



What to know about your Special Event Application:

The Application Process:

1. Submit your application at least 45 days prior to the event. Application must be filled out in its entirety to be considered. Incomplete applications will be returned to the applicant. Your application packet must include the following:
 - The application
 - Detailed drawing of any street closures/barricade placement or traffic maps
 - Example letter and mailing list to any affected neighbors, if applicable.
 - The application fee
 - Proof of insurance
2. After application is submitted, it is routed to the department heads for discussion.
3. The City will contact the applicant with any questions or clarifications needed to properly make a decision.
4. For most permits the City will contact the applicant to set a meeting to discuss the final details of the event including street closures and other concerns.
5. If the event is approved a permit will be issued to the applicant via email. The final permit may list some stipulations that must be adhered to during the event.

Insurance requirement:

Commercial general liability insurance is required with most permits. The proof of insurance must be submitted, pursuant to the provisions of 5.20CMC, before a permit can be issued. The applicant will be required to execute a certificate of insurance evidencing \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate, and a copy endorsement naming the City of Camas as additionally insured.

Vendor Carts and Booths Recycling requirements:

Typical streets can contain about 20 8X8 vendor booths. As the organizer you should create a diagram of the booth locations based on the needs of the vendor such as electrical outlets, water, or extensive set-up of the display. If there is food sales the booth must display a valid Clark County Health Certificate. Booths must also maintain a 12 ft. clearance per requirements of the Fire Marshall. The organizer of the event must provide recycling and sufficient trash receptacles. For information on recycling please visit, [The Department of Ecology](#) focus on recycling flyer.

Collected On: ____/____/____
Receipt #: _____
Received By: _____
Permit #: _____



Application for Special Event Permit
Request to Use City Street or Public Right of Way
Allow 45 days for Processing

Applicant

Name of organization: _____
Mailing address: _____
Name of Activity Coordinator(s): _____
Phone: (____) _____ Alternate Phone: (____) _____
Email: _____

Activity or Event

Event Name: _____
Location: _____
Date(s): _____
Time Frame of Event (if event covers multiple days please note dates): _____
Set-up start: _____ Event start: _____
Event end: _____ Clean-up Complete by: _____

Street Closures: Yes No If Yes, Please indicate the streets that are needing to be closed.
Streets will be closed 2 hours before event start unless otherwise noted.

Type of Event: Parade Organized Run/Walk Car Show Street Fair Block Party
 Concert Community Event Other: _____

Description of event or activity: _____

Estimated number of persons attending: _____ Estimated number of vehicles: _____

Will the event require off street parking? Yes No If yes, what provisions will be made:

- Yes No Are traffic/pedestrian barricades needed?
 Yes No Will event include vendors, booths, tents, or carts?
 Yes No Will Alcohol be served?

If you answered yes to any of the above questions please provide the following:

- A map or legible drawing showing assembly points, routes, street closures, and parking areas, as well as the affected streets, sidewalks, or public property affected by the event. If you will have vendors or tents please note on the map where they will be located at.
- If an entire street closure is or flaggers are needed you MUST attached a certified traffic control plan. The plan must detail the type, location, and number of traffic control devices; a map of the event area and street closer; and a plan for how traffic will be diverted. A request for barricades must be done prior to the event. Depending on the size and scale of the event the City may be unable to provide the requested devices in which you will need to obtain outside resources.
- If alcohol is served you are required to attach a copy of the liquor license or banquet permit obtained through the Washington State Liquor Control Board (WSLCB). Applications for this are available online at <http://liq.wa.gov> or by contacted them at (360)664-1600. All sales, service, and consumption of alcohol must adhere to regulations set by the WSLBC.

The City of Camas also requires that the event organizer provide proof of insurance. Proof of insurance must be attached for your application to be processed. If you do not have the insurance please note below:

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