



THE CITY OF RIDGEFIELD

230 Pioneer Street | P.O. Box 608 | Ridgefield, WA 98642

Special Event Permit Application

Applications must be submitted at least 60 days prior to event.

If you have any questions concerning your application, please contact City Hall, (360) 887-3557.

Event Details

Title of Event: _____

Date of Event: _____

Location of Event: _____

Hours of Event: _____

Please include set-up and clean-up time.

Type of Event: _____

Applicant Details

Name of Applicant: _____

Primary Contact Phone Number: _____

Primary Contact Name: _____

If different than applicant.

Email Address: _____

Sponsoring Agency: _____

If different than applicant.

Agency Address: _____

Emergency Contact Name: _____

(If different than applicant. Must be available DURING event.)

Emergency Contact Phone: _____



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Event Information

Will a fee or donation be collected? Yes No

Detailed Description of Event (Please include number of people, number of vehicles, etc.):

Please describe any special equipment you will be installing (i.e. bouncy house, dunk tank, etc.):

Does the event involve political or religious activity intended primarily for the communication or expression of ideas? Yes No

Does the event involve the sale or use of alcoholic beverages? Yes No

If yes, attach a copy of your Washington State Liquor Control Board application. Attached.

Alcohol MAY be allowed in the parks if you are a non-profit organization and have acquired appropriate permits. Alcohol is NOT ALLOWED during private events.

Does the event involve food service? Yes No

If yes, attach a copy of your Clark Public Health Department temporary food establishment application. Attached

Does the event involve the use of amplified sound outdoors? (i.e. microphone, speakers)

Yes No

Will there be open burning of any type? Yes No



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Please describe safety and security measures for any event risks:

Event Venue

Abrams Park

Overlook Park

Other: _____

Deposit required to hold date.

A Park Use Permit is required to reserve an area of Abrams or Overlook Parks.

Event Signage

Will the event have signs?

Yes

No

If so, please describe the size and location of all signs, as well as when the signs will be posted and removed.

City maintenance crews will remove any signs that interfere with operation and maintenance activities, create a hazard, or violate city code.

Signs are a hazard if they:

- Create a traffic obstruction.
- Are located in median islands or roundabouts.
- Are located in a ditch.
- Block vehicle sight distance.
- Impede pedestrian or bicycle travel.
- Are attached to City sign posts, railings, fences, or utility poles.
- Are attached to trees, stacked in planter grates, etc.



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Street Closures

Does your event require street closure?

Yes

No

Prior to requesting street closure, the City of Ridgefield strongly suggests speaking with your neighbors who may be affected by the closure and considering their opinion.

Identify streets to be closed: (WSDOT approval is also required for closure of Pioneer Street.)

Dates/Times streets will be closed:

Describe the detour route:

Map Requirements

Maps are required for the overall event layout including street closures, detour routes, areas for serving alcohol, barricades, start/finish lines, assembly lines, assembly areas, cooking areas, location for erecting any structures and concert/performing art location.

I have attached all required maps.



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Event Clean-Up Plan

Please describe event clean-up plans and timeline:

If the event site is not left in pre-event condition, a clean-up fee will be assessed, utilizing any damage deposit funds collected prior to the event.

Insurance

The City of Ridgefield does not maintain insurance that will respond to claims against the applicant arising out of use of the public facilities by the applicant, its members or those attending the event. The City of Ridgefield may require a CERTIFICATE OF INSURANCE prior to issuance of a permit as follows:

1. \$1 million commercial general liability insurance per occurrence combine single limits, \$2 million dollars aggregate unless waived by the City.
2. The City named as an additional insured on the policy.
3. Written for a period not less than 24 hours prior to the event and extending for a period not less than 24 hours following completion of the event.
4. Shall contain a provision prohibiting cancellation of the policy, except upon 30 days written notice to the City.

Proof of Insurance is Attached:

Yes

No

If NO, please provide an explanation:

After reviewing this application, the City will determine whether you must obtain insurance.



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Release, Hold Harmless, and Agreement Not to Sue

I fully understand that participation in the event may expose participants to the risk of personal injury, death or property damage. I hereby acknowledge that I or the organization I am representing agrees to assume any such risks and that I am authorized to sign on their behalf.

I hereby release, discharge, and agree not to sue the City of Ridgefield, Washington, for any injury, death, or damage to or loss of personal property arising out of, or in connection with the event from whatever cause, including active or passive negligence of the City of Ridgefield, Washington, or any other participants in the event.

In consideration for being permitted to organize/host/sponsor the event, I hereby agree, for participants, myself heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Ridgefield, Washington from any and all claims, demands, actions, or suits arising out of or in connection with allowing the event.

I have carefully read this "Release, Hold Harmless and Agreement Not to Sue" and fully understand its contents. I am aware that it is a full release of all liability and sign it of my own free will.

Print Name and Title of Applicant

Signature

Date

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