

CITY OF GEORGE

102 RICHMOND AVENUE ~ PO BOX 5277
GEORGE, WA 98824
PH: 509-785-5081 FAX: 509-785-4880
CITYOFGEORGE.ORG

SPECIAL EVENT PERMIT APPROVAL FOR STAFF USE ONLY:

PERMIT APPROVED: PERMIT DENIED:

CITY OFFICIAL: _____

DATE: _____

SPECIAL EVENT PERMIT APPLICATION

EVENT CONTACT INFORMATION

ORGANIZATION/SPONSOR: _____

EVENT DIRECTOR NAME*: _____

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ EMAIL: _____

ALTERNATE CONTACT NAME: _____ PHONE: _____

*Event director is defined as the activity organizer, promoter, or representative legally responsible for the Special Event. The Event Director is responsible for satisfying all permit conditions and requirements involving the event. The Event director must be 18 years old or older.

EVENT INFORMATION

EVENT TITLE: _____ ESTIMATED ATTENDANCE: _____

EVENT DATES(S): _____

EVENT TIME(S): _____

EVENT LOCATION & STREET(S) INVOLVED: _____

DESCRIPTION AND TYPE OF EVENT: _____

SPECIAL EVENT CONSIDERATIONS

(Additional Permits or Licenses May Be Required for the Following)

PLEASE CIRCLE ANY THAT APPLY TO YOUR EVENT:

Amplified Sound YES NO

Animals YES NO

Booths/Commercial Vendors YES NO

Cooking/Food Service YES NO

Fireworks/Pyrotechnics: YES NO

Inflatables/Amusement Rides: YES NO

Mechanical Rides YES NO

Multi-Day Event YES NO

Other Special Considerations: _____

Please list any special needs your event may require, such as traffic safety cones, extra garbage receptacles, or portable sanitation stations: _____

CLEAN-UP AND DAMAGE DEPOSIT

A clean-up / damage deposit is required for applicants of special events in the City Park or Pavilion.

The Deposit is \$150.00 for events of 50-150 attendees or \$250.00 for events of over 150 attendees. The deposit may be returned after the event if the applicant cleans and restores the area to the same condition as existed prior to the event. If the area(s) used for the event have not been properly cleaned or restored following the event, or if City property has been damaged, the clean-up and damage deposit shall be applied toward the City's costs for cleaning and/or repairing the permitted area(s).

_____ (Initial) **I have read and agree to the Special Event Clean-up and Damage Deposit Policy**

CLEAN-UP POLICY

The City of George park, streets, and facilities must be clean and free of litter prior to 10:00 AM on the day following the event. The City of George is not responsible for any items left behind by the Special Event or its participants.

If any additional cleanup is required, the City shall assess these costs to the Event Director, at the cost of time and materials, as determined by the City Public Works Department.

The applicant must agree to reimburse the City for any costs of time and materials incurred by the City of George for cleaning and/or maintenance to City property occurring in connection with the permitted event.

_____ (Initial) **I have read and agree to the Special Event Clean-up Policy**

DAMAGES POLICY

Any Special Event causing, or resulting in, loss or damage to City property or equipment will be assessed for the cost of any cleaning or repair, or replacement of equipment, including City of George personnel time, at the cost of time and materials, as determined by the City. The City shall assess these costs to the Event Director. Charges must be paid in full.

The applicant must agree to reimburse the City for any costs incurred by the City of George for repairing any damage to City property occurring in connection with the permitted event.

_____ (Initial) **I have read and agree to the Special Event Damages Policy**

INSURANCE

Those applying for a Special Event Permit to use City of George parks or facilities shall provide the City with proof of commercial general liability insurance, generally in the amount of one-million dollars (\$1,000,000) combined single limits per occurrence, two-million dollars (\$2,000,000) aggregate, and an endorsement naming the City of George as an additional insured. Higher limits may be required for certain events. Proof of insurance must be provided at the time of application and cannot be cancelled or reduced without thirty (30) days written notice to the City.

Insurance policies will be required at the time of application for a Special Event Permit.

A copy of the certificate of insurance and endorsement is attached.

CITY OF GEORGE BUSINESS LICENSE

A City of George Business License is required for all vendors participating in the event. Contact: 509-785-5081 or cityofgeorge.org

_____ (Initial) **I have read and agree to the Vendor Business License requirements.**

NON-EMERGENCY SITUATIONS

For assistance in a Non-Emergency situation, please call Grant County **Sheriff Dispatch at 509-762-1160.**

For Park Maintenance questions, please call City Hall at 509-785-5081, or after business hours, please call 509-797-5252.

EMERGENCY SITUATIONS – CALL 911

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of being permitted to produce this special event or activity or use of any City property or facilities in connection with this activity, the undersigned applicant ("Indemnitor") agrees to the following:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of George from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal, resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. THE INDEMNITOR AGREES to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. THE INDEMNITOR AGREES to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. THE INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I understand that changes to the above detailed program require immediate notification to City.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: _____
(PRINT NAME) (AUTHORIZED AGENT FOR)

SIGNATURE OF APPLICANT: _____
(SIGNATURE) (DATE)

APPROVAL, DENIAL, OR INCLUSION OF RESTRICTION OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY. All applications must be reviewed and approved before a permit can be issued.

Please submit original application, along with required fees and attachments to:
CITY OF GEORGE, PO BOX 5277 / 102 RICHMOND AVENUE, GEORGE, WA 98824

AFFIDAVIT OF APPLICATION

I, _____ (Print Name), do certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I certify that I understand the policies governing the proposed activity, and that this application is subject to the policies and rules established by the City of George. I understand that the City of George retains the right to deny access to City property and/or facilities to any Event representative, agent, employee, invitee, or subcontractor not in compliance with the regulations set forth in this application.

Signed: _____ (Event Director) Date: _____

SPECIAL EVENT PERMIT FEE SCHEDULE – FOR OFFICE USE ONLY:

\$50.00 - EVENT PERMIT FEE: DATE PAID: _____ CASH _____ CK# _____ RECEIPT# _____

\$150.00 - CLEANUP/DAMAGE DEPOSIT: (UNDER 150 ATTENDEES)

DATE PAID: _____ CASH _____ CK# _____ RECEIPT# _____ DEPOSIT REFUNDED _____

\$250.00 - CLEANUP/DAMAGE DEPOSIT: (OVER 150 ATTENDEES)

DATE PAID: _____ CASH _____ CK# _____ RECEIPT# _____ DEPOSIT REFUNDED _____

