



230 Pioneer Street / P.O. 608
Ridgefield, WA 98642
Tel: (360) 887-3557
www.ci.ridgefield.wa.us

Special Event Permit Application

Name/Title of Event: _____

Date of Event: _____

Location of Event: _____

Hours of Event: _____

Type of Event: Run/Walk/Race Parade
 Community Celebration Other _____

Name of Applicant: _____

Phone Number: _____

Email Address: _____

Sponsoring Agency: _____

(if different than applicant)

Agency Address: _____

If you have any questions concerning your application, please contact the Police Dept: 360-887-3556 or City Hall 360-887-3557.

Emergency Contact: _____

*(If different from above - must be available **DURING** event as well as before)*

Emergency Contact Phone: _____

A copy of the approved application must be kept on site at all times during event.

Event Information

Will a fee or donation be collected? Yes No Event brochure/flyer attached

Description of Event: _____

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.

Does this 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

Event Venue

Abrams Park Overlook Park Other: _____

Note: \$50 refundable deposit required for Abrams and Overlook Park

(Downtown, school, street, etc.)

Describe any floats, marching units, vehicles, bands and/or sound amplification equipment to be used:

Please attach copies of brochures, flyers, posters or mailings advertising this event. Attached.

Event Signage

Will the event have signs?

Yes No

If yes, please attach an image or drawing of the signs (including dimensions), along with a map indicating where the signs will be placed. There is a \$50 temporary sign fee.

Dates signs will be posted and removed (maximum of 60 days per calendar year):

City maintenance crews will remove any signs that interfere with operation and maintenance activities such as mowing, etc. The Code Enforcement Officer will remove unpermitted or hazardous signs.

The City assumes no responsibility for damage or loss of signs in the right-of-way.

Signs placed in the right-of-way must not:

1. Create a traffic hazard or obstruction
2. Be located in median islands or roundabouts
3. Be located in a ditch
4. Block vehicle sight distance
5. Impede pedestrian or bicycle travel

- 6. Be attached to City sign posts, railings, fences, or utility poles
- 7. Be attached to trees, stacked in planter grates, etc.

Street Closures

Does your event require street closure?

Yes No

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 areas, cooking areas, location for erecting any structures and concert/performing art location.

Fire

Will there be open burning of any type?

Yes No

Explain:

Security

Do you believe that security will be required for your event?

Yes No

Explain:

Event Clean-up Plan

Please describe event clean-up plans:

If the event site is not left in pre-event condition, a clean-up fee of \$50 per hour 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 the use of public facilities by the applicant, its members, or those attending the event. The City or Ridgefield may require a CERTIFICATE OF INSURANCE prior to issuance of a permit as follows:

- 1.) \$1 million commercial general liability insurance per occurrence combined 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 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 not, please provide an explanation.

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

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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Plot Plan

For street closures, please show the location and distance of all buildings in relation to street/alley right-of-ways. Clearly indicate area of requested use. For parades or races, please use the plot plan to show streets requested for route. Please show placement of tents, portable restrooms, etc.

○ Indicate North in Circle

Scale 1/2" = _____ Ft

I/We certify the proposed use will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval.

Property Owner(s) of Site and Structure

Signature of Owner

Date