



COMMUNITY EVENT PERMIT APPLICATION

All special event permit applications must be filed with the City of Sunnyside at least forty-five (45) days (90 days for events with alcohol sales) prior to event date. Annual events have first priority and can be scheduled annually, the first working day of January. The filing fee for special event applications is set by SMC 2.02.

Step 1: Reserve a date, time and location by visiting our office located at 818 E. Edison Avenue, Sunnyside, WA.

Step 2: Read SMC 12.46 Special Event Permits which outlines rules, requirements, permits and filing timelines.

Step 3: Note filing date requirements.

Step 4: Make sure all applications are signed.

Step 5: Submit all fully completed applications to 818 E. Edison Avenue, Sunnyside, WA in a timely manner.

Event Coordinator/Primary Contact _____

Address _____ City _____ State _____ Zip _____

Phone(s) _____ Email _____

Date(s) of Event _____ Start Time _____ End Time _____

Name of Event _____

Site/Facility and Address _____

Sponsor/Organization _____ Profit Non-Profit Tax Exempt # _____

Dance

Private Public Teenage (# of chaperones _____)

Event

Carnival Circus Other _____

Parade

Community Kids Promotion Union Religious Other _____

Purpose and brief description of event _____

The City of Sunnyside will review and determine services we can provide. Additional charges may apply for these services. Please complete all information on this form. The Event Coordinator is responsible for providing a complete list of event plans and a list of suppliers providing services. An event logistics map is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.

READ AND COMPLETE INFORMATION ON REVERSE SIDE



Provide a logistic map outlining the entire venue including the location of all canopies, stages, equipment, activities, port-a-potties, generators, vendors, power, water sources and a map of the parade route. Vehicles are not allowed on grass. Provide a map of area to be closed to vehicle access, attach additional pages as needed. All vendors, suppliers and equipment MUST be removed at the end of the event or additional fees will be charged.

YES	NO	CHECK ALL THAT APPLY	YES	NO	CHECK ALL THAT APPLY
		Electricity (available in some locations with limited resources)			Serving Alcohol - Attach WA Liquor License
		Event will provide generators: Size(s) _____			Selling Alcohol – Attach WSLCB Permit and Sunnyside City Council approval required
		Water Requirements – Drinking/Washing (circle) (available in some locations with limited resources)			Amplified Sound <input type="checkbox"/> DJ <input type="checkbox"/> Live Band Name _____
		Event will provide Gray Water Barrel/Grease Barrel (circle). Grease and gray water need to be contained and removed from use sites.			Requesting Police Officers as Security If no, attach security contract. If yes, check police officer rates with Police Department.
		Event will provide stages Size(s) _____			Requesting other City Staff for event
		Event will provide canopies Size(s) _____			List other equipment/entertainment (jumping castles etc.) _____
		Event will provide booths Size(s) _____			Event will provide traffic control
		Event will provide garbage cans Quantity _____ Size _____			Event requests Barricades/Special Parking Quantity _____
		Event is required to order dumpsters for groups over 300 Quantity ordered _____			Items to be sold Food _____ Non-Food _____
		Event will provide Port-a-Potties Quantity: Regular _____ ADA _____			Serving Food/Beverages – Provide a list of caterers/vendors
		Event will provide utility vehicles Quantity _____			Event will charge admissions or accept donations (circle).
Other (please outline in detail)					

Event Coordinators Signature _____

Date _____



HOLD HARMLESS FORM

Name of Event _____

Date(s) of Event _____

I hereby certify that I have read and will abide by the rules and regulations set forth by the City of Sunnyside and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Sunnyside and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Sunnyside, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Sunnyside for any clean up, loss or damage to the City property resulting from this use. In addition, I give consent to the disclosure of the phone number(s) I have listed on this application pursuant to request from the public, and I give consent to the disclosure of these phone number(s) in informational publications, releases, or announcements about this community event.

Event Coordinators Signature _____

Date _____



PHYSICAL ACTIVITY EVENT WAIVER

Per SMC 12.46.080(A)(3) of City Code Requirements for Special Events:

“For a special event involving registered participation of persons involving physical effort, an agreement that each participant, as a condition of participation, will be required to waive any and all liability against the City of Sunnyside, its officers, agents and employees arising from the event, which agreement shall be in the language approved by the city’s legal counsel.”

The City of Sunnyside has approved the following language for participation waivers for events such as fun runs, bike-a-thons, walk-a-thons, or other events involving physical activity on the part of the participant.

RELEASE

In consideration of your acceptance of this race entry, I, for myself, my heirs, executors, administrators and assigns, forever release and discharge any and all rights, demands claims for damages and causes of suit or action known or unknown, that I may have against (sponsors name), the City of Sunnyside and any and all participating race sponsors, and the Directors, Officers, Employees and Agents of such parties, for any and all injuries or death in any manner arising or resulting from my participation in said race. I attest and verify that I have full knowledge of the risks involved in the race, that I will assume those risks, that I will assume and pay my own medical and emergency expenses in the event of an accident, illness or incapacity, regardless of whether I have authorized such expenses, and that I am physically fit and sufficiently trained to participate in this race.

Signature

Date

Signature of Parent/Guardian if participant is under 18



COMMUNITY EVENT INSURANCE REQUIREMENTS

Per SMC 12.46.080(A)(1) of City Code Requirements for Special Events:

No later than fourteen (14) calendar days before the event, the applicant shall file with the City of Sunnyside the following:

“Evidence of liability insurance coverage naming the City of Sunnyside, its officers, employees and agents as additional insured parties and affording death, personal injury and property damage liability coverage in an amount determined by the City Manager. Additional endorsements for host liquor liability and/or products liability may be required, in the event food, beverages and/or alcoholic beverages are to be dispensed;”

Certificate of Insurance Requirements (Acord Form #25):

1. This standard insurance form must be completed according to these guidelines:
 - A. The wording at the top of the form, “This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.” Must be deleted in its entirety.
 - B. The wording at the bottom of the Acord form, “Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation of liability of any kind upon the company.” shall be changed to read “Should any of the above described policies be cancelled or reduced as to coverage before the expiration date thereof, the issuing company will fax and mail 10 days written notice to the certificate holder and the City of Sunnyside.”
 - C. The City of Sunnyside is named as an additional insured.
 - D. The appropriate amount and types of coverage's specified above are contained therein; and
 - E. Any wording crossed out or added must be approved by the City of Sunnyside and initialed by the Agent/ Broker.
2. A completed Acord form #25 may be submitted without the changes described in 1.1 above if the Acord form is accompanied by a completed Endorsement naming the City of Sunnyside as an additional insured and containing the insured's name and policy number, and signed by a duly authorized Agent/Broker. The changes described in 1.B above must be made on the Certificate of Insurance. Any wording crossed out or added must be approved by the City of Sunnyside and initialed by the Agent/Broker.
3. A complete Acord form #25 (or equivalent) may be submitted without the changes in 1.B above if it is accompanied by an Insurance Binder (Acord form #75, or equivalent) indicating the Endorsement naming the City of Sunnyside as an additional insured is bound with the Certificate of Insurance. The Sponsor must submit the Endorsement prior to the expiration of the insurance Binder. Failure to replace a binder which has expired shall be a material breach of these guidelines and the City of Sunnyside, at its option, may revoke event permit.

The City of Sunnyside has the right to place or renew the coverage at its discretion and charge the sponsor for the cost thereof should the sponsor fail to obtain or maintain the required insurance coverage for the event. A certified copy of the insurance policy may be submitted which shall name the City of Sunnyside as an additional insured.



COMMUNITY EVENT STAFF REVIEW

Please sign and note comments below or on a separate sheet.

Public Works Divisions APPROVED DENIED Reviewed By _____

Comments: _____

Fire Department APPROVED DENIED Reviewed By _____

Comments: _____

Police Department APPROVED DENIED Reviewed By _____

Comments: _____

PLEASE ATTACH AN INVOICE IF ANY CITY OF SUNNYSIDE EMPLOYEES ARE REQUESTED FOR EVENTS.

After review of application and the attached documents, it is my recommendation that said application is;

APPROVED DENIED

Public Works Director Signature _____ Date _____

Event Fee \$ _____.

Deposit Fee \$ _____.

City Employee Fee \$ _____.

TOTAL DUE \$ _____.

PLEASE ATTACH ALL INVOICES AND RECIEPTS.