



Special Event Application

P.O. Box 9
 230 Davidson
 Woodland, WA 98674
 360-225-8281
 www.ci.woodland.wa.us

SPECIAL EVENT NUMBER _____
 Event Date(s): _____
 Day(s) of Week: _____
 Arrival Time: _____
 Departure Time: _____

Applicant Name: _____
 Organization/Business: _____
 Mailing Address: _____
 Phone Number: _____ Email Address: _____

TYPE OF ACTIVITY <i>(check all that apply)</i>	FACILITIES DESIRED <i>(check all that apply)</i>
<input type="checkbox"/> Parade <input type="checkbox"/> Street Closure <input type="checkbox"/> Street Sale <input type="checkbox"/> Athletic Run/Walk <input type="checkbox"/> Park Event Other: _____	<input type="checkbox"/> Horseshoe Lake Shelter <input type="checkbox"/> Large Field <input type="checkbox"/> Beach Front <input type="checkbox"/> Use of Lake <input type="checkbox"/> Large Field <input type="checkbox"/> Hoffman Plaza

Expected number of Participants: _____ Expected number of Spectators: _____
 Please list any Street Closures : _____

Street closure permit must be obtained prior to event

The following items are required to finalize your request.
 Please use checklist to ensure that your application is complete.

Please upload/attach a detailed timeline of event activities beginning with planning prior to the event and ending with cleanup. ***Include details for all of the following:***

- _____ Provisions for parking, litter
- _____ Police/Security requirements
- _____ Evacuation Plan (if applicable)
- _____ Notification Plan for neighbors and/or businesses impacted by event, if necessary
- _____ Medical/Emergency Services provisions
- _____ Provisions for extra Portable Toilets *(for groups larger than 100)*
- _____ Any music (recorded or live) - *Separate permit must be obtained prior to event.*
- _____ Any alcohol service - *City Council approval & State license must be obtained prior to event.*
- _____ Any temporary structures and/or vehicle access *(must comply with current fire codes & WAC 51.54, International Fire Code Chapter 345.24)* *Fire Chief inspection will be required prior to event.*
- _____ Certificate of Insurance naming the city as additional insured for event dates with endorsement, if the event is held on city property. *Must be submitted prior to event.*

A Site Plan is required. Please upload/attach a copy of your plan with this application. Be sure to include all of the following:

- Any proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access points
- Parking identified for special event use
- Location of tents, booths, temporary structures, amusement rides, etc.
- Dimensions of drive isles and vehicle access
- Cooking, open flames, firework and other heat sources
- Fire extinguisher (if applicable)

NOTICE: Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.

Agreement

The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested. Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature

Date

PLEASE READ CAREFULLY

All events must be approved by City Council and possibly the Park Board.

Please submit event application 2 months prior to event to ensure a timely approval.

Start and finish at the stated time on agreement

Any emergency situation or bad weather may cause cancellation of facility without notice

Adult supervision is required at ALL TIMES

Please give a 24-hour notice of cancellation

Use only facilities listed on agreement

User is responsible for damages and clean-up

Failure to observe rules and regulations of the City may result in loss of usage privileges