

FOR OFFICE USE ONLY  
PRE-PAID APPLICATION FEE \$25

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

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

**Name of Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Name of Activity Coordinator:** \_\_\_\_\_  
**Phone:** ( \_\_\_\_ ) \_\_\_\_\_ **Alternate Phone:** ie-cell, work, etc. ( \_\_\_\_ ) \_\_\_\_\_

**Type of Activity:** (Check All That Apply)  
Parade \_\_\_\_\_ FunRun \_\_\_\_\_ Walk \_\_\_\_\_ Race \_\_\_\_\_ Procession \_\_\_\_\_  
Sidewalk Sale \_\_\_\_\_ BlockParty \_\_\_\_\_ Exhibition \_\_\_\_\_ StreetFair \_\_\_\_\_  
VendorCart \_\_\_\_\_ Sidewalk Seating \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**Title/Name of Event** \_\_\_\_\_

**Date(s) and Time(s) of Proposed Activity:**  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Number of Persons Attending Activity, Each Day:** \_\_\_\_\_  
**Number of Vehicles, Each Day:** \_\_\_\_\_

**Desired Route** (attach a map showing assembling points)  
**Vendor Cart/Booth** – See Page 2 for requirements (attach a detailed site plan showing desired location)

**Traffic and Activity Control Plan** (if vendor cart, you must also attach property owner/proprietor information for all abutting businesses and land parcels within 200 lineal feet):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are Traffic/Pedestrian Barricades Needed?** YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, list barricade placement locations by attaching a map indicating specific type of control barricades, number, as well as placement details for each individual day. **Arrangements for barricades must be made with the Public Works Dept. 834-2457 prior to event date(s).**

**Will Event Require Off-Street Parking? If So, Explain Applicant Provisions for Accommodating Off-Street Parking:** \_\_\_\_\_  
\_\_\_\_\_

**Commercial General Liability Insurance is Required – Upon Condition of Permit, Proof Of Insurance Must be Submitted (see terms below)**

Pursuant to the provisions of Camas Municipal Code 5.20, before a permit may be issued, the applicant will be required to execute a certificate of insurance evidencing commercial general liability insurance with minimum limits of \$1 million combined single limits per occurrence, and a copy of the endorsement naming the City as an additional insured.

The City retains the right to require a certificate of insurance policy complying with the above limits for each event vendor, depending upon the type of activity and risk assessment of the City reviewing authority.

The City reserves the right to stop any or all activity, if violations of the permit conditions occur. The City further reserves the right to stop any or all activity if a condition endangers the general health or safety of the participants, or hinders efficient public safety operations.

**Vendor Cart/Booth** – The operator of a stand or booth will be responsible for removal of litter in the area and will provide sufficient trash receptacles. If heat and/or electrical power are required for the operation of the booth or stand, the Fire Marshal or his designated representative will inspect it for compliance with applicable fire and safety codes (review & inspection fees may apply). If an open flame is present, the operator will be required to have an approved fire extinguisher at hand and know how to use it. The applicant will provide a scale drawing of the booth or stand, its relationship to other structures in the immediate area, and its impact on the traveled portion of the sidewalk or street as appropriate. The City Engineer or his designated representative will inspect the area in regards to possible obstruction of the sidewalk and/or street. Further, if the stand or booth is a motor vehicle or trailer parked on the street, all applicable parking regulations apply including time limits in the appropriate zones.

**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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CITY OFFICIAL USE ONLY:**

<b>Police Chief</b> _____	<b>Approved? YES / NO</b>	<b>Date</b> _____
<b>Fire Chief</b> _____	<b>Approved? YES / NO</b>	<b>Date</b> _____
<b>City Clerk</b> _____	<b>Approved? YES / NO</b>	<b>Date</b> _____
<b>Public Works Dir.</b> _____	<b>Approved? YES / NO</b>	<b>Date</b> _____
<b>DVC (If Applicable)</b> _____	<b>Approved? YES / NO</b>	<b>Date</b> _____

**For City Official Use Only:**

- \_\_\_\_\_ Must maintain sufficient access for emergency vehicles.
- \_\_\_\_\_ Coordinate barricade placement with Monte Brachmann (360) 834-2457.
- \_\_\_\_\_ City of Camas will need to collect updated "Proof of Insurance" prior to event.
- \_\_\_\_\_ Contact Chamber of Commerce/Surrounding Businesses/Residences of pending street closure.
- \_\_\_\_\_ Contact Fire Marshals for possible inspection of events (360) 834-6191.
- \_\_\_\_\_ Maintain a minimum 5 ft. clearance on sidewalk.
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contacted Activity Coordinator \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ regarding  
Name of person contacted Date  
approval/denial of application for \_\_\_\_\_ based on above conditions.  
Title of Event

\_\_\_\_\_  
Signature of City Official