



For Office Use Only

# SPECIAL EVENT PERMIT APPLICATION

To be submitted to the City Clerks Office, 747 Market Street, Room 220, Tacoma, WA 98402  
60 days before Proposed Event – Phone: (253) 591-5178

Please read information on applying for a Special Event permit before completing this application. Answer all questions in ink (**please print**). Write N/A (Not Applicable) where appropriate.

_____ NAME OF APPLICANT	_____ SPONSORING AGENCY ( IF DIFFERENT THAN APPLICANT)
_____ PHONE NUMBER	_____ ADDRESS (STREET, CITY, ST, ZIP)
_____ EMAIL ADDRESS	_____ FAX NUMBER

Type of Event:

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Run/Walk    | <input type="checkbox"/> Parade      | <input type="checkbox"/> Community Celebration |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Street Fair | <input type="checkbox"/> Other _____           |

NAME OR TITLE OF EVENT: \_\_\_\_\_

LOCATION AND DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____	_____	From: _____ AM/PM	To: _____ AM/PM
Date of Event	Total Anticipated Attendance	Actual Event Hours	

List any street(s) requiring closure as a result of this event. Include **street name(s)**, **date** and **time** of closing and reopening: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ROUTE TO BE TRAVELED (IF APPLICABLE) . \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROXIMATE TIME OF EVENT: \_\_\_\_\_

Assembling                      Beginning                      Ending

DESCRIPTION OF FLOATS (INCLUDE SIZE AND NUMBER): \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF MARCHING UNITS, BANDS (INCLUDE SIZE AND NUMBER) AND VEHICLES: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF SOUND AMPLIFIERS: \_\_\_\_\_  
\_\_\_\_\_

OTHER PERTINENT INFORMATION *–(PLEASE ATTACH DIAGRAMS IF NECESSARY):* \_\_\_\_\_  
\_\_\_\_\_

**INDEMNITY – PERFORMANCE BOND**

The City Clerk will determine if performance bond is required. Such bond may cover loss occasioned by activity of such organized event and include costs reasonably anticipated in removing litter.

The applicant agrees that in the event the permit is granted, the following indemnity agreement applies to the event.

(Contractor, permittee, lessee, other party) assumes the risk of all damage, loss cost and expense and agrees to indemnify and hold harmless the City of Tacoma from and against any and all liability which may accrue to or be sustained by the City of Tacoma on account of any claim, suit or action made or brought against the City of Tacoma for the death of or injury to persons or destruction of property involving (contractor, permittee, lessee, other party) and its employees sustained in connection with the performance of the (lease, purchase order, contract, permit, condition of property leased) except the sole negligence and willful misconduct of the City of Tacoma, its employees acting within the scope of their employment, and such indemnification shall extend to and include attorney’s fees and the cost of establishing the right to indemnification hereunder in favor of the City of Tacoma.

**INSURANCE**

A Comprehensive General Liability insurance policy will be required which **names the City of Tacoma as an additional insured** as respects activities in connection with this permit and such insurance as is carried by the permittee is primary (in place of any insurance which may be carried by the City of Tacoma), and the policy shall contain appropriate wording.

This insurance shall contain a “Cross Liability” endorsement which reads substantially as follows: The inclusion of More Than One Insured under this Policy shall not affect the rights of any Insured as respects any claim, suit or judgement made or brought by or for any other Insured or by or for any employee of any other Insured. This policy shall protect each insured in the same manner as though a separate policy had been issued to each except that nothing herein shall operate to increase the company’s liability beyond the amount or amounts for which the insurer would have been liable had only one insured been named. The insurance required herein will be an amount not less that \$1,000,000 for one person for one incident and for injuries sustained by more that one person in one incident, pending on the event, and for property damage in one incident.

A temporary street closure permit will require liability insurance in the minimum amount of \$1,000,000, which policy shall name the City of Tacoma as an additional insured thereon and shall be in form and in such additional amount as may be deemed necessary to provide insurance coverage for potential risk as may be determined and prescribed by the City’s Insurance Risk Manager. The insurance requirements herein are not applicable to a neighborhood block party or similar activity to be conducted within a non-arterial street, is not exceeding one city block, is in an area residentially zoned, if

such event is sponsored by the owners or residents of a property fronting upon such area, is not for commercial or advertising purposes or for profit, and if no sales of any food or article will be made and no payment for admission to such event is to be made or solicited.

The event organizers' current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the City Clerk at least 30 calendar days before the special event.

### DEPARTMENTAL QUESTIONS:

**Yes    No**

- Does this event involve a charge for admission?
- Does this event involve the **sale** or **use** of alcoholic beverages?
- Will items or services be sold or given away at the event? **If YES**, please describe:
- Does this event involve entertainment? **If YES**, please describe:
- Does this event involve a **moving route** of any kind along streets, sidewalks or highways? **If YES**, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain your route.
- Does this event involve a moving **float**?
- Does this event involve animals?
- Does this event involve a **fixed venue** site? **If YES**, attach a detailed site map showing all streets affected.
- Does this event involve a plan for a **tent**?
- Will there be open flame cooking in booths or trailers?
- Will there be a pyrotechnics display?
- Will Liquefied Petroleum Gas (i.e. Propane) be used?
- Will there be any temporary electrical wiring used?
- Will there be a need for additional Litter Containers?
- Does this event involve hanging a banner?

Organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please be advised that loud and unreasonable noise (including music) is a violation of Chapter 8.12.060 of the Tacoma Municipal Code. A police officer may determine that noise during your event is offensive to others and may require you to stop the noise. Also, the police may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

I understand that I must supply the City Clerk with proof of insurance (and Indemnity bond, if required) and the \$20.00 permit application fee, in accordance with the requirements, before obtaining the permit.

I am aware of the terms and conditions of the permit and will advise the participants in this event of these terms and conditions.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant