



**CITY OF SEDRO-WOOLLEY
SPECIAL EVENTS APPLICATION**

Date of Application: _____

APPLICANT/CONTACT NAME: _____
Phone _____ E-Mail _____

SPONSORING ORGANIZATION:

Name _____
Mailing Address _____
City _____ State _____ ZIP Code _____
Phone _____

PROPERTY OWNER:

Name _____
Mailing Address _____
City _____ State _____ ZIP Code _____
Phone _____

Have you been granted permission by the property owner? Yes _____ No _____

Date(s) of Event: _____
Hours of Event: _____

Parade/event contact person #1: _____
Contact phone numbers: Work: _____ Cell: _____

Parade/event contact person #2: _____
Contact phone numbers: Work: _____ Cell: _____

Note: We must have cell phone contact information for the day of the parade or event.

PURPOSE OF EVENT:

LOCATION OF EVENT:

Will you be using a banner? Yes _____ No _____

If yes, please refer to the attached diagram for required specifications.

Community Impact

PLANNING MEETING:

- Meet with Police & Fire Departments Initials _____
- Meet with Street & Parks Departments Initials _____

CITY STREETS

- Blocked (Barriers, or blockage of more than one hour)
- Blocked (Less than one hour)

Explanation: _____

- Parade (Route, etc.) *Please provide a map of the planned route*
- Other (*please explain*) _____

PUBLIC FACILITIES

- Park
- Buildings
- Solid Waste (identify number and location of cans/dumpsters separately)
- Other _____

CITY PERSONNEL IMPACT

- Police Dept-Estimated Hours _____
- Street Dept-Estimated Hours _____
- Fire Department
- Other (*please explain*) _____

OTHER

- Local Merchants
- City Equipment

Note: *The following may be required:*

- Evidence of Insurance
- Hold Harmless Agreement
- Traffic Plan & Parking Plan
- Porta-potties & Trash cans/dumpsters

This application will be reviewed by the City of Sedro-Woolley. Prior to approval or denial, a meeting with the applicant may be held to discuss concerns of any of the parties. Additional information which may help the Committee make a decision should be attached to this completed form.

Requests for a Special Event must be requested at least 45 days in advance.
Decisions of the Special Events Committee may be appealed to the City Council.

Applicant Signature

Date

OFFICE USE ONLY

Mayor

Public Works Director

City Supervisor

Fire Chief

Police Chief

Solid Waste

Approved With Conditions: _____

Denied: _____



**CITY OF SEDRO-WOOLLEY
HOLD HARMLESS AGREEMENT
STREET EVENT**

THE UNDERSIGNED, _____, of _____,

Washington, hereby agrees to indemnify and hold the City of Sedro-Woolley, it's employees, elected officials, insurers and volunteers harmless 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 from any activity, work or thing done, permitted, or suffered by User in or about the Rights of Way, except only such injury or damage as shall have been occasioned by the sole negligence of the City, whatsoever, arising from _____

_____ on the Rights of Way of the City of Sedro-Woolley, and to defend the City against any claim and/or pay any judgment related in any manner to the approval and/or conduct of such event.

The undersigned further agrees to conduct said event in a safe manner, so that it is not a hazard to pedestrian or vehicular traffic, and to conform to all zoning, traffic and safety ordinances of the City of Sedro-Woolley.

The undersigned further agrees to remove debris and/or barricades on or before _____, or immediately in the event it should be deemed by the City (Police Chief, Fire Chief, Public Works Director) to be hazardous to the health, safety and welfare of the City.

Insurance Requirements:

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with use of the Premises.

User shall provide a certificate of insurance evidencing:

General Liability insurance covering premises, products-completed operations and contractual liability. The City shall be named as an additional insured on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute with it.

The User shall provide a certificate of insurance evidencing the required insurance before using the premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A;VIL

Additional Alcohol Insurance Requirement:

If Alcohol is available for consumption on premises, whether sold or not, User shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The City is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the City.

Dated this _____ day of _____, 20_____

Signature

Print Name

For: _____