



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 _____

Street 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.

Amplified Music/Sound

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

Parade

ALL PARADES REQUIRE BOLLARD INSTALLATION/REMOVAL BY PUBLIC WORKS.

Number of entries: _____

Location of Starting/Staging area: _____

Location of disbanding area: _____

Designated Parking (list all space requests here)

**Please include a parking plan that includes the number and location of ADA accessible spaces.*

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/Refuse Plan*

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).

Rent _____ Porta Potties

Location(s): _____

Items Requested from the Town of Coupeville

Traffic Cones: _____ Barricades: _____ Sticks and Rounds: _____ *Use of these items is coordinated by our Public Works Superintendent. Applicants will be contacted to make arrangements.*

Proposed Street Closures (Intersection to Intersection):

ALL STREET CLOSURES REQUIRE BOLLARD INSTALLATION/REMOVAL BY PUBLIC WORKS.

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 Deputy Clerk.

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.

Fees

Any event that closes the street to traffic in the Historic Commercial District requires the installation and removal of bollards by Public Works.

Events lasting less than 2 hours: \$225.00

Events lasting longer than 2 hours: \$450.00

Additional fees may be assessed per the 2025 Fee Schedule. You will be notified by the Deputy Clerk if additional fees apply to your event.

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

Deputy Clerk _____ Date _____

Public Works _____ Date _____

Town Marshal _____ Date _____

Mayor _____ Date _____