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## **Special Event Application Process and Requirements**

Thank you for considering hosting a special event in Steilacoom. Attached are the items you will need to review, complete and submit to the Town Administrator.

Included in this packet are: a special event permit application, blank page for event site plan, and hold harmless agreement.

Below are the required elements that must be provided before the Town can issue a special event permit.

1. **Special event permit application.** The application may be turned in at any time prior to an event. Applications turned in fewer than 45 days prior to the event are charged a \$50 fee. A lack of adequate review time may result in denial of your application. Applications should be turned in to the Town Administrator at the Public Works Building – 1030 Roe St, Steilacoom, WA 98388.
2. **Event description/site plan.** A description of the event you will provide (to include Town staff or equipment needs) and a detailed layout regarding how you plan to use all areas associated with the event. Please include site plan or diagram of actual event, set up and staging areas, electrical needs, detailed route map (for runs or parades), parking arrangements for staff and/or participants, signage, etc. The Town sign code will be enforced at all times. Items included in this section must be turned in with the application form in order for it to be reviewed.

**Once we have the first two items, which provide specific information regarding your event, the Town will be able to process the application. Within 15 business days the Town will approve or deny the request and list conditions for use (set up, clean up, supervision, public safety, sanitation, etc.) If approved the following items are required:**

3. **Liability insurance.** Proof of insurance coverage (and copy of endorsement) in the amount of not less than \$1,000,000 combined single limit per occurrence is required. The Town must be listed as an additional insured party. A copy of this document is needed and must be provided 10 days prior to event. If you do not have insurance contact your state or national organization, private insurance carrier or the Washington Cities Insurance Authority. (206-575-6046).
4. **Hold harmless agreement.** A hold harmless agreement protects the Town and makes the user group responsible for anything that happens (good or bad) in conjunction with their event. This form must be signed by an authorized person from your organization, notarized by a Notary Public for the State of Washington and provided **10 days prior to event.**

If you have any questions or need additional information please contact the Town Administrator, Paul Loveless, at 253-581-1912.

**TOWN OF STEILACOOM**  
**Parade, Run and Special Event Permit Application**

Applicant Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
 Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 \_\_\_\_\_ Evening Phone \_\_\_\_\_

Sponsor Organization / Business \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  Profit  Non Profit (attach 501(c)(3) proof)

**EVENT INFORMATION:**

Type of Event \_\_\_\_\_ Location Requested \_\_\_\_\_

Event Date \_\_\_\_\_ Number of participants expected \_\_\_\_\_

Event times (include set up and clean up) \_\_\_\_\_

Event Description \* (time schedule, sequence of events, program description): \_\_\_\_\_

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

Check the following items/services you would like to request from the Town. The Town will determine which services are required or needed.\* **Fees for these services may be assessed**

- Traffic Control                       Street Closures  
 Litter Containers                       Restroom Facilities  
 Advance Notification to residents / businesses / transit / railroad of event impact  
 Town Facilities: Please list: \_\_\_\_\_  
 Town Staff / Equipment: Please list \_\_\_\_\_  
 Other Needs / Requests \_\_\_\_\_

**Please attach the following items to this permit request:**

- Liability insurance policy in the amount of \$1,000,000 combined single limit per occurrence designating the Town of Steilacoom as additional insured.  
 Hold Harmless Agreement signed by the appropriate sponsoring agent.  
 \$50 fee if this permit is submitted fewer than 45 days prior to the event.  
 Detailed route map, site plan or diagram of event (include staging areas, alternate sites, parking for staff and/or participants, signs, etc.)

Acting as an agent for the above sponsoring organization, I understand and agree to follow all the policies and procedures set forth in SMC 10.24 (parade, runs, special events), 2.44 (facility use policies) and 18.47 (sign permits). Also, I certify or declare under penalty of perjury under the laws of the State of Washington that the information contained in this application is true and correct to the best of my knowledge.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Add additional pages as necessary for needs or event description**

-----For Town Use Only-----

Department	Fees	Receipt #	Date Received
Public Safety			
Public Works			
Parks / Com. Services			
Com. Development			
Finance / Admin.			
<b>Town Administrator</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Conditions

**TOWN OF STEILACOOM**  
**Special Event Site Plan**

Please provide a detailed layout regarding how you plan to use all areas associated with the event. Please include site plan or diagram of actual event, set up and staging areas, electrical needs, detailed route map (for runs or parades), parking arrangements for staff and/or participants, signage, etc.

**A hold harmless agreement protects the Town and makes the user group responsible for anything that happens in conjunction with their event.**

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ shall indemnify, defend and hold harmless the Town of Steilacoom, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, including injury or death to any employees of \_\_\_\_\_ or subcontractors, or for loss or damage to property which arises out of the use of Premises or its adjoining walkways, activity areas or from activity, work or thing done, permitted, or suffered by \_\_\_\_\_ in or about the Premises, or in conjunction with the event, except only such injury to persons or damages as shall have been occasioned by the sole negligence of the Town of Steilacoom.

\_\_\_\_\_ shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the use of the Premises.

\_\_\_\_\_ shall provide a certificate of insurance (and copy of endorsement) evidencing General Liability insurance covering premises, product and completed operations and contractual liability for the duration of the event (to include set up / clean up). The Town of Steilacoom shall be named as an additional insured on \_\_\_\_\_ General Liability Insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence.

The insurance policy shall contain, or be endorsed to contain, that \_\_\_\_\_ insurance coverage shall be primary insurance as respects the Town of Steilacoom. Any insurance, self-insurance, or insurance pool coverage maintained by the Town of Steilacoom shall be excess of the lessee's insurance and shall not contribute with it.

\_\_\_\_\_ shall provide a certificate of insurance evidencing the required insurance before using the Premises.

\_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_\_  
Title: \_\_\_\_\_  
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_