Special Event Application

P.O. Box 9
230 Davidson
Woodland, WA 98674
360-225-8281
www.ci.woodland.wa.us

SPECIAL EVENT NUMBER _____
Event Date(s): _____
Day(s) of Week: _____
Arrival Time: _____
Departure Time: _____

Applicant Name:_____
Organization/Business: _____
Mailing Address: _____
Phone Number: _____ Email Address: _____

TYPE OF ACTIVITY (*check all that apply*)	FACILITIES DESIRED (*check all that apply*)
_____ Parade	_____ Horseshoe Lake Shelter
_____ Street Closure	_____ Large Field
_____ Street Sale	_____ Beach Front
_____ Athletic Run/Walk	_____ Use of Lake
_____ Park Event	_____ Large Field
Other: _____	_____ Hoffman Plaza

Expected number of Participants: _____ Expected number of Spectators: _____

Please list any Street Closures : _____

Street closure permit must be obtained prior to event

The following items are required to finalize your request.
Please use checklist to ensure that your application is complete.

Please upload/attach a detailed timeline of event activities beginning with planning prior to the event and ending with cleanup. ***Include details for all of the following***:

_____ Provisions for parking, litter
_____ Police/Security requirements
_____ Evacuation Plan (if applicable)
_____ Notification Plan for neighbors and/or businesses impacted by event, if necessary
_____ Medical/Emergency Services provisions
_____ Provisions for extra Portable Toilets *(for groups larger than 100)*
_____ Any music (recorded or live) - *Separate permit must be obtained prior to event.*
_____ Any alcohol service - *City Council approval & State license must be obtained prior to event.*
_____ Any temporary structures and/or vehicle access (*must comply with current fire codes & WAC 51.54, International Fire Code Chapter 345.24)* *Fire Chief inspection will be required prior to event.*
_____ Certificate of Insurance naming the city as additional insured for event dates with endorsement, if the event is held on city property. *Must be submitted prior to event.*

A Site Plan is required. Please upload/attach a copy of your plan with this application. Be sure to include all of the following:

- Any proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, firework and other heat sources
- Fire extinguisher (if applicable)

NOTICE: Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.

Agreement

The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested. Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold hamless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from neligent acts of Applicant, its agent, employees, invitees, or subcontractors.

_____ _____

Applicant's Signature **Date**

PLEASE READ CAREFULLY

All events must be approved by City Council and possibly the Park Board.

Please submit event application 2 months prior to event to ensure a timely approval.

Start and finish at the stated time on agreement

Any emergency situation or bad weather may cause cancellation of facility without notice

Adult supervision is required at ALL TIMES

Please give a 24-hour notice of cancellation

Use only facilities listed on agreement

User is responsible for damages and clean-up

Failure to observe rules and regulations of the City may result in loss of usage privileges