



**CITY OF GIG HARBOR
SPECIAL EVENT APPLICATION**
Gig Harbor Municipal Code (GHMC) 5.28

Return to: *City of Gig Harbor*
Attn: Special Events Coordinator
3510 Grandview Street
Gig Harbor, WA 98335
(253) 851-8136

This application must be completed, signed and forwarded to the City of Gig Harbor at least sixty (60) days prior to the first day of the event. Please type or print information clearly. Attach maps, layouts and additional information. Permit fees must be submitted with this application.

1. EVENT INFORMATION

Per GHMC 5.28.150, during the months of May through September, no more than two (2) weekend Special Events shall be permitted per calendar month at Skansie Brother's Park, Eddon Boat Park, and Ancich Waterfront Park. **Please check availability.**

EVENT NAME:											
EVENT DESCRIPTION:											
Event Dates: Indicate Dates/Times OPEN to attendees				Hours: Open until Closing Each Day				Expected Daily Attendance: participants / staff, volunteers			
Day 1	Day:	Date:	Start Time:	End Time:							
Day 2	Day:	Date:	Start Time:	End Time:							
Day 3	Day:	Date:	Start Time:	End Time:							
Day 4	Day:	Date:	Start Time:	End Time:							
Day 5	Day:	Date:	Start Time:	End Time:							
Event Setup Starts:				Event Take Down Complete:				Total Attendance: (add all rows and columns)			
Start Day/Date:		Start Time:		End Day/Date:		End Time:					
Event Location:	Describe location in park that your event will be located. Include street names and park. <i>ATTACH REQUIRED MAP, SEE PAGE 3</i>										

2. APPLICANT INFORMATION

SPONSORING ORGANIZATION NAME:							
Physical Address:				Street Address			
				City, State, Zip			
Mailing Address:				Street Address / P.O. Box			
				City, State, Zip			
Applicant Contact:		Name:		Secondary Contact:		Name:	
		Title:				Title:	

Phone:	Cell:	Phone:	Cell:
Email:		Email:	

3. EVENT FEES

- City Event: \$0.00** (Events held by City leaseholders shall be considered a "City Event")
- City-co-sponsored Event: \$50.00**
- Other Event – Not for Profit: \$150.00** (Verification of Non-Profit Status Required)
- Other Event – For Profit/Commercially Sponsored Event: \$500.00**

4. EVENT DETAILS

Event / Equipment Set-Up:	<p>Describe any special requests you have of City personnel, i.e., sprinkler shut-off, no parking signs, power, water, etc.</p> <p><input type="checkbox"/> If "no parking signs" are required: specify exact time of your event: _____</p> <p><input type="checkbox"/> If "after hours restrooms" are required: specify time your event will end: _____</p> <p><input type="checkbox"/> If power and water will be needed: specify time of your event: _____</p> <p><input type="checkbox"/> If City or City-co-sponsored event will require a tent, please specify exact time for set up: _____</p> <p><input type="checkbox"/> Other: _____</p>
	<p>Will your event include any of the following?</p> <p><input type="checkbox"/> Tents <input type="checkbox"/> BBQ <input type="checkbox"/> Heaters <input type="checkbox"/> Fire Pits/Open Flame <input type="checkbox"/> Inflatable Toys/Bounce House <input type="checkbox"/> Amplified Sound</p> <p>If there is use of propane, please note size of tank _____</p> <p>DRIVING A VEHICLE TO UNLOAD, PARK, OR PACK-UP ON CITY PARK LAWN OR GROUNDS IS NOT ALLOWED.</p> <p>Please acknowledge by initialing here: _____</p>
Description of Equipment:	<p>If you answered yes to any of the above, please include a description of how many and the sizes (i.e., 5 tents 10 x 10, 2 BBQ, 1 200 sq. ft. bounce house). ATTACH REQUIRED SITE MAP, SEE "SITE MAPS" PAGE 3. You will be notified if a Fire Permit Application is required.</p>
Signage:	<p>Will you be posting signs/a-boards on sidewalks or streets for your event? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>- If yes, please indicate each sign location on your attached Site Map. An Encroachment Permit and \$30 fee is also required.</p> <p>Will banner signs or balloon arches be installed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>- If yes, a Temporary Sign Permit is required.</p>
Vendors:	<p>Check if your event include selling or distributing any of the following?</p> <p><input type="checkbox"/> Food Booth/Table <input type="checkbox"/> Food Trucks <input type="checkbox"/> Non-Alcoholic Beverages <input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Merchandise <input type="checkbox"/> Services</p> <p>How many vendors total? _____ Please attach a vendor list, including each vendor's UBI #.</p>
<p>Please note: The Event Organizer is required to contact the Pierce County Health Department at (253) 798-6500 if there will be food sold or distributed. If the Health Department requires permits, a copy of each permit must be submitted to the City of Gig Harbor prior to event date.</p> <p>If alcohol is being served, the organizer must obtain a license from the WSLCB and provide the City a liquor liability certificate.</p>	
Clean Up:	<p>If during clean-up, the trash cans at the City Park Shelter become overfilled, please bring additional trash bags and place them in the parking lot dumpster. If a staple gun is used for decoration or signage, the signage AND staples must be removed.</p> <p>Describe your event clean-up plan and who will be responsible:</p>

Medical Provisions:	Describe your medical provisions.

5. POLICE & TRAFFIC

Special Events may require the use of police officers for public safety and/or traffic control. This may result in additional costs to the organizer. The organizer will be notified if coordination with the Police Department is required.

Street Closures:	Does your event require any street closures? Yes <input type="checkbox"/> No <input type="checkbox"/>	What times are you requesting to close the streets? Please include street closure locations on your SITE MAP.	Start Date _____	Start Time _____
			End Date _____	End Time _____

6. SITE MAPS

Map Required:	<p>Maps are required for the overall event layout as well as any separately fenced areas such as beer/wine gardens or contained areas as part of a parade route.</p> <p>Site map must show all that apply. Please use this checklist of items shown on your attached site map:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Surrounding street names <input type="checkbox"/> Directional arrows/route <input type="checkbox"/> Start/finish lines <input type="checkbox"/> Fencing/barriers <input type="checkbox"/> Street closure points <input type="checkbox"/> Barricades <input type="checkbox"/> Canopies/tents <input type="checkbox"/> Booths <input type="checkbox"/> Cooking areas (including fire pits) <input type="checkbox"/> Food trucks <input type="checkbox"/> Generators <input type="checkbox"/> Signage, a-boards, balloon arches, banners
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7. INSURANCE

The applicant shall submit proof of liability insurance naming the City of Gig Harbor as an additional insured by endorsement. Coverage shall remain in force throughout the event. The insurance shall be written on an occurrence form by an insurance company with a minimum A.M. Best rating of A-VII. The policy shall have primary coverage limits of at least: \$1,000,000 Commercial General Liability (per occurrence), \$2,000,000 annual aggregate. \$1,000,000 Products per occurrence (if food and/or beverage vending is part of the event); \$1,000,000 Personal and Advertising Injury, \$50,000 each occurrence; \$1,000,000 Fire Legal Liability; and \$1,000,000 Damage to premises. Liquor liability coverage with a minimum of \$1,000,000 is required for events where alcohol is served. Additional permitting may be required where alcohol is served.

8. NEIGHBORHOOD NOTIFICATION

A Neighborhood Notification form is required for any event that includes detours, street closures, or minimizes pedestrian access to businesses. Administration will determine the extent of community outreach the Event Organizer is required to complete. The completed Neighborhood Notification form must be submitted to Administration at least two weeks prior to the event.

9. APPLICATION MATERIALS CHECKLIST

Upon submitting the Special Event Application, the Event Organizer is also responsible for providing the City a copy of the following documents. Please refer to the [Special Event Guide](#) for an explanation of each.

- Detailed Site Map** (required)
- Detailed Route Map** (if applicable) – Include start/finish lines, directional arrows, water & first aid station locations
- Certificate of Insurance** (required)
- Temporary Encroachment Application with \$30 fee** - Required if event takes place in the right-of-way (runs, parades, walks, art shows, etc.) and/or if signs such as sandwich boards/A-boards, will be placed in the public right-of-way (along roads or sidewalks)
- List of Participating Vendors** and UBI#'s (if applicable)
- Fire Code Permit Application with \$66 fee** (if applicable)
- Temporary Sign Permit** – Required if balloon arches or banner signs will be installed in parks, sidewalks, or roadways.
- If food is being served, provide copies of any Health Department permits** required by the Pierce County Health Department.
- Verification of Non-Profit Status** (required)

10. SIGNATURE

I UNDERSTAND THAT ADDITIONAL INFORMATION AND/OR SUPPLEMENTAL MATERIALS AND FEES MAY BE REQUIRED TO COMPLETE THE REVIEW AND APPROVAL OF MY APPLICATION.

I CERTIFY THAT THE EVENT FOR WHICH THIS PERMIT IS TO BE USED WILL NOT BE IN VIOLATION OF ANY CITY OF GIG HARBOR ORDINANCE. I UNDERSTAND THAT MOTOR VEHICLES ARE NOT TO BE OPERATED WITHIN THE BOUNDARIES OF ANY CITY PARK EXCEPT ON STREETS AND PARKING AREAS PROVIDED FOR USE OF AUTOMOBILES. (ORD. 310,1979). I AGREE THAT IN THE EVENT CLEAN-UP IS NOT PROVIDED IN ACCORDANCE WITH THE PLAN SUBMITTED, THE CITY MAY CONDUCT THE NECESSARY CLEAN-UP AND BILL THE SPONSORING ORGANIZATION FOR SUCH COSTS. I ALSO AGREE TO OBTAIN INSURANCE WITH LIMITS AND COVERAGES AS REQUIRED BY CITY ADMINISTRATION. THE CITY SHALL BE NAMED AS ADDITIONAL INSURED WITH RESPECT TO ALL COVERAGES. (ORD. 1165 - § 5.28.070, 2009.)

BY APPLYING FOR THIS SPECIAL EVENT PERMIT, THE ORGANIZATION OR ENTITY OBTAINING SUCH PERMIT (APPLICANT) AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY, ITS OFFICERS, OFFICIALS, EMPLOYEES AND VOLUNTEERS FROM ALL CLAIMS, INJURIES, DAMAGES, LOSSES OR SUITS INCLUDING ATTORNEY FEES, ARISING OUT OF OR IN CONNECTION WITH THE ACTIVITIES OR OPERATIONS PERFORMED BY THE APPLICANT OR ON THE APPLICANT'S BEHALF OUT OF ISSUANCE OF THIS PERMIT, EXCEPT FOR INJURIES AND DAMAGES CAUSED BY THE SOLE NEGLIGENCE OF THE CITY.

Applicant Printed Name

Date:

Applicant Signature

Title

By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge.