



# Application for Special Event Permit

City of Pullman, Pullman WA 99163

(Permitted activities are restricted to the hours of 7:30 a.m.—11:00 p.m.)

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_ Set-up Begins: \_\_\_\_\_

Name of applicant/organization: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Planner Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Phone #3: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Phone #3: \_\_\_\_\_

Type of Event:

☐ Special Commercial Event

☐ Special Expressive Event

☐ Private Party

☐ Special Civic Event

☐ Special Impact Event

⇒ **Event Planner:** It is the event planner's responsibility to inform the public about the event

⇒ **Event Planner:** Attach a letter describing your event

⇒ **Event Planner:** Attach any flyers or ads pertaining to the event

⇒ **Event Planner:** Attach a diagram of the set-up of tables, chairs, tents, food vendors, stages, sound system locations, etc.

⇒ **Event Planner:** Possession or discharge of firearms, fireworks, or any type of explosive device must comply with Pullman City Code: 3:16.015

Type of Activities:

☐ Bicycling

☐ Concert/Live Music

☐ Dance/Drama

☐ Exhibits/Displays

☐ Large Group (30+ people)

☐ Race/Run/Walk Event

☐ Rally/Protest

☐ Sporting Event

☐ Theatrical Performance

☐ Wedding/Wedding Reception

☐ Other \_\_\_\_\_

Facility Requested:

☐ City Trail System

☐ Fields

☐ High Street Mall

☐ Parkway

☐ Picnic Shelter

☐ Pine Street Plaza

☐ Softball Diamond

☐ Wedding Site

☐ Other \_\_\_\_\_

\* Facility Address/Name: \_\_\_\_\_

Numbers of Participants:

Number of people expected: \_\_\_\_\_

Ages expected: \_\_\_\_\_

Event Staffing:

Applicants Paid Staff: \_\_\_\_\_

Volunteers: \_\_\_\_\_

Amplified Sound System:

☐ Yes ☐ No

Describe use of sound system: \_\_\_\_\_

Sound system provider name: \_\_\_\_\_,

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

⇒ **Event Planner:** If amplified music/sound is planned level comply with Pullman City Code 8.80. Contact Pullman Police Department to apply for a noise variance if desired.

<b>Seating and/or Tables:</b>	Number of chairs _____	Number of tables _____
⇒ <b>Event Planner:</b> Arrange for use/rental, delivery, setup and dismantling of chair and table if required. (The city does not have any chairs or tables for events)		
<b>Food and/or beverages:</b>	<input type="checkbox"/> Free <input type="checkbox"/> Sold   What kind? _____	
⇒ <b>Event Planner:</b> Contact Whitman County Health Department, about state and local laws.		
<b>Portable toilets:</b> (required if City of Pullman indoor facilities are unavailable or inadequate for expected attendance).		
Supplier _____	Number of portable toilets: _____	
⇒ <b>Event Planner:</b> Arrange for rental, delivery and pick-up of portable toilets if required.		
⇒ <b>Event Planner:</b> Arrange with Pullman Parks & Recreation on placement of toilets.		
<b>Ballfield lights request:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Turn lights on: _____ <input type="checkbox"/> am <input type="checkbox"/> pm Turn lights off: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Mowing requested:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>* For tournaments only</b>
⇒ <b>Event Planner:</b> Arrange with Pullman Parks & Recreation for mowing schedule.		
<b>Tents to be erected:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	When will you set up? _____ <input type="checkbox"/> am <input type="checkbox"/> pm What size? _____ Dismantle? _____ <input type="checkbox"/> am <input type="checkbox"/> pm
⇒ <b>Event Planner:</b> Arrange for tent rental, delivery, setup and dismantling. (The city does not have any tents for events)		
⇒ <b>Event Planner:</b> Contact City of Pullman, Fire Marshal with plans of placement.		
⇒ <b>Event Planner:</b> Arrange with Pullman Parks & Recreation for tent placement.		
<b>Cooking:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is cooking to take place in a tent? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type _____		
⇒ <b>Event Planner:</b> Contact Whitman County Health Department, about state and local laws.		
⇒ <b>Event Planner:</b> Arrange for proper collection and disposal of non-garbage wastes (such as cooking grease, drippings, hazardous materials and liquids)		
<b>How do you plan to handle inclement weather?</b> <input type="checkbox"/> cancel the event <input type="checkbox"/> move to another location*		
⇒ <b>Event Planner:</b> Attach a letter describing how you/your organization are planning for inclement weather. (if cancelled, notify the City of Pullman)		
<b>Commercial /Civic Events Only— Admission Charge</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much: _____ * Must comply with City of Pullman Admissions Tax, if applicable
⇒ <b>Event Planner:</b> Arrange for payment of admission tax		



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### \*Inflatable (bouncers)/Moonbounce/Moonwalk Equipment:

⇒ **Event Planner:** How do you plan to monitor the use of the equipment? Attach a copy of your monitoring plan. (Equipment must be monitored at all times)

⇒ **Event Planner:** If you plan to rent this type of equipment, please ask the rental company if they have current, acceptable insurance in the amount of \$2,000,000 on file with the City of Pullman, Parks and Recreation Department. If they do NOT, their equipment cannot be placed in our facilities. The rental company can call and ask us for information on insurance requirements and information for their insurance agent.

**Please Note:** Alcoholic beverages cannot be sold, distributed, or consumed in any sidewalks, street, public places, including city parks per state and local laws. Alcohol is strictly forbidden in City Parks, unless proper permits (Washington State Liquor Control Board Banquet Permit) have been obtained and approved by the City of Pullman Mayor. A copy of the permit must be attached to this application, along with the approval from the Mayor.

⇒ **Event Planner:** Obtain a banquet permit from the Washington State Liquor Board

⇒ **Event Planner:** Present application to the Mayors office at 325 SE Paradise for approval.

### Insurance Requirements: If you are required to have liability insurance:

Do you or your group have liability insurance that would cover such an event? ☐ Yes ☐ No

Liability insurance required for this event: ☐ Yes ☐ No (to be marked by staff)

⇒ **Event Planner:** If required by the Parks and Recreation, **Applicant agrees** to supply the City Finance Director with proof of Commercial General Liability Insurance in the amount of \$1,000,000 combined single limits per occurrence, prior to obtaining a Special Event Permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance. Applicant agrees to reimburse Parks and Recreation for any damage repair to City property resulting from the Applicant's use under the terms of the Special Event Permit.

### Clean-up of City Property

**The Applicant is responsible** for clean-up of all permitted premises utilized under the terms of this Special Event Permit. Clean-up includes wiping surfaces, cleaning spills and bagging and removing garbage resulting from the Applicant's use of park properties as needed and complying with any other directions given by the staff of Parks & Recreation.

### Emergency Access

**Applicant agrees** to maintain access across park property for emergency vehicles throughout period of use of premises under the Special Events Permit.

### Pedestrian Access

Applicant agrees to maintain access to normal pedestrian traffic throughout the period of use under the Special Event Permit.

### Park and Recreation Services

Applicant agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event. All required and estimated charges are listed on page 4. Payment will be made prior to issuance of the Special Events Permit. If cancellation of the Special Event Permit is necessary and notice to the City is given within three business days, any fees paid by the Applicant for City support services will be refunded.

### Hold Harmless

To the maximum extent permitted by law, **Applicant agrees** to defend, indemnify and save harmless the City, its appointed and elected officers, employees, agents and representatives, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of this Special Events Permit, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed and elected officers, employees, agents or representatives. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its elected and appointed officers, employees, agents or representatives and the Applicant, its officers, or employees, agents or representatives, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, employees, agents or representatives.

### Waiver of WIIA

**Applicant** specifically and expressly **waives** any immunity granted under the Washington Industrial Insurance Act, Title 51, RCW, or similar laws or other jurisdictions and by signature below acknowledges that this waiver was mutually negotiated and agreed.

### Non-Discrimination Requirement

The **Applicant agrees** that, during the use of this Parks and Recreation facility, (Name of \_\_\_\_\_ Organization/Applicant) will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or handicap.

### Certification

The **Applicant certifies** that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe the City's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility.

Applicant \_\_\_\_\_  
Signature

Date \_\_\_\_\_

City of Pullman \_\_\_\_\_  
Signature

Date \_\_\_\_\_



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### ***Applicant Statement***

As planner of the Special Event described in this application, I understand that I and/or the sponsoring organization are responsible for:

- Securing additional permits and certificates as indicated in the agreement
- Coordinating with agencies other than the City of Pullman as indicated in this agreement
- Notifying the City of Pullman about any changes, additions, deletions, and/or modifications to the event as described no later than three weeks before a large or roving event and one week before a small event
- Providing handicapped access to activities that are open to the public
- Having an event planner on site at the beginning of set-up through the duration of the event, if applicable
- Informing vendors about regulations and requirements in the City of Pullman Special Event Permit, rules and regulations by other agencies and jurisdiction over activities at the event, and requirements and restrictions for this event prior to arriving at the event venue, if applicable
- Settling disputes about locations or other event related matters between vendors, if applicable
- Ensuring access of emergency and service vehicles to event venues and activities
- Coordinating permission with private property owners if a privately-owned location will be used for event activities
- Notifying affected parties in advance about street and/or parking lot closings due to this event;
- Informing the public about the event, if it is a public event
- Comply with all laws of the City of Pullman

I also understand that new events and/or unprecedented activities may require advance approval from City of Pullman City Council through request of the Parks & Recreation Department.

I also understand that the City services requested less than three weeks prior to large or roving events or one week prior to small events may be impossible to meet and, if met, can result in forfeiture of event deposit due to unanticipated operational expenses by the City of Pullman.

I also understand that allowing non-permitted and/or unscheduled activities to occur during the above described special event will result in forfeiture of event deposit and may jeopardize receipt of Special Event Permit from the City of Pullman to the Event Planner and/or sponsoring organization for future special events.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

⇒ **Event Planner:** *Special Event Permit is pending review of this application by appropriate City of Pullman Departments. Departments may make additional requirements or have additional questions based on the description of the event provided in this application. When approved by all appropriate City of Pullman Departments, the applicant will be issued a Special Event Permit for the day, times, and location indicated.*