



Snohomish County Parks and Recreation

Special Event Permit Application

Permit #: _____

APPLICANT INFORMATION

1. Applicant/Agent Name:			
2. Organization Represented by Applicant:			
3. Organization Web Site:			
4. Mailing Address			
	City:	State:	Zip:
5. Agent Phone and Contact Information	Daytime Phone:	Fax:	
	Cell Phone:	E-Mail:	
	Evening Phone:	Other:	
6. Event Contact Person (if other than agent). Please print name below:	Daytime Phone:	Fax:	
	Cell Phone:	E-Mail:	
	Evening Phone:	Other:	

INSURANCE REQUIREMENTS

Special Events are required to have liability insurance. Do you or your group have liability insurance that would cover such an event? NO YES If yes, please provide the name of the insurance company:

Snohomish County must be named as an additional insured in any and all policies. The amount of liability coverage will be determined by the activities as detailed in this application form. Insurance must be evidenced on an Accord 25 form and submitted 2 weeks before event setup date for review.

EVENT OPERATIONS (Use additional pages as needed)

7. Official Name of Event:	
8. Name of event in previous years:	
9. Describe in detail the nature and major purpose(s) for holding event:	
10. Is the event <input type="checkbox"/> Private or <input type="checkbox"/> Public ? (please select a checkbox after reading the description to the right)	A private event is one in which you have a specified guest list and you know who is attending; a public event is one to which the general public is invited through word-of-mouth, flyers, or media advertising.
11. Anticipated Maximum Attendance:	
12. Name of Park:	
13. Location of the Event within the Park:	
14. Event Set Up Date / Time: (When first equipment is set up. i.e., tents portable restrooms/lets)	
15. Event Date(s) and Hours of Operation:	
16. Event Break Down Completion Date/Time: (When all equipment is removed, i.e., tents, portable restrooms)	
17. Will any event participant(s) be charged a fee? If yes, please describe:	

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Please check all items below that apply to your event and provide details below.
Attach a separate sheet with additional details if needed.

- | | | |
|---|---|---|
| <input type="checkbox"/> Amplified Sound – Hours:
_____ to _____ | <input type="checkbox"/> ** Alcohol | <input type="checkbox"/> Picnic Shelters |
| <input type="checkbox"/> Booths – Qty _____ | <input type="checkbox"/> Bicycling | <input type="checkbox"/> Portable Restrooms |
| <input type="checkbox"/> Commercial Advertising/Banners
– Qty _____ | <input type="checkbox"/> Boat Racing | <input type="checkbox"/> Public Address (PA) System |
| <input type="checkbox"/> Cooking – Check one:
<input type="checkbox"/> Charcoal <input type="checkbox"/> Propane | <input type="checkbox"/> Concert/Live Music | <input type="checkbox"/> Race (Timed Event) |
| <input type="checkbox"/> Stage – Size: | <input type="checkbox"/> Dance or Drama | <input type="checkbox"/> Rally/Protest |
| <input type="checkbox"/> Tents/Canopies – Qty: _____
Size: _____ | <input type="checkbox"/> Requesting Electricity? | <input type="checkbox"/> Run (Non-Timed) |
| <input type="checkbox"/> Vehicles – Qty: _____ | <input type="checkbox"/> Exhibits or Displays | <input type="checkbox"/> Sporting Event |
| | <input type="checkbox"/> Food or Beverage | <input type="checkbox"/> Theatrical Performance |
| | <input type="checkbox"/> Food or Beverage Distribution or Sales | <input type="checkbox"/> Vending, Food |
| | <input type="checkbox"/> Generator, Providing Own | <input type="checkbox"/> Vending, Non-Food |
| | <input type="checkbox"/> *Inflatable (bounce) | <input type="checkbox"/> Wedding Reception |
| | <input type="checkbox"/> Inflatable (cold air Advertising) | <input type="checkbox"/> Photo/Film Equipment |

Will food be served or provided? Yes No County Health Certificate Obtained? Yes No

Other (Please list any additional items not on the checklist and or any additional information):

**** Alcohol****

Please Note: Alcoholic beverages cannot be sold, distributed, or consumed in any outdoor County Park.

You must attach a clear and legible site plan or map with the following indicated:

1. North, indicated by a directional arrow symbol.
2. Name of the Park facility and that of surrounding streets with one-way streets indicated.
3. The overall Event Area (including parking if appropriate) required within the confines of the Park,
4. The location of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable restroomstolets, vehicles, and shelters and shelter numbers
5. Any other details you think are helpful.
6. Electrical plans for vendors and stages.

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EVENT INFORMATION

18. Do you or your vendor participants plan to sell any items (food, beverages, products, crafts, materials, etc) at the event?

NO YES (If yes, please specify how this will be accomplished.):

19. How many volunteers/personnel do you have to support your event?

20. What type of advertising/promotion do you intend to use? Describe:

21. By signing this document, I take full responsibility for every participant of the event. I have read and agree to the terms and conditions outlined and I will follow the rules and requirements for conducting by event. I am aware that this application is a public document that may be inspected or copied*.

** If you believe any part of this document contains information that is exempt from disclosure, please notify our office in writing at the address below.*

Applicant Signature

Date

SNOHOMISH COUNTY CONTACT

Parks Special Event c/o Russ BosankoEmily Druschba
Snohomish County Parks and Recreation
6705 Puget Park Drive
Snohomish, WA 98296

Or FAX applications to: 425-388-6645

PHONE: 425-388-662402

E-mail: russ.bosanko@snoco.orgemily.druschba@snoco.org

Web: www.snocoparks.org

General Terms and Conditions for Special Events in Snohomish County Parks

Retain Permit: User must retain a copy of this permit on the park facility throughout the scheduled event.

Laws and Rules: Renter shall not allow any lewd or illegal conduct on the park facility. The User shall comply with all state laws, County ordinances, regulations applicable to activities in County Parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the park facility.

Liquor: No liquor shall be allowed in or about the assigned park facility without prior approval, permit, and proof of insurance, if applicable.

Motorized Vehicles: All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only. Parking is first come first serve, Parking Cannot be Reserved.

No Smoking Indoors: There will be no smoking allowed inside facilities or within 25 feet of doorways and windows. All cigarette butts must be picked up and ashtrays emptied from any outdoor smoking areas.

Condition of Park Facility: The User accepts the park facility upon entry into possession. The User may inspect the park facility at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the park facility in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.

Approval Required: The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; charging admission or fees for services. Any advanced writing approval will be included in the Contract.

Fees and Charges: Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except any negotiated percentage of gross receipts, if applicable) are due no later than 3014 days prior to the first day of the scheduled event.

Damage deposits: will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter to the Parks Department.

Responsibility: The User assumes responsibility for all activities conducted on the park facility, including but not limited to supervision and control to prevent injury or damage; maintenance of the park facility during the use; picking up bottles, debris and refuse; and providing security to maintain order. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.

Cancellation, Relocation by Department: The Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the park facility are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.

Revocation: The Department may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws and County ordinances regarding noise in public places, rules and regulations of the Department, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the park facility.

No Assignment: This permit and the permission granted may not be assigned, nor the park facility sublet, without the prior written consent of the Department.

Motorized Vehicles: All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only. Parking is first come first serve, Parking Cannot be Reserved.

Post No Signs: Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a facility without written permission.

Indemnity: To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County, the User shall indemnify and hold harmless the County, its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, the User's Event. In addition, the User shall assume the defense of the County and its officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such Event: shall pay all defense expenses, including reasonable attorney's fees, expert fees and costs incurred by the County on account of such litigation or claims. This indemnification obligation shall include, but is not limited to, all claims against the County by an employee or former employee of the User or its Subcontractors, and the User, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects the County only, under any industrial insurance act, including Title 51 RCW, other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In the event that the County incurs any judgment, award and/or cost including attorney's fees arising from the provisions of this subsection, or to enforce the provisions of this subsection, any such judgment, award, fees, expenses and costs shall be recoverable from the User. In the event of litigation between the parties to enforce the rights under this subsection, reasonable attorney fees shall be allowed to the substantially prevailing party.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

In the event the County incurs attorney fees and/or costs in the defense of claims under this provision, such attorney fees and costs shall be recoverable from the User. In addition, the County shall be entitled to recover from the User its attorney fees, and costs incurred to enforce the provisions of this section.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Permit.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Permit.

Insurance : The User, at its' own cost, shall have procured and will maintain for the duration of this Event, insurance as specified in the Minimum Scope and Limits of Insurance. The User shall furnish the County with certificates of insurance and endorsements required by this Permit. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

Each insurance policy shall be written on an "occurrence" form.

By requiring such minimum insurance coverage, the County shall not be deemed or construed to have assessed the risks that may be applicable to the User under this Permit. The User shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Permit.

Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, until after forty-five (45) calendar days' prior written notice has been given to the County.

A. Minimum Scope and Limits of Insurance;

The User shall maintain limits no less than,

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. CG 00 01 current edition, including Products and Completed Operations and Participant Liability, if appropriate, unless otherwise approved by County Risk Management.
2. If Event Operations include the use of a vehicle on County property, Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol 1, unless otherwise approved by County Risk Management.

3. Workers' Compensation: Statutory requirements of the State of residency, and

4. Employers' Liability or "Stop Gap" coverage: \$1,000,000.

B. Other Insurance Provisions and Requirements

The insurance coverage(s) required by this Permit are to contain, or be endorsed to contain the following provisions:

All Liability Policies except Workers Compensation:

1. The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the User in connection with this Permit. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2012" or its equivalent is required.
2. The User's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
3. Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the User's liability to the County and shall be the sole responsibility of the User
4. Insurance coverage is to be placed with insurers with a Bests' rating of no less than A: VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.

If at any time any of the foregoing policies fail to meet minimum requirements, the User shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

C. Subcontractors

The User shall include all Subcontractors as insureds under its policies, or shall furnish separate certificates of insurance and policy endorsements for each Subcontractor. Insurance coverages provided by Subcontractors as evidence of compliance with the insurance requirements of this Permit not provided by the User, shall be subject to all of the requirements stated herein.