

City of Puyallup
Special Event Application
 333 S. Meridian, Puyallup 98371
 Contact: (253) 841-5480 or specialevents@puyallupwa.gov

Please Note:

1. Application should be completed, signed, and submitted **at least 90 days** prior to the event.
2. Application will not be accepted unless accompanied by:
 - a) Permit fees of \$80.00
 - b) Detailed map and/or event layout
3. Proof of Commercial General Liability insurance and an endorsement naming the City of Puyallup as an additional insured is **due no later than 30 days prior to the event** (see *Section 15, Page 9*).

1. Event Information			
Event Name:			
Event Dates:		Event Hours:	
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Event Setup Starts:		Event Take Down Complete:	
Start Date	Start Time:	End Date	End Time:
Event Location:			
Event Type:	Run/ Walk/ Ride	Festival/ Fair/ Block Party	
	Parade	Concert/ Performing Arts Other:	
	Car Show	Carnival	
	Fireworks	Park Event	
Attendance:	Is this event private or open to the public? <input type="radio"/> Public <input type="radio"/> Private Anticipated number of Visitors: _____ Anticipated number of Vendors: _____ Anticipated number of Staff/Volunteers: _____		

2. Applicant Information

Primary Contact:	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:
Secondary Contact:	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:
On-Site Contact:	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:

3. Event & Set Up Details

Is this an annual event? Yes No	Has this event been produced before? Yes No	How many years?
Changes from the last event? Yes No	Previous location(s) of event:	Previous name(s) of event:
Describe Changes:		

Equipment and Set Up:	<p><i>Select all that apply. Show all equipment on your attached map and describe in detail in supplemental documents.</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Staging/Scaffolding</td> <td><input type="checkbox"/> Portable Restrooms</td> </tr> <tr> <td><input type="checkbox"/> Generators</td> <td><input type="checkbox"/> Handwashing Stations</td> </tr> <tr> <td><input type="checkbox"/> Speakers</td> <td><input type="checkbox"/> Recycling / Compost Bins</td> </tr> <tr> <td><input type="checkbox"/> Animals</td> <td><input type="checkbox"/> Tents/Canopies – Quantity & size</td> </tr> <tr> <td><input type="checkbox"/> Fireworks</td> <td><input type="checkbox"/> Canopies larger than 700 square feet</td> </tr> <tr> <td><input type="checkbox"/> Inflatables / Bouncy</td> <td><input type="checkbox"/> Tents larger than 400 square feet</td> </tr> </table>	<input type="checkbox"/> Staging/Scaffolding	<input type="checkbox"/> Portable Restrooms	<input type="checkbox"/> Generators	<input type="checkbox"/> Handwashing Stations	<input type="checkbox"/> Speakers	<input type="checkbox"/> Recycling / Compost Bins	<input type="checkbox"/> Animals	<input type="checkbox"/> Tents/Canopies – Quantity & size	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Canopies larger than 700 square feet	<input type="checkbox"/> Inflatables / Bouncy	<input type="checkbox"/> Tents larger than 400 square feet
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	Describe additional equipment, set up details and logistics of your event. Attach additional documents if necessary:												

4. Parks

	<p>➤ If your event is held on City of Puyallup Parks and Recreation property, complete a Parks Use Agreement. Additional fees will apply, to be paid through the Parks department.</p> <p>➤ Contact Parks and Recreation at (253) 841-5457</p>					
	Will your event be fully or partially held in a City park?		Park or Shelter requested:		Have you completed a Park and Shelter Reservation Form?	
	Yes <input type="radio"/> No <input type="radio"/>				<input type="radio"/> Yes <input type="radio"/> No	
	Park Set Up Starts:			Park Take Down Complete:		
	Start Day:	Start Date:	Start Time:	End Day:	End Date:	End Time:
<p>Does your event require electrical support? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, attach a map showing specific locations your event requires electrical support</p>						

5. Neighborhood Notification

<p>➤ Neighborhood and community notification may be required for certain Special Events depending on the event's impact of the community.</p> <p>➤ If your event affects a city neighborhood, you are required to complete the following:</p> <ol style="list-style-type: none"> 1. Submit copies of notification and media materials to the City Clerk's Office. 2. Notify affected neighbors in writing and obtain signatures from neighbors and businesses along street closures. 3. Submit the filled signature sheet to the Clerk's Office at least 30 days in advance of the event. 		
Are your notification plan and materials attached?		<input type="radio"/> Yes <input type="radio"/> No

6. Maps

Map Requirements:	<p>➤ Detailed maps are required for all events.</p> <p>➤ You may need more than one map, including a Traffic Control Plan if your event impacts arterial streets</p>	
	<p style="text-align: center;"><u>General</u></p> <ol style="list-style-type: none">1. NORTH indicated by a directional arrow2. Street Names3. Street or Lane Closure Points4. Requested Street Parking Spaces5. Emergency Vehicle Access/ Fire Lane <i>(Must indicate width of 20' along entire length of street closure)</i>6. Business or Residential Driveways or Entrances <p style="text-align: center;"><u>Equipment or Structures</u></p> <ol style="list-style-type: none">1. Fencing2. Bleachers3. Booths4. Tents or Canopies5. Cooking Areas6. Generators7. Vehicles8. Stage9. Portable Restrooms10. Waste Collection Bins/ Stations11. Other set-up, equipment, or structures <p style="text-align: center;"><u>Parades or Processions or Marches</u></p> <ol style="list-style-type: none">1. Route with directional arrows2. Starting Point and Finishing Point3. Assembly area4. Dispersal area	<p style="text-align: center;"><u>Runs/ Races/ Walks/ Bike Rides</u></p> <ol style="list-style-type: none">1. Starting line including structure set up2. Finish line including structure set up3. Route with directional arrows4. Street closure points and barricades5. Location of requested PPD traffic control officers6. Location of organizer provided trained monitors7. Water station or other stops along route <p style="text-align: center;"><u>Park Use</u></p> <ol style="list-style-type: none">1. Name of Park Facility2. Streets3. The overall event area4. Electrical plan for vendor & stage5. Location of any physical equipment:<ul style="list-style-type: none">• Stages• Vendors• Booths• Sponsors• Tents• Signs• Barricades• Portable Toilets• Vehicles• Shelters <p style="text-align: center;"><u>Parking Plans</u></p>

7. Street Closures

- Events that include sidewalk, traffic lane, or street closures, reserved parking, or affects any streets or right of way, are required to provide detailed maps and a traffic control map. See Section 6. MAPS
- All street closures must allow for an unobstructed emergency lane (fire lane) of at least 20 feet in width.
- Street closure & directional signage, no-parking barricades, traffic cones, meter permits, etc. may be required. These items are at the expense of the permit holder and not included in the Special Event Permit Fees.

Does your event require any sidewalk, traffic lane, or street closures?	YES	NO
Does your event require reservation of street parking spaces?	YES	NO
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.**

Street Closure Details:

Street Name	Between (cross street)	And (cross street)	Start Date	Start Time	End Date	End Time

Additional Information:

Street Closure:

8. Police Staffing

- Special event activity may require Puyallup Police Officers for public safety and/or traffic control.
- Police officer staffing, locations, and times are determined by the Puyallup Police Department based on the time, place, and manner of the event activity.

Safety & Security:	Do you require Police Officers for safety/security for any portion of your event?				<input type="radio"/> Yes	<input type="radio"/> No
	List dates/ times Police Officers are needed for safety/ security:					
	Date	Start Time	End Time	# of Officers	Purpose	
	Describe safety and security needs that require Police Officers:					
Are you hiring professional security personnel and/or assigning volunteers to security roles? Describe:						
Traffic Control:	Do you require Police Officers for traffic control for any portion of your event?				Yes	No
	List dates/ times Police Officers are needed for traffic control:					
	Date	Start Time	End Time	# of Officers	Purpose	
	Additional details regarding traffic control needs: (Attach additional sheets as necessary)					

9. Vendors

A complete list of your vendors must be submitted at least 2 Weeks prior to your event.

Does your event include vendors selling merchandise, food, and/or promoting products or services?

Yes

No

Items sold will include:

10. Food

- **If you are planning to sell food or have food vendors at your event, an insurance endorsement including “completed operations” is required. See Section 15**
- **Tacoma- Pierce County Health Department permits may be required for each vendor or sales/serving location. Contact TPCHD at (253) 798-6500**
- **Food vendors using open flame cooking (with propane, charcoal or wood) must have a current Central Pierce Fire & Rescue permit. See Section 14**

Do you plan to sell or serve food at your event?

Yes

No

Will food be cold held, hot, or cooked on site?

Does your event include:

How Many?

Professional catering?

Yes

No

Food trucks?

Yes

No

Food booths?

Yes

No

11. Recycling & Trash

- **Event organizers are responsible for managing and removing all recycling & garbage within the area of their event, including public street cans *and* trash in nearby areas that is reasonably related to the event.**

Collection:

How many bins are you providing as collection containers at your event?

Recycle _____ Compost _____ Garbage _____

Will you manage your own recycling & garbage collection, or will it be managed by a vendor?

Self-Haul: Yes No List vendor/company:

Waste Management Plan:

12. 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.
- A detailed map of all alcohol areas showing fencing, entrances, exits, their dimensions and maximum intended capacities is required. See Section 6. Maps.

Will alcohol be sold at your event?	<input type="radio"/> Yes	<input type="radio"/> No	How many separate alcohol service areas?
Will alcohol be consumed (no charge) at your event?	<input type="radio"/> Yes	<input type="radio"/> No	
Will alcohol service be sponsored by a non-profit entity?	<input type="radio"/> Yes	<input type="radio"/> No	Name of non-profit:
Will alcohol be provided by a caterer?	<input type="radio"/> Yes	<input type="radio"/> No	Name of caterer:

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

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

13. Outdoor Amplified Sound/ Music

Does your event have any amplified sound? <input type="radio"/> Yes <input type="radio"/> No		Will the sound include music/entertainment? Yes No			
Indicate dates/times of any amplified sound below:					
Day:	Date:	Start Time:	End Time:		
Day:	Date:	Start Time:	End Time:		
Day:	Date:	Start Time:	End Time:		

Describe what equipment will be used for amplified sound, and at what locations (show in maps):

14. Fire Permits

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 <https://www.centralpiercefirerescue.org> or you may call (253) 538-6402 for information.

15. Insurance and Hold Harmless

INSURANCE:

- The City of Puyallup does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event.
- Depending on the type of event you are planning, and the activity and risk level of your group, you will be required to obtain liability insurance in accordance with City of Puyallup policy, name the City of Puyallup as an **additional insured**, and be responsible for providing proof of such insurance.
- **To ensure proper insurance coverage is in effect for your event, please review the last page of this Application entitled “*Special Event Insurance*” and provide it to your insurance carrier.**
- The City cannot issue a Special Event Permit until all insurance requirements have been met.

HOLD HARMLESS: Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Puyallup, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Puyallup.

16. Signature

Signature

Print Name

Date: