



City of Puyallup SPECIAL EVENT APPLICATION

Office Use Only

Return to: City of Puyallup
Attn: City Clerk's Office
333 S. Meridian, Puyallup WA 98371

Questions: Mary Winter, Administrative Clerk
SpecialEvents@PuyallupWA.gov
Phone: (253) 770-3358

This application must be completed, signed and forwarded to the City of Puyallup at least ninety (90) days prior to the first day of the event. Please type or print information clearly and attach maps, layouts and additional information. Permit fee of \$80.00 must be submitted with application.

1. EVENT INFORMATION

EVENT NAME:							
Event Dates: Indicate dates/times open to attendees			Hours: Open until Closing each day			Expected Daily Attendance	
						participants	volunteers, staff, spectators
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	Start Date	Start Time:	End Day	End Date	End Time:		
Event Location: Describe in detail, include address and ATTACH REQUIRED MAP. SEE PAGE 2							

2. APPLICANT INFORMATION

Sponsoring/Producing ORGANIZATION NAME:			
Mailing Address, City, State, Zip		Street Address	
		City, State Zip	
Applicant Contact:		Name:	Name:
		Title	Title
Phone:		Cell:	Phone:
		Secondary Contact:	Cell:
Email:		Email:	
Organization/Event Website:			

3. EVENT DETAILS

Has this event been produced before? <input type="radio"/> Yes <input type="radio"/> No	Is this an annual event? <input type="radio"/> Yes <input type="radio"/> No	Previous name(s) of event:	How many years?
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Are there changes from previous years? <input type="radio"/> Yes <input type="radio"/> No	Describe changes:
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Event Type:	<input type="radio"/> Parade/Procession	<input type="radio"/> Concert/Performing Art	<i>Sporting Event:</i>	
	<input type="radio"/> Protest/Rally	<input type="radio"/> Festival/Fair/Block Party	<input type="radio"/> Marathon/Triathlon	<input type="radio"/> Bicycle
	<input type="radio"/> Free Event	<input type="radio"/> Fireworks	<input type="radio"/> Boating/Rowing	<input type="radio"/> Run/Walk
	<input type="radio"/> Admission Fee Event	<input type="radio"/> Fundraiser	<input type="radio"/> Other _____	

Is this event public? <input type="radio"/> Yes <input type="radio"/> No	If open to the public, please check all methods by which the event will be advertised: <input type="radio"/> TV <input type="radio"/> Radio <input type="radio"/> Internet <input type="radio"/> Billboards <input type="radio"/> Posters <input type="radio"/> Advance ticket sales <input type="radio"/> Other _____
Is this event private? <input type="radio"/> Yes <input type="radio"/> No	

Event Set up:	Describe the logistics and set up of your event. Attach additional documents if necessary:
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Event Purpose:	
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Map Required: 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/march route.

As a general rule, maps must include: surrounding street names, directional arrows, twenty-foot (20') fire lanes, fencing/barriers, street closure points, barricades, bleachers, booths, canopies/tents, cooking areas, generators, vehicles, beer gardens (and separate map required), number and dimension of entrances/exits, start/finish lines, routes with directional arrows, etc.

Equipment/Set up:	<i>Please check all that apply (show all equipment on your attached map)</i>		
	<input type="radio"/> Signage	<input type="radio"/> Fireworks	<input type="radio"/> Hand Washing Stations
	<input type="radio"/> Generators	<input type="radio"/> Inflatables/Bouncy Toys	<input type="radio"/> Tents/Canopies # _____
	<input type="radio"/> Staging/Scaffolding	<input type="radio"/> Portable Restrooms	<input type="radio"/> Other _____

Please list all outside companies/vendors that you will be using for the event:

4. PARKS

Events held on City of Puyallup Parks property require a Park Use Permit with separate fees. Please familiarize yourself with the Park Use Permit application to understand the conditions, limitations and fees for events on Parks property. Contact Puyallup Parks at (253) 841-5457 for information.

Will your event be fully or partially held in a City of Puyallup Park? <input type="radio"/> Yes <input type="radio"/> No	Parks Requested:	Have you completed a Park Use Application? <input type="radio"/> Yes <input type="radio"/> No
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5. FEES

Admission/Participation Fee? Yes No

Amount? \$ _____

6. VENDORS

Does your event have vendors selling or distributing food, beverages, merchandise or services? Yes No How many? _____

Will you have vendors selling goods or services on Parks property? Yes No

Items to be sold: Food Beverages Merchandise Services Other _____

If yes, contact the City of Puyallup City Clerk's Office at (253) 841-4321 for licensing information.

7. FOOD

If you're planning to sell food or have food vendors at your event, an insurance endorsement including "completed operations" is required. Additionally, Tacoma-Pierce County Health Department permits may be required for each vendor or sales/serving location. Contact the Tacoma-Pierce County Health Department at (253) 798-6500.

Do you plan to sell or serve food at your event? Yes No How many food vendors will you have? _____ Will food be hot/cold held or cooked on site?

8. ALCOHOL

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.

Will alcohol be sold? Yes No Will alcohol be consumed (no charge)? Yes No

Is a non-profit organization providing the alcohol services? Yes No

If yes, indicate the name of the non-profit organization:

If no, indicate the name of the alcohol service provider:

Alcohol Service Area or Beer Garden Days, Dates and Hours:

Day:	Date:	Start Time:	End Time:

9. NEIGHBORHOOD NOTIFICATION

You may be required to provide neighborhood notification for your special event. This could include notification of traffic impacts, noise impacts, or parking impacts. The City of Puyallup Special Events Action Team will advise you of any neighborhood notification requirements once your application is reviewed.

10. AMPLIFIED SOUND/MUSIC

The Puyallup Municipal Code has requirements for amplified sound/music. Please consult the Puyallup Municipal Code Chapter 6.16 for further details.

Does your event have any amplified sound? Yes No

Does your event have amplified music and entertainment? Yes No

What times are you requesting amplified sound? Please list dates and start and end times below:

Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:

11. RECYCLE, COMPOSTABLES, AND TRASH

Washington State Law requires vendors and organizers for festivals and special events to provide recycling collection containers for cans and bottles. See RCW 70.93.093.

Will food or beverages be sold or provided at your event? Yes No

Are you providing collection containers for recycling, compostables and trash at your event? Yes No

How many collection stations are you providing at your event? _____

Will you be managing your own recycling, compostables, and waste collection? Yes No

Will you be hiring a vendor to assist in the collection? Yes No

List vendor/company: _____

12. STREET USE & TRANSIT

Barricades, traffic cones, signs, etc. may be required by the City of Puyallup Public Works Department or the City of Puyallup Traffic Engineer as part of the traffic control plan and are at the expense of the permit holder. These costs are not included in the Special Event Permit fee.

Does your event require any street closures? Yes No

Does your event require reservation of street parking spaces? Yes No

If your event requires either of these, or affects any streets, please include details on your attached event map. A traffic control plan is required.

Do you anticipate affecting or re-routing any Pierce Transit bus routes? Yes No

If there are Bus Zones within your street closures include route locations on your map. Please list Pierce Transit bus routes affected.

What times are you requesting to close the streets?	Start Date:	End Date:
	Start Time:	End Time:

Please describe your street use. List days, hours, street names, etc. If closures vary by date/time & location, describe in detail:

13. FIRE

City of Puyallup Special Events may require Operational Permits. The cost of these permits is not included in the Special Event permit fee. Operational permits may be required for tents/canopies, open flame cooking (with propane, charcoal or wood), and any Public Assembly.

Application must be submitted at least 30 days prior to the date of the event or a late fee charge will be assessed. Please contact Central Pierce Fire & Rescue by logging onto their public web site at www.CentralPierceFire.org or you may call (253) 538-6402 for information.

14. MEDICAL

If your event requires on site medical assistance or first responders standing by (5,000 people and above), contact Central Pierce Fire & Rescue at (253) 538-6402.

15. POLICE & TRAFFIC

Special Events may require the use of Police Officers for public safety and/or traffic control. These needs will be determined once your application is reviewed. You will be advised of such requirements.

16. OTHER

If there is additional information about your event that we should know, please attach additional pages.

17. INSURANCE

The City of Puyallup does not maintain insurance that will respond to claims against the Permittee arising out of the use of facilities by the Permittee, its members, or those attending the event. Permittee agrees to supply the City Clerk with proof of Commercial General Liability insurance in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate, prior to obtaining permit. A copy of an endorsement number CG 20 12 (or a substitute form providing equivalent liability coverage) naming the City as an additional insured must be attached to the Certificate of Insurance at the time of application. Endorsements that do not include "sole negligence" coverage will not be accepted. Permittee is responsible for obtaining said insurance.

Permittee shall defend, indemnify and hold harmless the City of Puyallup, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the applicant/organization, the applicant's/organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City of Puyallup.

18. FEE EXEMPTION

No Special Events fees shall be imposed when prohibited by the First or Fourteenth Amendments to the US Constitution or Articles 1, sections 3, 4, 5 or 11 of the Washington State Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Other factors may be considered when evaluating whether an event is exempt from fees. Fee exemptions do not apply to other necessary permits.

Check here if your event is constitutionally protected.

19. SIGNATURE

I certify the information that I have provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly.

All information contained in this application is subject to public disclosure.

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

All documents received by the Special Events Committee are public documents and subject to public disclosure in accordance with the Washington State Public Disclosure Act.