



SPECIAL EVENT PERMIT APPLICATION

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
 (360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

| | | | |
|--|----------------------|--|---------------------------|
| FOR AGENCY USE | Date: | File: | Fee: \$100.00 |
| | NAME OF EVENT | | PROPOSED DATES |
| | | | |
| | APPLICANT | SPONSORING NON-PROFIT | EVENT ORGANIZER |
| Name | | | |
| Mailing Address | | | |
| City, State, ZIP | | | |
| Phone (home/office) | | | |
| Phone (cell) | | | |
| E-mail | | | |
| SITE INFORMATION | | | |
| Set-up date/time | | Dismantling Date/time | Hours of operation |
| Estimated number of participants | | Will admission fee be charged? (please note amount) | |
| Will alcohol be served at event? (if yes please explain) | | | |
| Type of activity planned (Describe event) and Proposed Activities | | | |
| Location to be used (Describe area to be used, attach map/route plan) | | | |
| List any City Assistance that May be Required. | | | |
| Does event involve political or religious activity intended primarily for the communication or expression of ideas? | | | |



COMMUNITY DEVELOPMENT DEPARTMENT

80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX

City of Marysville – Special Event Permit Application

Indemnification – Hold Harmless

Applicant shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the Event or from any activity, work or thing done, permitted, or suffered by Applicant during the Event, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Insurance

The applicant shall procure and maintain for the duration of the Event, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Event. The policy shall be written on an occurrence basis, shall be written for a period of not less than 24 hours prior to the event and extending for a period not less than 24 hours following completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon 30 days written notice to the City of Marysville. The insurance policy shall contain, or be endorsed to contain, that the Applicant's insurance coverage shall be primary insurance as respects to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and authorized to do business in the State of Washington.

Applicant shall provide a certificate of insurance evidencing:

1. General Liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. The city as an additional insured.

Certificate of Insurance will be provided prior to permit issuance. A copy of the endorsement naming the city as an additional insured shall be attached to the Certificate of Insurance.

Applicant shall include all subcontractors and concessionaires as additional insured under its policies and provide the City with the certificates of insurance and endorsements evidencing such insurance or shall furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for Applicant.

If the event is approved for the consumption of alcohol, whether sold or not, Applicant shall procure and maintain for the duration of the Event, Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The City is to be named as an additional insured on Liquor Liability insurance. Host Liquor Liability coverage may be substituted when alcohol is consumed and not sold during the Event with the prior written approval of the City.

Applicant specifically acknowledges that the route it has chosen for the event may include portions of the roadway which may be currently under construction. Applicant accepts the condition of the route as it currently exists. Applicant acknowledges that there are various conditions commonly associated with road construction including but not limited to plates in the roadway, construction machinery and loose asphalt and gravel. Applicant agrees to defend, indemnify and save harmless the City of Marysville, its officers and employees, for any accidents or injuries arising out of the event including but not limited to accidents associated with roadway construction.

This permit may be summarily revoked by the City at any time when by reason of disaster, public calamity, riot or other emergency the City determines that the safety of the public or property requires such revocation. Notice of such action will be delivered in writing by personal service or certified mail.

City of Marysville – Special Event Permit Application

Applicant Signature

I hereby agree to abide by the conditions listed on Page 2 of the Special Event Permit Application:

Applicant Signature

Dated this _____ day of _____, 20_____

City of Marysville Approval

City Clerk or Designee

Dated this _____ day of _____, 20_____

(For Official Use Only)

Approved By: _____ Parks & Recreation Dept. _____ Sanitation Division
_____ Planning Division _____ Surface Water Division
_____ Building Division _____ Finance Dept.
_____ Streets Division _____ Fire District
_____ Police Dept. _____ Mayor/Designee

| |
|--|
| Permit detained for the following reasons: |
| Recommended approval under the following conditions: |
| Number of monitors/staff required: Proof of Insurance? (Please circle) Yes No |
| Bond required? (Please circle) Yes No |
| Recommended approval to proceed with liquor licensing: |
| Pre-event walk through scheduled for: |
| Post-event walk through scheduled for: |

Attachments:

- Estimate of Expenses
- Sample advertising materials