



# 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) 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.

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Event Coordinator/Primary Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

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Date(s) of Event \_\_\_\_\_ Set-up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Take-down 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 \_\_\_\_\_

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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**

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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 and proof of insurance and add'l insured endorsement
		Event will provide generators: Size(s) _____			Selling Alcohol – Attach WSLCB Permit, Sunnyside City Council approval required and proof of insurance and add'l insured endorsement
		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 & sound equipment 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 \_\_\_\_\_



## INDEMNIFICATION FORM

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

Date(s) of Event \_\_\_\_\_

I hereby certify that I am 18 years of age or older and have the authority to enter into this agreement on behalf of the event sponsor organization. I have read and will abide by the rules and regulations set forth by the City of Sunnyside.

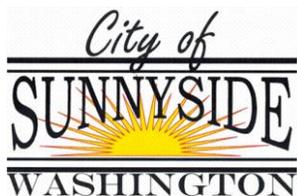
I, and the event sponsor organization, shall defend, indemnify and hold harmless the City of Sunnyside, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the event sponsor organization, its employees, volunteers, representatives, vendors or event participants, or from any activity, work or thing done, permitted, or suffered by event sponsor organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Sunnyside.

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 Coordinator's Printed name \_\_\_\_\_

Event Coordinator's 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.*

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Signature

Date

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Signature of Parent/Legal 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 with limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, naming the City of Sunnyside, its officers, employees and agents as additional insured parties, using additional insured endorsement ISO form CG 20 12, or coverage at least broad. Additional types or amounts of coverage may be required depending on the elements of the event (i.e. alcohol served, pyrotechnics. Inflatables, sport event, large number of participants expected, drones used)



# 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.**

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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 \$ \_\_\_\_\_.

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TOTAL DUE \$ \_\_\_\_\_.

**PLEASE ATTACH ALL INVOICES AND RECIEPTS.**



**DISCLAIMER/CONDITION FOR SPECIAL EVENT PERMITS DURING PUBLIC HEALTH  
CRISIS RESULTING FROM COVID-19**

The issuance or granting of this permit shall not be construed to be a permit for, or approval of, any violation of any ordinance or order of the City of Sunnyside, of any state or federal law, or of any order, proclamation, guidance advice or decision of a local health officer or the Governor of this State. To the extent the issuance or granting of this permit is interpreted to allow activity during any period of time when such activity is prohibited or restricted by any state or federal law, or order, proclamation, guidance advice or decision of a local health officer or the Governor of this State, this permit shall not authorize such activity and shall not be valid. The City of Sunnyside is authorized to suspend or revoke this permit if it is determined to be issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any City of Sunnyside ordinance, regulation or order, state or federal law, or any order, proclamation, guidance or decision of a local health officer or the Governor in existence on the date the event is scheduled to take place.

The City of Sunnyside is not responsible for any loss of money, resources or damages incurred by the permit requestor or vendors as a result of suspension or cancellation of this permit based on requirements of any City of Sunnyside ordinance, regulation or order, state or federal law, or any order, proclamation, guidance or decision of a local health officer or the Governor in existence on the date the event is scheduled to take place.

I have read the above disclaimer/condition for issuance of this special event permit, I understand it, and I agree to the disclaimer/condition as stated.

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PRINTED NAME

SIGNATURE

DATE