



## **Special Event Permit Application Requirements**

### ***STREET CLOSURES AND TRAFFIC CONTROL:***

All organizers of events that close streets will be required to submit with their application a certified traffic control plan detailing the type, location, and number of traffic control devices; a map of the event area and street closure; and a plan for how they will direct traffic around the event. If flaggers will be used to stop or direct traffic, the flaggers must be certified. Events that do not include a street closure, but which require placement of caution signs due to participants on or near the roadway may also require submission of a certified traffic control plan. All certified traffic control plans and associated traffic control devices must comply with all applicable regulations of the Manual on Uniform Traffic Control Devices (MUTCD), Washington State Department of Transportation (WSDOT), and Washington Administrative Code (WAC).

### ***INSURANCE REQUIREMENT:***

Before a permit may be issued, the applicant will be required to provide proof of commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence, and a \$2,000,000 aggregate. The coverage must also include an endorsement naming the City of Camas as an additionally-insured party. The policy shall begin no less than 24 hours prior to your event and expire no less than 24 hours after your event, and shall contain a provision prohibiting cancellation of the policy except upon 30 days' written notice to the City. You must provide the City with **both** a copy of your certificate of coverage as well as a copy of the endorsement naming the City as an additional-insured.

### ***EVENT CLEANUP AND RECYCLING REQUIREMENTS:***

The organizer of an event that is likely to create a substantial need for cleanup is required to provide trash bins and be responsible for the cleanup of litter in the area after the event. Applicants who require the use of City containers for garbage, or whose event requires street-sweeping or litter removal afterwards will be required to reimburse the City for the expense of the service(s) provided. Per Revised Code of Washington 70.93.093, the presence of vendors selling single-use beverages at an event or gathering requires that recycling containers be provided at the event for use by attendees. For information about the recycling program in Clark County or to obtain event recycling containers, contact Waste Connections at (360) 892-5370.

### ***NOTIFICATION OF OTHERS:***

The City of Camas recognizes that businesses, schools, churches, neighborhood associations, community groups, and residents are all stakeholders in activities occurring in the community that may inconvenience the general public's use of public property, services, or facilities. A vital step in granting event permits is ensuring that proper notification has been made to any affected group, organization, or individual so that they may comment on the application if desired. The applicant is responsible for identifying any such stakeholders and making notifications prior to submission of the permit application. Please submit with your application a list of all parties that you have identified and contacted about your event.

### ***PROVISION FOR COST RECOVERY OR FEE ASSESSMENT:***

Upon review of an application for a special event permit, and when the event requires significant City resources that exceed normal staffing for public services, City staff will provide the applicant with a statement of the estimated cost of providing personnel and equipment. The applicant will be required to pay these estimated costs prior to the event. City services and equipment may include overtime incurred by City personnel; the use of police officers and public works employees for traffic and crowd control; pick up and delivery of traffic control devices, picnic tables, or tents; extraordinary street sweeping or litter removal; and any other requested or required services.



Collected On: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Receipt #: \_\_\_\_\_  
Received By: \_\_\_\_\_

**Application for Special Events Permit  
Request for Use of City Streets or Public Right of Way  
(Allow at least 45 days for processing)**

**APPLICANT:**

Name of organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of activity coordinator(s): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Alternate phone (cell, work, etc.): (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**ACTIVITY OR EVENT:**

Title/name of event: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

Times (if multi-day event, please note dates with times below):

Set-up start: \_\_\_\_\_ Event start: \_\_\_\_\_

Event end: \_\_\_\_\_ Clean-up complete by: \_\_\_\_\_

**Street Closures:**

Street closures usually occur at least 2 hours before event set-up starts, but can vary by event size. If your event involves a street closure and you are requesting an earlier or later closure time, please specify the time and reason for the change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of activity or event: (check all that apply)

Parade  Fun-Run or Walk  Car Show  Street Fair  Block Party  Exhibition  Race  Vendor Cart

Sidewalk Seating  Sidewalk Sale  Other \_\_\_\_\_

Description of activity or event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of persons attending event, each day: \_\_\_\_\_

Estimated number of vehicles, each day: \_\_\_\_\_

**Parking:**

Will event require off-street parking? If so, what provisions will you make to accommodate this:

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**Maps and drawings:** Please attach a map or legible drawings showing assembly points, routes, street closures, and parking locations, as well as the affected streets, sidewalks, or public property affected by the event. If your event involves a street closure or flaggers, you **must** attach a certified traffic control plan (see below).

**Are traffic/pedestrian barricades needed? Yes  No**

Events occurring on City streets are required to provide a certified traffic control plan detailing the type, location, and number of traffic control devices; a map of the event area and street closure (if applicable); and a plan for how traffic will be directed around the event. Request for use of City barricades must be made prior to the event. Depending on the scale of the event and closure, the City may be unable to provide the requested devices in which case you will need to obtain outside resources.

**Will event include vendors, booths, tents, or carts? Yes  No**

Please provide a map showing where vendor carts or booths will be positioned in relation to nearby structures and each other. If heat, an open flame, and/or electrical power are required for the operation of the booth or stand, the Fire Marshal or his designated representative may inspect for compliance with applicable fire and safety codes (review and inspection fees may apply). If your event will require a street closure, you may be asked to provide a list of vendors, their vehicle license plate numbers, and contact cell phone numbers.

**Will alcohol be served at your event? Yes  No**

If yes, attach a copy of the liquor license or banquet permit obtained through the Washington State Liquor Control Board (WSLCB). Applications for liquor licenses and permits are available online at <http://liq.wa.gov/>, or by contacting the Liquor Control Board at (360) 664-1600. All sale, service, and consumption of alcohol must adhere to regulations set by the WSLCB.

**Proof of insurance attached? Yes  No**

If not, please provide explanation:

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**AGREEMENT:**

The organization or entity obtaining a permit agrees to defend, indemnify, and hold harmless the City, its agents, employees, and officials, while acting within the scope of their duties, from 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, damage to property, or theft arising out of acts or omissions of the organization, its employees or representatives, concessionaires of the event, or any person or entity, except for liability caused by the sole negligence of the city.

*My signature below indicates that I have read and understand the conditions of the application for a Special Events Permit. Also, if the permit is granted, I hereby agree to abide by the conditions set forth in the permit. I have been informed that if I, or the group I represent, fail to abide by the permit conditions, the City of Camas may revoke the permit to use City streets, or the public right of way.*

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date Submitted

**STAFF APPROVAL AND NOTES:**

<b>Police Chief</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<b>Fire Chief</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<b>City Clerk</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<b>Public Works Dir.</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<i>When applicable:</i>		
<b>Planning Dir.</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<b>Street Dept.</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<b>Parks &amp; Rec Dir.</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____
<b>Library Dir.</b> _____	<b>Approved?</b> YES / NO	<b>Date</b> _____

**STANDARD REQUIREMENTS:**

- \_\_\_\_\_ maintain sufficient access for emergency vehicles
- \_\_\_\_\_ coordinate barricade placement with Public Works/Street Department, (360) 817-1563
- \_\_\_\_\_ provide updated "Proof of Insurance" prior to event
- \_\_\_\_\_ notify Chamber of Commerce/Surrounding Businesses/Residences of pending event
- \_\_\_\_\_ contact Fire Marshal's Office for possible permits or inspection, (360) 834-6191
- \_\_\_\_\_ contact Police Department for security or traffic control, (360) 834-4151
- \_\_\_\_\_ maintain a minimum 5 ft. clearance on sidewalk
- \_\_\_\_\_ will be required to reimburse City for staff overtime
- \_\_\_\_\_ contact Parks Board for further approval
- \_\_\_\_\_ contact State for use of SR-500/Contact Clark County for further approval

**COMMENTS FROM STAFF:**

**Police Department:**

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**Fire Department:**

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**City Clerk:**

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**Public Works Director:**

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**Additional staff comments:**

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**CITY ADMINISTRATOR – FINAL APPROVAL**

\_\_\_\_\_ A permit for this event is **approved** by the City of Camas.

\_\_\_\_\_ A permit for this event is **denied** by the City of Camas for the reasons listed below.

**City Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

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**Meeting notes:**

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***NOTIFICATION OF PERMIT STATUS:***

\_\_\_\_\_  
Signature of City employee making notification

\_\_\_\_\_  
Date notice sent