



## SPECIAL EVENT & PARADE PERMIT APPLICATION

This application form must be completed to begin your Special Event or Parade Permit process. This application must be turned in no later than 30 calendar days before the event. Please be as detailed as possible when answering these questions and provide any attachments you feel necessary to help with the special event process.

### EVENT ORGANIZER CONTACT INFORMATION

Parade Application

Special Event Application

Contact Name: \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Event and Organization website: \_\_\_\_\_

Public Liaison Person: \_\_\_\_\_ Phone: \_\_\_\_\_

On-site Liaison person Contact Number: (Cell) \_\_\_\_\_

**Parade / Motorcade:** It shall be the responsibility of the person in charge of the parade/motorcade to see that all units have been instructed as to time and place of assembly, disassembly and their position in the procession. A representative from the sponsoring organization will be present at the assembly location to assure the event starts at the schedule time and to assure units in the event are not more than fifty (50) feet apart. All rules and regulations as specified in the Union Gap Municipal Code Chapter 4.42 will be adhered to.

**Special Event Permits:** This includes fairs, foot races, bicycle races, block parties, etc. When an application is made for a block party involving closure of streets, such closure shall not be for more than one city block, nor for more than four(4) hours and will end no later than 10:00pm. The application shall contain an agreement to such conditions by all residents of the block proposed for closure. Sponsors will provide their own barricades and these must meet M.U.T.C.D. standards. The City **DOES NOT** have these devices to rent or loan. Noise levels must conform to the City of Union Gap noise ordinance. If alcoholic beverages are to be dispensed, evidence of a permit issued by the State Liquor Cannabis Board shall be produced.



**EVENTS DETAILS**

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

Event Details \_\_\_\_\_

Event Beneficiaries: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Time(s): \_\_\_\_\_

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

Start: \_\_\_\_\_

Finish \_\_\_\_\_

Set-up: \_\_\_\_\_

Clean up: \_\_\_\_\_

Dates and times if varying start and finish times for each different days:

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

Start: \_\_\_\_\_

Finish: \_\_\_\_\_

Set-up: \_\_\_\_\_

Clean up: \_\_\_\_\_

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

Start: \_\_\_\_\_

Finish: \_\_\_\_\_

Set-up: \_\_\_\_\_

Clean Up: \_\_\_\_\_



**Attendance**

No. of Participants: \_\_\_\_\_ No. of Spectators \_\_\_\_\_

For Parades, expected number of entrants: \_\_\_\_\_

**Notification**

How will you provide notification to effected businesses and/or residents along the route?

---

---

**Traffic**      What are your expected impacts on traffic and plans for managing them?

---

---

**Parking**

What provisions have been made for parking participants, vendors, organizer, and performers?

---

---

**Disabled Access:**

What provision will be made for people with disabilities? (e.g. parking and street access, pathways, washrooms, viewing areas)

---

---

**Personnel**      What staff is involved in producing the event?

---

---

**Sound**      Are amplified entertainment, music and /or speeches included?

---

---



**Sale or handouts of food, Beverages and Merchandise**

Will food, beverage and merchandise be sold or handed out?

---

---

---

**Alcohol** Will liquor or beer be sold? (If so, a Banquet Permit and liquor license as well as Liquor Liability Insurance, naming the City as an additional insured are required)

---

---

**Sponsors** How will sponsors be acknowledged? Provided propose sign/banner details

---

---

---

**First Aid Provision** What first aid provisions have been identified?

---

---

**Safety** What safety risks have been identified and how will they be addressed?

---

---

**Security**

What risks for crowd management and site security have been identified and how will they be addressed?

---

---

**Waste Management**

What waste or litter will be generated? What is your management plan for waste reduction, environmental protection and/or recycling?

---

---



**EVENT SITE PLAN**

A site plan is required for each location used for the event. This plan should be clearly presented, drawn to scale and include the date it was prepared (any revised plans must include the date). The plan must include the location of all aspects of the event as described in this application. This includes clearly indicating the locations of stages, tents, cables, hoses, sound systems, portable toilets, litter bins, recycling bins and water holding tanks. All fencing, gates, entrances and exits, including emergency exits and fire lanes must also be included on the site plan. The Chief of Police may require additional information to provide for the safe and free flow of traffic.

**LIABILITY INSURANCE REQUIREMENT**

Unless exempt from the liability insurance requirement, the application shall file with the Chief of Police, or his/her designee, no later than three (3) weeks prior to the event, evidence of required insurance coverage and amendatory endorsements.. Liability insurance is required for all parades/special events. In order to obtain the required coverage and prevent any delays please contact your insurance agent and inform them of the following requirements:

*Liability insurance coverage with the City of Union Gap and the City's officers, employee and agents named as additional insured parties, using ISO form CG 20 26, or coverage at least as broad. Liability Insurance must be not less than one million dollars (\$1,000,000) per occurrence. Additional endorsement for products/completed operations liability is required in the event food, beverages and/or alcoholic beverage are dispensed. Liquor Liability insurance in the amount of at least \$1,000,000 is required if alcohol is served or sold. Participant Liability coverage in the amount of at least \$1,000,000 is required for foot races or other athletic events with participants.*

*The parade organizer is to ensure each motorized parade entrant has Auto Liability coverage in the amount of at least \$1,000,000 combined single limit.*

*In addition, the special event/parade organizer is to ensure each food vendor has liability insurance and products/completed operations insurance coverage in the amount of at least \$1,000,000, as well as all required licenses and health permits.*

**City Services**

Describe any of the following support you expect to required and/or request

**Police:**

---

---



Fire:

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

Street Occupancy (road closure):

\_\_\_\_\_

Access to Water or Power:

\_\_\_\_\_

Use of City Equipment:

\_\_\_\_\_

**ADDITIONAL QUESTIONS**

Have you attached your site plan? Y / N \_\_\_\_\_ initial

Are you aware that a security deposit may be required for events based on the type of event, its estimated attendance and other factors? Y / N \_\_\_\_\_ initial

Have you attached proof of required insurance and amendatory endorsements (including City as an additional insured)? Y / N \_\_\_\_\_ initial

\*\*Insurance must be submitted 3 weeks prior to your event date

**INDEMNIFICATION AND HOLD HARMLES AGREEMENT**

As shown by the applicant's signature below and in consideration of the approval of this application, the applicant and the applicants' agents, heirs, martial community if any , and legal representatives hereby promises to defend, indemnify and otherwise hold harmless the City of Union Gap, its officers, employees and agents from any and all claims or liability arising from or relating to the City's grants of permission for, or the actual conduct of, the parade or special event, including but not limited to personal injury, property damage, or death.

\_\_\_\_\_  
initial

The applicant agrees to the conditions that have been specified in this application, to the conditions of any required supporting permits, and to changes made by the Police Chief necessary to approve the final special event or parade permit. If the applicant does not agree with the terms specified in the permit, they will notify the City Manager within 48 hours after receiving the permit.

Being over 18 years old and authorized to enter into an agreement for the applicant organization, on behalf of the applicant organization, I/We acknowledge that I/we have read



and understood the conditions in the Special Event / Parade Application Guidelines and Chapter 4.42 – PARADE AND SPECIAL EVENT PERMITS and agree to comply with them, including but not limited to the provision of 4.42.090 UGMC.

---

Print Name

Signature

Date: