City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
Phone: (360) 629-2181
Fax: (360) 629-3009

Permit Number:_____

SPECIAL EVENT PERMIT APPLICATION

Definition: Special events means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic and other places that reasonably expected to cause or result in more than 75 people gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/or is reasonably expected to require the provision of public services.

The following items are required for all special event applications:

- ☐ Completed application - submitted 60 days prior to the event for review and processing.
- ☐ Non-Refundable Application Fee: **$50.00, fee must accompany application.**
- ☐ Certificate of Liability Insurance
- ☐ Detailed site map showing street closures, traffic control devices, barricades and portable toilets
- ☐ Written permission from property owners if event is held on private property
- ☐ Flyer and/or schedule of event(s)
- ☐ Banner application if applicable, application located on City website or at City Hall.
- ☐ **$200 Non refundable Fee Park Fee** if applicable due at time of application to reserve date. Fee will be applied to park use, but is non-refundable.

Park Reservations and submittal of fees must be pre-authorized with Lisa Noonchester at (360) 629-9781 ext. 4531 or lisa.noonchester@ci.stanwood.wa.us, prior to submitting the Special Event application.

Any changes to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.

City Contribution

- For large events 1000 people or more, the City to contribute 75% of the cost of staff labor and equipment costs. .
- For small events less than 1000 people, the City to contribute up to a limit of $325 value of staff time and equipment costs.

See the City Contribution form attached to this document for more information. To request City Sponsorship, the application for City Sponsorship must accompany this application

Applicant Information

Applicant's Name:_____

Company/Organization: _____

Contact Person to be available at event:_____

Mailing address:_____

Phone:_____ Cell: _____Email:_____

Event Information

Name of Event: _____

Event Date(s): _____

Event open time:_____ Event close time:_____

Set up date and time_____

Break down date and time:_____

Event Location (must include address)_____

Does your event cause any street closures? _____

Which streets will be closed?_____

Attendance

Estimated Total Attendance: _____

How many registered Participants? _____ Spectators?_____ Volunteers?_____ Staff?_____

Event Site Plan

Attach proposed event map and site plan with the following indicated for review, potential amending and approval:

- Detailed event layout/route with directional arrows, street names
- Placement and collection of signage, traffic control devices, barricades, toilets, etc
- Parking Plan
- Tents, Canopies and Awnings
- Stages, booths, trailers, motorhomes

City Services

Will any other City services or supplies be requested? If so, please describe in detail below:

a. Police: _____

b. Fire: _____

c. Public Works: _____

Plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control: _____

_____

Plan for portable toilets, garbage, sanitation and clean-up (please include delivery and pick up dates):
Applicant must provide for their own portable toilets, but explain plan:_____

_____

_____

_____

Temporary Signage (describe number and size and diagram location)

_____

_____

Will there be organizations or vendors involved in the event? Yes ☐ No ☐

If yes, How many? Local within Stanwood City Limits:_____
Outside Stanwood City Limits:_____
Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or liquor be distributed/sold at event: Yes ☐ No ☐ (if yes, please explain plan)
***Note**: per SMC 9.24.080 "No person shall consume liquor ... in a public place".*

_____

_____

Once application is approved, within 72 hours of event, applicant shall notify all parties' impacted (residents, businesses, transit, fire, police, public works).

AGREEMENT

The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Applicant will provide the City with a Certificate of Liability Insurance naming the City as an additional insured on the policy. Applicant's insurance coverage shall be primary as respects to the City. The policy must include bodily injury and property damage coverage limits of no less than $1,000,000 for each occurrence and $2,000,000 general aggregate. Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who are authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.

The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees and volunteers, while acting within the scope of their duties, from any and all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the 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 organization, its employees or representatives, concessionaires of the event or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Signature of Applicant:_____

Organization/Title_____ Date:_____

Special Event Contact List

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Department of Transportation (WDOT)
Phone: (360) 705-7000

Community Transit
Phone: (800) 562-1375 or (425) 353-RIDE
Website: www.communitytransit.org

Island County Transit
Phone: (360) 387-7433
Website: www.islandtransit.org

Washington State Liquor Control Board
Phone: (360) 664-1600

Snohomish County Health District
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards

Waste Management Northwest
Phone: (800) 592-9995
Website: www.wmnorthwest.com/stanwood

Snohomish County PUD
Phone: (360) 629-5700
Website: www.snopud.com

Cascade Gas Company
Phone: (888) 522-1130
Web-site: www.cngc.com

Stanwood-Camano School District
Phone: (360) 629-1200
Website: www.stanwood.wednet.edu

Burlington Northern Railroad
Phone: (206) 625-6220
Website: www.bnsf.com

Amtrak
Phone: (800) 872-7245
Web-site: www.amtrak.com

City of Stanwood Contact List

Community Development (processes application)

(360) 629-2181 ext 124
Corinne.schakel@ci.stanwood.wa.us

Fire Department:
(360) 629-2184

Public Works
(360) 629-9781
Lisa.noonchester@ci.stanwood.wa.us

Clerk's Office (completes application & takes to City Council if applicable)
(360) 629-2181 ext 106
patricia@ci.stanwood.wa.us

Police Dept.
(425) 388-5290

Request for City Contribution
(submit with special event application)

Name of Applicant:_____

Name of organization requesting contribution:_____

Name of event:_____

Event Dates:_____

Mailing Address:_____

City _____State_____Zip_____

Phone:_____ Cell:_____

Email:_____

Criteria for approval of city contribution:

As part of the review of a City contribution the following findings shall be made:

- The event contributes to marketing of the City
- The event will attract the general public into the downtown or uptown commercial areas and will be conducted in a way that creates potential for additional retail or service business transactions that will contribute to the City's tax base.
- The event provides recreation benefit to the general public.
- The event promotes the general public welfare.

As part of City contribution, the City of Stanwood logo and/or text indicating the City role may, in sole discretion of the City be included in signage, posters and other advertising materials for the event.

Briefly describe how your event will meet the above listed criteria:_____

_____

_____

_____

_____

Amount requested: $_____

City services requested for sponsorship: _____

_____

_____

_____

_____

_____

_____

_____

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Application for Banner Installation

The City of Stanwood allows banners above the roadway in one location at 88th Avenue NW. Coordination of banner placement is managed by the Community Development and the Public Works Departments. Additional information may be obtained by contacting the Permit Specialist.

Banners may be placed only under the following conditions:

1. Applications will be accepted after January 1 for that calendar year.
2. Placement is first-come, first-served with dates reserved through the Community Development Department based upon the date the application, payment and proof of Insurance is received. All items must be submitted prior to placement on calendar.
3. Banners must be at least three feet tall and 20 feet wide and may not exceed 60 square feet in area.
4. Banners must contain grommets for installation.
5. Conceptual drawings of the banner must be submitted for review as part of the approval process. Banners containing any unapproved reference to commercial activity will be immediately removed.
6. Banners must be made of materials capable of withstanding a minimum of One Hundred and Ten (110) miles per hour wind load with a safety factor of 1.3 for wind gusts. Materials shall be resistant to ultraviolet rays, mold and mildew and have sewn loops for strength.
7. Applications must be received a minimum of 2 weeks prior to the requested placement of the banner.
8. Banners may be placed for up to no more than 14 days in advance of the event, and shall be removed within 3 days after the termination of the event. If applicant does not pick up banner within 15 days of being notified, the City of Stanwood shall not be responsible for storage, damage or handling.
9. The Permit Specialist will notify the applicant of approval, denial and/or date change.
10. Failure to obtain a permit or abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.
11. Applicant accepts the responsibility and liability for any banners installed in or over the public right of way. The applicant shall maintain in full force and effect throughout the term the banner is in place over the roadway the following:

    One million dollars ($1,000,000) Commercial General Liability insurance for bodily injury or death to any one person; and

    Two million dollars ($2,000,000) Commercial General Liability insurance for property damage resulting from any one accident; and

The City shall be named as an insured under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 2012 or a substitute endorsement providing equivalent coverage.

Permit #_____

Application for Banner Installation

Applicant Name: _____

Address: _____

Phone: _____ Email Address: _____

Organization Represented: _____

24-Hour Contact person and phone number: _____

Date of requested placement (see page 1 for placement time limits): From _____ To: _____

Dates of Event: _____

Location of Event: _____

Draw; Attach Photo or Provide Draft of Banner Below:

Applicant and Represented Organization agree to hold harmless the City of Stanwood, its employees, agents, representatives, and volunteers from any liability, damage, or injuries to the applicant's facilities, the applicant, their guests, employees, or any other person or property resulting from or arising in connection with the use of the right of way by the applicant.

Applicant Signature: _____ Date: _____

Print Name:_____

****FOR OFFICE USE ONLY****

( ) Proof of Insurance
( ) Application Complete
( ) Payment received

_____ _____
Permit Specialist Authorization Date

Barricades & Signs for Special Events

Name of Event	Contact Name	Contact number	# of barricades	# of signs
				2

Options:

Place Initial next to preferred option. The agreement must be signed prior to Council approval of Contribution.

Applicant must contact staff member for appointment

1. Pick up and check out signs and barricades at Public Works Yard _____
2. Sign an agreement acknowleding that staff will set out barricades & signs out on Friday and pick them up Monday, Applicant is responsible for all equipment._____
3. The applicant will pay staff minimum 2 hours delivery cost & 2 hours pick up overtime at $50.00/hour staff will transport to and from the on the day of the event,_____

** The applicant has checked out _____ signs and _____ Barricades. _____

Applicant intials, _____

Staff intials_____,

Applicant signature_____ Date:_____

**** City Only*****

# of set up and break down hours _____ Cost of labor $_____

Staff signature_____Date:_____