

Permit #

SPECIAL EVENT PERMIT INFORMATION AND CHECKLIST

For any questions about the application email the Community Services Officer: specialevents@cityofpt.us
 1925 Blaine St. Suite 200 • Port Townsend, WA 98368 • 360-385-2322

What is a Special Event?

1. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk or other public way which does not comply with normal and usual traffic regulations or controls; or
2. Any other organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which involves the use of public facilities and the possible or necessary provision of city services ancillary thereto.

“Special Events” include any activity which is to be conducted on public property or on a public right-of-way; any event held on private property which would have a direct significant impact on traffic congestion; or traffic flow to and from the event over public streets or right-of-ways; or which would significantly impact the need for Member-provided emergency services; such as police, fire or medical aid. It is presumed that any event on private property which involves an open invitation to the public to attend or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on the public streets, right-of-way or emergency services. Special events might include but are not limited to run runs/walks, athletic competitions, auctions, bike-a-thons, public fund raisers, parades, carnivals, festivals, shows or exhibitions, film/movie events, circuses, block parties and fairs.

Why do I need to apply for a permit for my Special Event?

1. To assure that an activity meets legal requirements of the use of public rights-of-way or other City property.
2. To enable the City/Town to ensure that adequate services such as public safety, traffic control and sanitation are scheduled.
3. To alert the City/Town to any unusual event which should be known to the providers of the emergency services.

The event host is responsible for completing the permit application and submitting it along with all the required documents to the Special Events Coordinator.

Complete applications are due 60 days prior to event

REQUIRED AT TIME OF APPLICATION (As Needed)	REQUIRED ON DUE DATE (As Needed)	DUE DATE
<input type="checkbox"/> Application for Special Event/Facility Rental	<input type="checkbox"/> Certificate of Insurance	2 weeks prior
<input type="checkbox"/> Map of route	<input type="checkbox"/> Liquor Liability Insurance	2 weeks prior
<input type="checkbox"/> Site Map	<input type="checkbox"/> List of Vendors	2 weeks prior
<input type="checkbox"/> Street Closure Information	<input type="checkbox"/> Vendor Business License	2 weeks prior
<input type="checkbox"/> Special Event Application Fee	<input type="checkbox"/> Street Closure (Bus/Resident Approval)	2 weeks prior
<input type="checkbox"/> Damage Deposit	<input type="checkbox"/> Public Safety & Event Management Plan	45 days prior

SPECIAL EVENT PERMIT APPLICATION

All sections and questions must be filled out completely if applicable. Additional information may be requested by City staff prior to submittal for final consideration. If you have any questions about this application you can email the Community Services Officer at speialevents@cityofpt.us

1. Event Overview

Event Name:			
Event Applicant: (Must match signature on application)	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:
	Are you: <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident		
Event Organizer Main Contact: <input type="checkbox"/> Same as Applicant	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
On site Contact: (available at event site on event days) <input type="checkbox"/> Same as Applicant <input type="checkbox"/> Same as Event Organizer	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
Event Dates:			
Event Location: (Describe event location, address, and neighborhoods)			
Event Type: (Check all that apply)	<input type="checkbox"/> Run/Walk/Ride <input type="checkbox"/> Sidewalk Sale <input type="checkbox"/> Concert/Music Event <input type="checkbox"/> Parade <input type="checkbox"/> Auto Show <input type="checkbox"/> Wedding <input type="checkbox"/> Carnival <input type="checkbox"/> Boating/Water Event <input type="checkbox"/> Meeting <input type="checkbox"/> Street Fair <input type="checkbox"/> Festival <input type="checkbox"/> Other: _____		
Facilities: (Check all that apply)	<input type="checkbox"/> Cotton Building <input type="checkbox"/> Pope Marine Building <input type="checkbox"/> Chetzemoka: <input type="checkbox"/> Kitchen Shelter <input type="checkbox"/> Gazebo <input type="checkbox"/> Both	If you choose one of these options you need to fill out our facility rental application (Link this text to our facility rental app)	
Event Description: (General description of event, including purpose)	Is your event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Describe changes: (revised route, different hours, different day of the week, different street closure, etc.)		
	Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any changes from last year? <input type="checkbox"/> Yes <input type="checkbox"/> No		

2. Event Details

Set up Details				Breakdown Details		
Start Day:	Start Date:	Start Time:		Start Day:	Start Date:	Start Time:
Event Dates/Times: Indicate Dates/Times OPEN to attendees				Expected Daily Attendance:		
Day:	Date:	Start Time:	End Time	Participants:	Spectators:	Staff:
Additional details:						

3. Insurance

Evidence of insurance must be submitted no later than thirty (30) days prior to the commencement of the event. A Special Event Permit will not be issued until all insurance requirements have been received, verified and approved.

Homeowners insurance is acceptable for private events without alcohol and less than 50 people. Commercial General Liability insurance is required for all other events. To obtain Commercial General liability, applicants are encouraged to contact their own insurance company for eligibility or applicants may contact the Washington Cities Insurance Authority (WCIA) regarding their Tenants' and Users' Liability Insurance Policy (TULIP) offerings for short-term insurance needs. Instructions for TULIP are on: www.ebi-ins.com/tulip Evidence of insurance acceptable to the City of Port Townsend must be provided covering the activities and dates of the event, the City of Port Townsend must be named as "additional insured" for \$1 million and coverage must include liquor liability endorsement if applicable. Limits and coverage may be adjusted to meet exposure as determined by the City Manager.

Are your insurance documents attached? Yes No Proof of insurance can be emailed to: specialevents@cityofpt.us.

4. Alcohol

Will alcohol be sold at your event? Yes No **Will alcohol be consumed (no charge)?** Yes No

IF YOU ANSWERED YES TO EITHER OF THE ABOVE QUESTIONS THIS SECTION IS REQUIRED

IF YOU ANSWERED NO TO BOTH SKIP THIS SECTION

Special occasion license can be emailed to: specialevents@cityofpt.us.

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor Control Board (WSLCB) regulations, licensing, and permit regulations. Special Occasion licenses are issued only to non-profit societies or organizations holding a special event at which spirits, beer, or wine is sold by the drink. Your event may require a different type of permit. Please visit the WSLCB website at www.liq.wa.gov for more information.

If alcohol will be sold, Liquor Liability insurance is required. If alcohol will be consumed (no charge), Host Liquor Liability insurance is required.

If alcohol is being provided by a caterer please provide a copy of the caterer liquor license.

5. Maps

- DETAILED maps are required for all outdoor events.
- You may need more than one map to meet requirements.
- You may be required to provide a Traffic Control Plan if your event impacts arterial streets.

Is a map of your event attached to this application? Yes No

Select all that apply. Show all equipment on your attached map and describe in detail, use supplemental documents if needed.

- | | | | |
|---|--|-------------------------------------|---|
| <input type="checkbox"/> Staging/Scaffolding | <input type="checkbox"/> Hand washing Stations | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Tents/Canopies - Indicate Qty/size |
| <input type="checkbox"/> Speakers/PA System | <input type="checkbox"/> Inflatables/Bouncy Toys | <input type="checkbox"/> Animals | <input type="checkbox"/> Other Equipment (Describe): |
| <input type="checkbox"/> Recycling/Compost Bins | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Generators | |

Map Requirements:

General

- NORTH indicated by a directional arrow symbol
- Street names
- Street or lane closure points
- Impacted Street Parking
- Emergency vehicle access fire lane (must indicate width of 20' minimum along entire length of street closure)
- Business or residential driveways or pedestrian entrances
- Equipment/Structures: fencing, bleachers, booths, canopies/tents, cooking areas, generators, vehicles, stage, portable restrooms, waste collection, bins/stations etc.
- All other set-up, equipment, or structure details that might effect vehicle or pedestrian circulation

Beer Garden or Other Enclosed Area (include dimensions for all elements)

- Fencing/Barriers including dimensions
- Entrances and exits including dimensions
- Equipment/furniture: tables, chairs, bars, stage, etc. including dimensions

Parades/Processions/Marches

- Route with directional arrows
- Starting Point and Finishing Point
- Assembly area
- Dispersal area

Runs/Races/Walks/Other Athletic Events (on public streets)

- Starting line including structure set-up and "pens" or "corrals"
- Finish line including structure set up and dispersal area
- Route with directional arrows
- Street closure points and barricades
- Location of requested traffic control personnel
- Location of organizer provided trained monitors
- Water station or other stops along route

Park Use

- Name of Park facility and names of surrounding streets
- The overall event area (include parking if appropriate inside the park)
- Location of all physical equipment being placed, including but not limited to: any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, numbered shelters
- Electrical plan for vendors and stages

6. Street Use and Public Transportation

Does your event require any public street use? Yes No

Does your event require any sidewalk, traffic lane, or street closures? Yes No

7. Police Staffing

Do you anticipate needing Police Staffing for your event? Yes No

8. Additional Permits

Your event may require additional permits, please read through this section to see if you need to obtain any additional permits. It is the responsibility of the event host to get all required permits, and submit to the Special Events Coordinator 30 days prior to your event.

Does your event include...

- | | | |
|--|---|--|
| <input type="checkbox"/> Open Flames | <input type="checkbox"/> Open burning | <input type="checkbox"/> Staging/Scaffolding/Bleachers |
| <input type="checkbox"/> Carnival or fair | <input type="checkbox"/> Open flame cooking | <input type="checkbox"/> Storage of flammable or combustible liquids |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Inflatable/Bouncy toys | <input type="checkbox"/> Blocking or redirecting of access roads |
| <input type="checkbox"/> LPG/Propane | <input type="checkbox"/> Pyrotechnics (Fireworks) | |
| <input type="checkbox"/> Number of anticipated attendees exceeding 1000 | | |
| <input type="checkbox"/> Tents or groups of tents over 400 sq ft in area, or canopies over 700 sq ft in area | | |

9. Medical Staffing

Will your event be providing medical support? Yes No

For information on City-provided services for medical staffing, contact East Jefferson Fire-Rescue at 360-385-2626.

10. Public Safety & Event Management

Do you anticipate 1000 or more attendees at your event? Yes No

IF YOU ANSWERED NO SKIP THIS SECTION

A completed PUBLIC SAFETY & EVENT MANAGEMENT PLAN is required for any event with 1,000 or more attendees at one time. The final plan must be submitted at least 45 days prior to your event for review by the Jefferson County Fire

Is your Public Safety & Event Management Plan attached? Yes No

11. Outdoor Amplified Sound/Music

Will your event have any amplified sound? Yes No

IF YOU ANSWERED YES THIS SECTION IS REQUIRED , IF YOU ANSWERED NO SKIP THIS SECTION

Indicate dates/times of any amplified sound below:

Day	Date	Start Time	End Time

Describe what sound will be amplified, and at what hours (e.g., 7:00am announcements, 8:00am background music, etc.):

Describe what equipment will be used for amplified sound, and at what locations (show in maps):

Describe schematics and direction of amplified sound (show in maps, attach supporting documents as needed):

12. Recycling, Compostables, Trash & Restrooms

Collection Requirements:	Washington State law requires special events to provide recycling collection. See RCW 70.93.093 Collection station locations must be identified on your map, see Section 5 MAPS.
	Collection Stations: How many bins are you providing as collection containers at your event? Recycle _____ Compost _____ Garbage _____
Waste Management Plan:	Event organizers are responsible for managing and removing all recycling, compostables, and garbage within the area of their event, including public street cans and trash in nearby areas that is reasonably related to the event. In the space below please provide a description of your waste management plan.
	Detail your plan for waste management within the event area and surrounding neighborhood:
Restrooms	<p>Restroom facilities are often limited or not available at special event sites. Event organizers must supply adequate and accessible restroom facilities, including ADA compliant portable restrooms and hand washing stations. The recommendation for provision of toilets is one for every 100 attendees and minimum of one ADA compliant restroom.</p> <p>If your event will impact our public restrooms, the City requires the event to have additional restrooms, and to be responsible for restocking and maintaining cleanliness of those public restrooms. City Staff will provide the toilet paper and paper towels.</p>

13. Neighborhood/Public Communication

Neighborhood and community outreach and notification may be required for certain Special Events. The extent and timing of outreach and notification is determined by the impact the event brings to the community. Advance neighborhood notification helps to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. **If your Event affects your neighborhood, at minimum, you are required to complete the following:**

DUE 60 DAYS IN ADVANCE OF THE EVENT:

- Submit copies of notification and media materials, notification area, methods of delivery, and plan for review to Special Events Office
- Notify affected neighbors in writing
- Obtain sign-offs from neighbors and businesses along street closures

The Special Events Office will work with you to determine if additional outreach is required.

If the required notification is not performed, your Special Event Permit may be revoked or canceled.

Are your notification plan and materials attached? Yes No

How will your event be advertised to the public? *Select all that apply:*

- | | | | |
|----------------------------------|---------------------------------------|---|--|
| <input type="checkbox"/> TV | <input type="checkbox"/> Website | <input type="checkbox"/> Print News | <input type="checkbox"/> Community Business Associations |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Social Media | <input type="checkbox"/> Blogs | <input type="checkbox"/> Door-to-door |
| <input type="checkbox"/> Banners | <input type="checkbox"/> Email | <input type="checkbox"/> Posters/Flyers | <input type="checkbox"/> Other: _____ |

14. Permit Fees

Special Event Permit \$50

Payment is accepted by check or cash. Check payments need to be made out to the City of Port Townsend. Cash payments need to be handled in our Finance department at City Hall 250 Madison St, Suite 1.

This fee cannot be waived

Applicant/Permittee/User 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 acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City..

Applicant Signature	Date

Facility Emergency and City Contact numbers

Police Department 360-385-2322 or 911

Fire Department 360-385-2626 or 911

FOR OFFICE USE ONLY

Date: _____ **Recommended Approval** **Recommended Disapproval**

COMMENTS

City Departments:

Public Works/Streets

Development Services

Police Department

Community Services
(Parks, Facilities)

Legal

External Agencies:

Jefferson Public Health

Jefferson Transit

Liquor Control Board

Fire Department

Port of PT

WSDOT