



## SPECIAL EVENTS PERMIT APPLICATION

Please submit this application 60 days in advance.

Applications may be submitted to Coupeville Town Hall at 4 NE Seventh Street, Coupeville, WA 98239

### Event Producer Contact Information

Name of Applicant \_\_\_\_\_

Name of Organization/Individual Client \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

Onsite Contact Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact(s) \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Event Information

Event Name \_\_\_\_\_

Event Description \_\_\_\_\_

Proposed Event Date(s) \_\_\_\_\_

Proposed Event Operating Time(s) \_\_\_\_\_

Proposed Event Set-up Time \_\_\_\_\_ Proposed Clean-up Time \_\_\_\_\_

Proposed Event Location\* \_\_\_\_\_

\*Please attach proof of confirmed venue, i.e., park rental agreement, letter from property manager, etc.  
(If the event is in the Coupeville Rec Hall please include a completed Rec Hall Application in this packet.)

Number of Volunteers and Event Staff \_\_\_\_\_ Number of Event Participants \_\_\_\_\_

(vendors, racers, etc.)

Number expected to Attend \_\_\_\_\_

\*Depending on size or nature of the event, you may be required to submit a Security Plan. Applicants will be contacted by the Town Marshal if a Security Plan is required.

### Site Plan

**Please provide a detailed site map that includes the locations of any tents, staging, fencing, emergency exits, banners, portable toilets, dumpsters, shuttle bus stops, parking, road closures and /or any other event infrastructure\*.**

\*If you are holding your event on private property (such as in a parking lot) please provide a letter from the property manager indicating permission for you to hold the event at that location.

**This event includes the following (check all that apply – attach additional sheets if necessary):**

*All of the items listed in this section should appear on your Site Map*

**Walk/Run/Bike Route**  
Please attach a detailed course map and written narrative traffic control plan indicating street closures and flagger locations.

**Parade**  
Location of assembly and/or production area:  
(Please attach a detailed parade route map indicating street closures.)  
  
Number of entries: \_\_\_\_\_  
  
Location of disbanding area: \_\_\_\_\_

<input type="checkbox"/> <b>Vehicles</b>		
Number	Type	Use

**Designated Parking (list all space requests here)**  
\*Please include a parking plan that includes the number and location of ADA accessible spaces.


**Beer Garden**  
Anticipated capacity? \_\_\_\_\_

**Animals**  
List of animals involved in event, including quantity(if more space is needed, attach a complete list):


**Amplified Music/Sound**  
*\*Events with amplified sound will be required to fill out an Amplified Sound Application in addition to this form.*

**Tent(s)** – with or without side walls, greater than 400 sq. ft. (single tents larger than 20’x20’ or multiple tents less than 12’ apart)

*\*Depending on size, tents may require a building permit and fee. Applicants will be contacted by the Town Planner if a permit is required.*

**Other**

**Will you be serving liquor?**  **No**  **Yes** – Events serving liquor are responsible for responsible for following all rules dictated by the WA State Liquor and Cannabis Board.

*\* The Town Marshal will contact applicant if additional security is required for this event.*

**Garbage/Recycling Plan\***

*\*(The law (RCW 70.93.093) concerning event recycling went into effect in Washington on July 22, 2007 and states that "in communities when there is an established curbside service and where recycling service is available to businesses, a recycling program must be provided at every official gathering and at every sport facility by the vendors who sells beverages in single-use aluminum, glass, or plastic bottles or cans").*

How do you plan to handle the garbage and recycling generated by this event?  
 Self-haul                       Rent \_\_\_\_\_ dumpsters                       Rent \_\_\_\_\_ recycling containers

*Dumpsters and recycling containers are available for a fee from Island Disposal (360-678-5701).*

**Items Requested from the Town of Coupeville**

Traffic Cones: \_\_\_\_\_

Barricades: \_\_\_\_\_

*Use of these items is coordinated by our Public Works Superintendent. Applicants will be contacted to make arrangements.*

Proposed Street Closures (Intersection to Intersection):


**Neighborhood Notification**

Depending on size and nature of event, applicants may be required to notify neighbors prior to the event. If your event requires neighborhood notification you will be contacted by the Clerk Treasurer.

**I certify that I have contacted neighbors and/or abutting businesses of my event and have attached a copy of my notification to them.**

**Insurance Requirements**

A CERTIFICATE OF INSURANCE must be submitted with permit application under the following conditions. Unless otherwise stated and agreed to, insured will be responsible for any damage to existing site property and/or facilities and/or in-place equipment.

**The wording of the Certificate of Liability Insurance should include: “The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured.” The certificate holder must be named in the designated box as: Town of Coupeville, 4 NE Seventh Street, Coupeville, WA 98239.”**

The Town of Coupeville requires event insurance prior to issuance of a permit. Commercial General Liability Insurance. The limits and aggregates are as follows:

- Per Occurrence Limit = \$1 million
- General Aggregate Limit = \$2 million
- Products – Completed Operations Aggregate Limit = \$1 million

Other requirements include the following:

- Liquor liability is required for events involving the serving of alcohol beverages. Liquor liability coverage shall be per occurrence limit of \$1 million. Higher limits may be required dependent upon the event type or as determined by the Town’s Clerk Treasurer.

Event holders are able to purchase Commercial General Liability insurance for their events through a TULIP through WCIA.

## HOLD HARMLESS AGREEMENT

WHEREAS, \_\_\_\_\_ (“Grantee”) has applied for a Special Event/Street Use permit under Town Code 5.34.

The Grantee agrees to defend, indemnify and hold the Town of Coupeville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney’s fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the Town. The Grantee further agrees to comply with all provisions of pertinent laws, rules and regulations. This permit may be revoked at any time.

Grantee shall obtain and maintain a general liability insurance policy naming the Town of Coupeville as additional insured. The minimum amount of coverage in this policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury and \$1,000,000 each occurrence.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Applicant or Agent (Grantee): \_\_\_\_\_

Print name: \_\_\_\_\_

### Approval

Town Planner \_\_\_\_\_ Date \_\_\_\_\_

Utilities Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Town Marshal \_\_\_\_\_ Date \_\_\_\_\_

Public Works Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Clerk Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Mayor \_\_\_\_\_ Date \_\_\_\_\_