent or membrane structure?

If yes, please describe the size of your tent: _____

If a tent is over 400 sq. ft. (with walls) or 700 sq. ft. (without walls) a tent permit is required. You will be requested to submit a permit to the Port Angeles Fire Department.



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Public Health and Safety

Please answer the following questions pertaining to your event. If you answer “Yes” to any of the below questions, separate permitting may be required. You will be contacted by the City of Port Angeles following the initial review.

- Yes No Will food be served at the event?
- Yes No Will alcohol be sold/consumed/served at the event?

Alcohol Use Permit: *If alcohol will be sold/consumed/served at the event, you will be required to obtain the proper liquor license from the Washington State Liquor and Cannabis Board. For more information, please visit: <https://lcb.wa.gov/>. Additionally, you will be required to submit an Alcohol Use Permit Application to the City of Port Angeles Parks & Recreation Department. Completing the Alcohol Use Permit Application does not guarantee approval of the permit.*

What is your garbage, recycling and sanitation plan? Please attach additional pages if necessary.

- Yes No Will you be requesting police officers for traffic and crowd control?

Please indicate how public safety, traffic, and crowd control will be provided and how many police officers you anticipate will be needed for (a) traffic control and (b) crowd control:

The Chief of Police, Fire Chief, and/or Public Works Director may require any reasonable and necessary traffic control, including requiring non-city staff to serve as certified flagger(s), use of downtown parking lots, police protection and/or emergency medical services to be provided at the special event at the organizer’s expense.

In-Person Meeting Request

- Yes No For events requiring elaborate interdepartmental coordination, would you like to request a meeting with involved City Departments? Approval for such will be determined by City Staff upon initial review. Meetings not involving City Departments must be scheduled separately and will incur associated fees.

If yes, what is your desired day & time (M-F, 8-5): _____

Alternative availability (i.e. Mornings, Tuesday/Thursday’s): _____



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Special Event Information

Port Angeles Municipal Code Chapter 12.04.100 “Prohibited Activities” states that:

Activities not permitted in parks and City owned facilities/properties shall include, but not be limited to, the following:

- A. Possessing and/or consuming intoxicating drugs or narcotics
- B. Possessing and/or consuming alcohol without an Alcohol Use Permit
- C. Interfering with any individual or group engaged in lawful use of park facilities
- D. Walking, riding, or exercising horses
- E. Exposing or offering for sale any article or thing or stationing or placing in a stand, cart, or vehicle any article or object for transportation, sale, or display without a permit. This provision does not apply to regularly licensed concessionaires acting by and under the direction of the Parks & Recreation Department. The Director may also give permission for such activities on a temporary basis providing there is no conflict with the regularly constituted concessionaire.
- F. Distributing, leaving, throwing, tacking, or pasting any signs, handbills, posters, advertisements, or inscriptions for advertising any goods, materials, meetings, people, or for other similar purposes.
- G. Soliciting, interfering with, or accosting other people for selling, begging, immoral acts, or other similar purposes is not permitted in any park or attendant facility.
- H. Willfully marking, marring, defacing, disfiguring, injuring, tampering with, or displacing, removing, burning, cutting, carving, digging up, or damaging any park property and attendant facilities or any plants, trees, or shrubs, or attaching any rope, wire, or other contrivance to a tree, plant, shrub, or structure.
- I. Abandoning or leaving property unattended. Unattended property that interferes with public safety, orderly management of the park or facility/property, or presents a threat to City property may be impounded by designated City employees.

Obstruction of Streets: The Public Works Director, Chief of Police, and/or the Fire Chief can permit an event to close a street or an alley on a temporary basis as part of the event. A Right of Way application must be filed with Public Works in order to temporarily close a street or alley. You will be requested to submit a permit application, if applicable to your event.

Obstruction of Right-of-Way: Obstruction of right-of-way may be permitted if a permit is obtained from Public Works, provided that the Director of Public Works and the Chief of Police shall determine what traffic barricades, if any, are necessary. The City will provide such barricades and shall be reimbursed by the applicant. You will be requested to submit a permit application, if applicable to your event.

Driving Off Roadways: No person will be allowed to drive a vehicle onto any grass, turf, or sidewalk area in any park or open space while loading or unloading supplies or materials for a special event.

Load Limits: Please obey all load limit signs that are posted through City Pier and other facilities.



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Special Event Insurance Requirements

A final confirmation of your request will not be given until all forms are completed and accepted. The event may be canceled if a satisfactory insurance certificate and amendatory endorsement(s) are not provided as required. All special events held on City property or in a City facility shall be required to have Commercial General Liability Insurance naming the City, its officials, employees, and agents as additional insured with coverage at least as broad as ISO additional insured endorsement from CG 20 16, from and against claims, demands, causes or action, expenses, costs or liability for injury to or death of persons, or damage to or loss of property arising out of or in any manner connected with the Applicant's/Organization's operation or event in the amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence and TWO MILLION DOLLARS (\$2,000,000) general aggregate. (City may require an event to purchase a higher limit or different types of insurance, depending on the risk factor of the event.)

1. A copy of the endorsement that names the city as an additional insured must be attached to the Certificate of Insurance and must be attached to the application before an event is approved.
2. The Applicant shall provide the City and all additional insureds for this event with written notice of any policy cancellation within two business days of their receipt of such notice. Applicant's insurance policies shall be primary and not contributing to any other insurance or self-insurance maintained by the City.
3. The Applicant shall deliver to the Recreation office certificates of insurance and original endorsements for both the commercial general liability insurance for approval as to sufficiency and form AT LEAST 65 CALENDAR DAYS BEFORE THE EVENT.
4. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by the insurer to bind coverage of its behalf.
5. All modification or waiver of the insurance requirements herein shall be made with the written approval of the Parks & Recreation Director and Human Resources Manager, or their respective designees.

Supporting Documentation

Please attach the following supporting documents to your application previously determined in this application:

- Schedule of Events (including what City is to be responsible for and when)
- Event Site Map (more details page 5)
- Proof of Non-Profit Status (in the form of a 501(c)(3) if applicable)

Signature Agreement	
Applicant's Name	Organization/Event Name
<i>I have read and understand the requirements of this application</i>	
Signature	

This document and all attached information are considered a public record.