



City of Okanogan
P.O. Box 752
120 3rd Avenue, North
Okanogan, WA 98840
Phone: 509.422.3600 Fax: 509.422.0747

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SPECIAL EVENTS PERMIT

Application

Please fill out all of the required information completely, Attach all site plans showing locations of all signs, fire hydrants, structures and parking areas. Attach any routing maps for parades or races, including indications for all streets or portions of streets to be closed. Submit proof of liability insurance.

PLEASE PRINT OR TYPE

Name of Contact Person

Address

Phone Number

Name of Sponsoring Organization

Address

Phone Number

Type and Purpose of Event (specific): _____

Date(s) of Event: _____

Number of Participants: _____

Route to be Traveled or Used (include staging area): _____

Approximate Time:

Assembling

Beginning

Ending

Time (or days and dates) Involved in Event:

Assembly

Event

Disassembly

Total time or days

Description of Marching Units, Vehicles and Bands (include size and number):

Name of Street(s) to be Closed or Altered: _____

Type of Closure Requested (half street/full street) (temporary with flag person) (3-5 minutes) (with signs/barricades): _____

The following is a checklist relating to any special events held on public property, or within a public right-of-way. Please check all items that apply.

Will there be any:

Open Flame or Cooking Facilities

If yes, Please Describe: _____

Electrical Power Requirements

If yes, Please Describe: _____

Compressed Gas Cylinders

If yes, Please Describe: _____

Dumpster with a Capacity of 1.5 cubic feet or more

If yes, Please Describe: _____

Tents, Canopies or Awnings (*fire code permit required for tents over 200 sf and canopies over 400 sf*)

If yes, Please Describe: _____

Floats (*must be constructed of flame-retardant material*)

If yes, Please Describe: _____

Trailers, Motor Homes, Booths, Stages or other Portable Structures
If yes, Please Describe: _____

Temporary Parking Facilities
If yes, Please Describe: _____

Temporary Signage (*Temporary Sign Permits may be required*)
If yes, Please Describe: _____

Additional Services Needed (i.e. Street Sweeper, Picnic Tables, Traffic Flagger, Dumpster) : _____

READ CAREFULLY AND SIGN

Permittee agrees to supply the City Clerk with proof of Commercial General Liability insurance in the amount of \$1,000,000 combined single limits per occurrence, prior to obtaining permit, naming the City of Okanogan as Additional Insured. SR-215(2nd Ave) closure requires an additional \$2,000,000 Automobile Liability, naming the City of Okanogan and State of Washington as Additional Insured. A copy of the endorsement/s must be attached to the Certificate of Insurance. Sponsoring agency agrees to reimburse damage repair to City property.

Permittee agrees to maintain access for emergency vehicles. Permittee 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 estimated charges are listed below. Payment will be made prior to issuance of the Special Events Permit. If cancellation is necessary and notice to the City is given within 48 hours, fees for City support will be refunded.

Permittee agrees to defend, indemnify and save harmless the City, its appointed and elective officers and employees from and against all loss or expense, including but not limited to judgments, settlements, attorney fees and cost by reason of any and all claims and demands upon the City, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City, its elected and appointed officials or employees.

Signature of Applicant

Date

Application Reviewed and Approved by:

City of Okanogan Public Works Department

Director of Public Works

Date

City of Okanogan Fire Department

Fire Chief

Date

Okanogan County Sheriff's Office

Sheriff's Office Representative

Date

Insurance Certificate on file in Clerk's Office

City Clerk/Treasurer

Date

Special Events Permit Approved:

Mayor

Date

Comments: