

**TOWN OF CONCRETE
EVENTS APPLICATION**
(proof of insurance required)
APPLICATION FEES (PLEASE CHECK ONE)

		#			#
SPECIAL EVENT	\$38.50 AN EVENT		**TOWN STAFF PRESENCE REQUESTED	\$27.50 PER EMPL, PER DAY	
SPECIAL EVENT WITH WATER	\$44.00 AN EVENT		**SANI-CAN REQUEST	\$50.00 PER SANI-CAN, PER DAY	
SPECIAL EVENT WITH ELECTRICITY	\$49.50 AN EVENT		** PICNIC TABLES	\$11.00 PER TABLE, PER EVENT	
SPECIAL EVENT WITH WATER & ELECTRICITY	\$55.00 AN EVENT		MARDI GRAS, 4TH OF JULY, FLY-IN AND CASCADE DAYS - PICNIC TABLE RENTAL FEES WAIVED – REPLACEMENT COST REMAIN FOR ANY DAMAGE		
SPECIAL EVENT NON-PROFIT ORGANIZATION	\$27.50 AN EVENT		STREET CARNIVAL AND/OR CIRCUS	\$33.00 PER DAY	
SPECIAL EVENT NON-PROFIT WITH WATER	\$33.00 AN EVENT		STREET CARNIVAL/CIRCUS WITH WATER	44.00 PER DAY	
SPECIAL EVENT NON-PROFIT WITH WATER & ELECTRICITY	\$44.00 AN EVENT		STREET CARNIVAL/CIRCUS WITH ELECTRICITY	\$49.50 PER DAY	
ENTER TOTAL FEES HERE	\$ _____		STREET CARNIVAL/CIRCUS WITH WATER & ELECTRICITY	\$55.00 PER DAY	

** THESE FEES ARE IN ADDITION TO THE SPECIAL EVENT OR STREET CARNIVAL/CIRCUS FEE – DAMAGE BEYOND NORMAL REPAIR TO THESE ITEMS WILL REQUIRE EVENT HOLDER TO PAY FULL REPLACEMENT COSTS AS STATED IN THE MOST RECENT FEE SCHEDULE

NAME OF PERSON REQUESTING PERMIT:

NAME: _____

ADDRESS: _____

PHONE: _____

OFFICIAL NAME OF ORGANIZATION:

NAME OF ORGANIZATION: _____

ADDRESS: _____

PHONE: _____

PERSON DIRECTLY IN CHARGE OF AND RESPONSIBLE FOR EVENT:

NAME: _____

ADDRESS: _____

PHONE: _____

EVENT DETAILS:

EVENT NAME: _____

PURPOSE OF EVENT: _____

DATE OF EVENT: _____ **TIME OF EVENT:** _____

LOCATION OF EVENT: _____

ROUTE OF EVENT (if applicable): _____

APPROXIMATE NUMBER OF SPECTATORS & PERSONS PARTICIPATING: _____

SETUP/TAKEDOWN TIMES: _____

Will this Event include a fireworks display? Yes or No

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Event sponsors or organizations will be required to provide a certificate of insurance to the town before the permit is issued. Commercial General Liability insurance of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate written on an occurrence form by an insurance carrier

SPECIAL NEEDS	
<u>Number Needed</u>	<u>Item Needed</u>
	Sani-Cans
	Extra Garbage Cans
	Road Closure Cones/Candlesticks
	Access to Power
	Access to Water
Department	ADDITIONAL ASSISTANCE OR EQUIPMENT NEEDED
Public Works	
Police	
Fire	

PROCEDURES FOR EVENT ACTIVITIES

- Anyone desiring to hold a special event in the Town of Concrete should fill out an Events Application and submit with the required fee/s, to the Clerk-Treasurer. Applications for Event Permits must be filed no less than thirty (30) days in advance of the proposed special events activity. Special events include parades, public meetings or assemblies or other organized gathering of a group of persons, or any ceremony, show, exhibition, dance or pageant which may reasonably be expected to result in the gathering of a group of persons, upon any public street, park or other public grounds. They do NOT include funeral processions, a governmental agency acting within the scope of its functions, students going to and from school or participating in educational activities, organized youth and other sports activities.
- The person or organization sponsoring the special events activity shall, on a form prescribed by the town attorney, as a condition to the issuance of a permit, execute an agreement to indemnify and hold the Town harmless from and on any claim that may be made or brought against the Town for loss, injury or damage to any persons or property arising out of or in connection with the special events activity.
- All entry forms to special events activity shall require each individual participant to release the Town from any liability that might be occasioned on account of any injury to the participant or damage to participant's property. If the special events activity will involve minors, said entry form shall provide for a release of such liability on behalf of the minor, by the minor and the minor's parents or guardian.
- **Event sponsors or organizations will be required to provide a certificate of insurance before the permit is issued. Commercial General Liability insurance of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate written on an occurrence form by an insurance carrier** with an "A" rating and licensed to conduct business in the State of Washington must be in received by the Town of Concrete prior to the event. Auto Liability Insurance with at least \$1,000,000 Combined Single Limit written by an "A" rated carrier licensed to conduct business in the State of Washington, is required if motor vehicles (including parade floats, farm type equipment, or other motorized vehicles regardless if licensed or not) are used in the event. The Town of Concrete will be named as an additional insured by endorsement on the event sponsor's or organization's insurance policy. All participants shall also be required to meet the insurance requirements including naming the Town of Concrete as an additional insured. Proof of insurance shall be provided to the Town prior to the permit being issued.
- Any person or organization sponsoring a special event activity shall be responsible for the prompt and orderly removal of any signs, booths, barricades and any other articles or items erected or used in connection with the special event activity and nay trash or debris occasioned by the special event activity. Should the Town for any reason be forced to expend its own funds or staff or use its equipment to ensure the safe and orderly conduct of the special events activity or disassemble or remove any articles erected or used in connection with the special events activity or collect any trash or debris occasioned by the special events activity then the person or organization sponsoring the special events activity shall promptly reimburse the Town for the reasonable cost of same upon presentment of the Town's statement.
- The written permit shall be carried by the person heading or leading the special event activity for which the permit was issued.

 I, _____, representing _____
 agree to the above Procedures.

 (Signature)

 (Date)

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SPECIAL ACKNOWLEDGEMENT, RELEASE AND AGREEMENT OF INDEMNITY

It is fully understood and acknowledged by the undersigned that the (name of event or organization/ individual) _____ sponsored by _____ may be conducted along Town streets, across Town intersections and/or on Town property.

With full knowledge of these matters, the undersigned, as sponsor, hereby releases and absolves and agrees to indemnify the Town of Concrete, Washington, its officers, employees and agents, from and against any and all claims of whatever nature arising by reason of participation in the aforementioned event, including injury or death to such participant.

Date: _____
Name of Sponsor: _____
Address of Sponsor: _____
Signature of Authorized Agent: _____

Note: Sponsors are required to obtain waivers that include holding the Town harmless from all participants in running, walking, etc., events. Anyone under 18 years of age must obtain a parent's or guardian's signature.

Sign/Banner Placement Request

The Town of Concrete has a structure available for placing event banners or signs. Maximum length of such sign is 10 feet and maximum height is 2.5 feet. Event organizers are responsible for the creation and cost of such banner or sign. The Town will be responsible for the approval and installation of any banner or sign. Signs are only allowed to be placed on the town provided structure.

Signs or banners displayed must be for civic events or non-profit activities and cannot contain commercial advertising or sponsorships.

Signs or banners are limited to a maximum size of ten (10) feet in length and two and one half (2.5) feet in height and be legibility at the distance and pace (speed) at which it is to be seen and is limited to the following:

- Name of Event
- Date/s of Event
- Time of Event
- Event logo or other event related image/s

Do you have a sign/banner to be placed for this event? _____

Does it meet the above requirements? _____

Please provide a detailed sketch below or attach sample.

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**FOR TOWN USE ONLY
Review and Recommendations**

Department	Initials	Date	Comments
Public Works			
Police			
Fire			

Application Fees:

Date Paid: _____ **Receipt No.** _____

Approved Event permits, will only be issued upon receipt of Certificate of Insurance and any other information required by the Town Council.

Insurance received: _____
Date

Presented to Town Council on: _____

APPROVED **DISAPPROVED**

SIGNATOR: _____
Mayor

ATTEST: _____
Clerk-Treasurer

OTHER FEES REQUIRED: **YES** **NO**

Amount: _____ **Description:** _____

Date Paid: _____ **Receipt No.** _____

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