



Special Event Permit

Guide for Scheduling Park Facilities: All park use requests for Community Special Events need to be completed and turned in forty five (45) days (90 days for events with beer/wine sales) prior to event date. Annual events have first priority and can be scheduled **annually, the first working day of January**. The filing fee for a special event application is \$75.00

Step 1: Reserve a date, time & location by visiting the Parks & Recreation website at www.wwpr.us or our office at 55 E Moore St, Walla Walla.

Step 2: Read the Guideline for Event Applicants & Planners which outlines, rules, requirements, permits, and filing timelines. Available on request.

Step 3: Note filing date requirements.

Step 4: Make sure all applications are signed.

Step 5: Submit all fully completed applications to the Parks & Recreation Department in a timely manner.

Event Coordinator/Primary Contact/ _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email _____

Date(s) of Event _____

Name of Event _____

Park Site(s), Facilities _____

Setup Time _____ Event Start Time _____

Event End Time _____ Event Cleanup _____

Sponsor/Organization _____

Profit/Non-Profit _____ Tax Exempt # _____

(All non-profit/non-taxable organizations are required to submit an IRS 501-C3 tax exempt identification number.)

Purpose & Brief Description of Event _____

The City of Walla Walla Parks & Recreation Department will review and determine services we can provide. Additional charges may apply for these services. Please complete all information on this form. The Event Coordinator is responsible for providing a complete list of event plans and a list of suppliers providing services. An event logistics map is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.

READ AND COMPLETE INFORMATION ON REVERSE SIDE



PARK USE APPLICATION

All Vendors, Suppliers and equipment **MUST** be removed at the end of the event or additional fees will be charged.

Yes	No	Check all Planned Activities	Yes	No	Check all Planned Activities
		Electricity (available in some locations with limited resources) ** Identify these items on event logistic map.			Alcohol Served? (Permit required - \$10.00 fee)
		Water Requirements - Drinking/Washing (circle) (available in some locations with limited resources) **Identify these items on event logistic map.			Alcohol Sold? (WSLCB permit & City of Walla Walla City Council approval required) (90 day filing period)
		Event will provide Gray Water Barrel/Grease Barrel (circle). Grease & gray water need to be contained and removed from use sites. **Identify these items on event logistic map.			Food/Beverages will be served (list caterers or vendors below or on separate sheet)
		Event will provide generators: Size(s) _____ **Identify these items on event logistic map.			Amplified Sound (Describe)
		Event will provide stages: Size(s) _____ **Identify these items on event logistic map.			Items to be sold - food _____/non-food _____ (Short-Term Concession Permit required)
		Event will provide canopies: Size(s) _____ **Identify these items on event logistic map.			Extra Tables Requested Quantity _____ **Identify these items on event logistic map.
		Booths: Size(s) _____ **Identify these items on event logistic map.			Event will provide traffic control **Identify these items on event logistic map.
		Event will provide Port-a-Potties Quantity: Regular _____ ADA _____ **Identify these items on event logistic map.			Event will request Barricades/Special Parking Quantity _____ **Identify these items on event logistic map.
		List other equipment or entertainment (jumping castles, etc) _____ **Identify these items on event logistic map.			List Activities/Entertainment below or on separate sheet
		Event provides cardboard trash boxes # _____ Boxes require 55 gal bags/event provides # _____			Event will request Security
		WWPRD requires Event Sponsor to order dumpsters for groups over 300 Quantity ordered _____ **Identify these items on event logistic map.			Number of City staff assigned to event

Event will provide utility vehicles/golf carts/ATV's/Gators/Mules/Other (**Circle**) # _____

Additional Details - Provide a logistic map outlining the entire venue including location of: all canopies, stages, equipment, activities, port-a-potties, generators, vendors, power, and water sources. Vehicles are not allowed on turf. Provide a map of area to be closed to vehicle access. Attach additional pages as needed.

Other (Please outline in detail)



I hereby certify that I have read and will abide by the rules and regulations set forth by the City of Walla Walla, Parks & Recreation Department, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Walla Walla and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Walla Walla, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Walla Walla for any clean up, loss or damage to City property resulting from this use. In addition, I give consent to the disclosure of the phone numbers(s) I have listed on this application pursuant to requests from the public, and I give consent to the disclosure of these phone number(s) in informational publications, releases, or announcements about this community event.

Event Title _____

Event Coordinator's Signature _____

Date _____

City of Walla Walla Approval (please initial & note comments below or on a separate sheet)

Parks & Recreation _____

Public Works _____

Fire _____

Police _____

Public Safety _____

Development Services _____

Other _____

Conditions:

Event Title _____

Approved _____ Date _____



SAMPLE

PHYSICAL ACTIVITY EVENT WAIVER FORM

Per Section 10.27.080.A.3 of City Code Requirements for Special Events:

“For a special event involving registered participation of person involving physical effort, an agreement that each participant, as a condition of participation, will be required to waive any and all liability against the City of Walla Walla, its officers, agents and employees arising from the event, which agreement shall be in language approved by the City Attorney.”

The City of Walla Walla has approved the following language for participation waivers for events such as fun runs, bike-a-thons, walk-a-thons, or other events involving physical activity on the part of the participant.

RELEASE

In consideration of your acceptance of this race entry, I, for myself, my heirs, executors, administrators and assigns, forever release and discharge any and all rights, demands claims for damages and causes of suit or action known or unknown, that I may have against (sponsor's name), the City of Walla Walla and any and all participating race sponsors, and the Directors, Officers, Employees and Agents of such parties, for any and all injuries or death in any manner arising or resulting from my participation in said race. I attest and verify that I have full knowledge of the risks involved in the race, that I will assume those risks, that I will assume and pay my own medical and emergency expenses in the event of an accident, illness or incapacity, regardless of whether I have authorized such expenses, and that I am physically fit and sufficiently trained to participate in this race.

Signature

Date

Signature of Parent or Guardian if participant is under 18



SPECIAL EVENTS INSURANCE REQUIREMENTS

Per Section 10.28.080.A.1 of City Code Requirements for Special Events:

No later than fourteen (14) calendar days before the event, the applicant shall file with the Parks & Recreation Director the following:

“Evidence of liability insurance coverage, for review by the City Risk Manager, with the City of Walla Walla, its Officers, Employees and Agents named as additional insured parties and affording death, personal injury and property damage liability coverage in an amount not less than one million dollars. Additional endorsements for host liquor liability and/or products liability may be required, in the event food, beverages and/or alcoholic beverages are to be dispensed.”

Certificate of Insurance Requirements (Acord Form #25):

1. This standard insurance form must be completed according to these guidelines:
 - A. The wording at the top of the form, “This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.” Must be deleted in its entirety.
 - B. The wording at the bottom of the Acord form, “Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation of liability of any kind upon the company.” shall be changed to read “Should any of the above described policies be cancelled or reduced as to coverage before the expiration date thereof, the issuing company will fax and mail 10 days written notice to the certificate holder and the City of Walla Walla.”
 - C. The City of Walla Walla is named as an additional insured.
 - D. The appropriate amount and types of coverage's specified above are contained therein; and
 - E. Any wording crossed out or added must be approved by the City of Walla Walla and initialed by the Agent/Broker.
2. A completed Acord form #25 may be submitted without the changes described in 1.1 above if the Acord form is accompanied by a completed Endorsement naming the City of Walla Walla as an additional insured and containing the insured’s name and policy number, and signed by a duly authorized Agent/Broker. The changes described in 1.B above must be made on the Certificate of Insurance. Any wording crossed out or added must be approved by the City of Walla Walla and initialed by the Agent/Broker.
3. A complete Acord form #25 (or equivalent) may be submitted without the changes in 1.B above if it is accompanied by an Insurance Binder (Acord form #75, or equivalent) indicating the Endorsement naming the City of Walla Walla as an additional insured is bund with the Certificate of Insurance. The Sponsor must submit the Endorsement prior to the expiration of the insurance Binder. Failure to replace a binder which has expired shall be a material breach of these guidelines and the City of Walla Walla, at its option, may revoke event permit.

The City of Walla Walla has the right to place or renew the coverage at its discretion and charge the sponsor for the cost thereof should the sponsor fail to obtain or maintain the required insurance coverage for the event. A certified copy of the insurance policy may be submitted which shall name the City of Walla Walla as an additional insured.



Name of Event _____

Date(s) of Event _____

Event Sponsor/Contact Person _____

Telephone/Email _____

RCW 70.93.093 states:

In communities where there is an established curbside service and where recycling service is available to businesses, a recycling program must be provided at every official gathering and at every sport facility by the vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans. A recycling program includes provision of the receptacles or reverse vending machines, and provisions to transport and recycle the collected materials. Facility managers or event coordinators may choose to work with vendors to coordinate the recycling program. The recycling receptacles or reverse vending machines must be clearly marked, and must be provided for the aluminum glass, or plastic bottles or cans that contain the beverages sold by the vendor.”

I hereby certify that recycling stations will be provided by all vendors participating in the above-referenced event selling aluminum, glass, or plastic bottles or cans that contain the beverages sold by the vendor. If no vendors are involved with the event, event sponsor will assume responsibility for funding and providing recycling services.

Signature of Sponsor/Contact Person _____

Other Comments:

Approved by _____ Date _____