City of DuPont

EVENT QUESTIONNAIRE

Please fill out this questionnaire first. The following questions will help staff determine if a Special Event permit is required. Please answer these questions as accurately as possible at this time.

The City of DuPont may require a Special Event Permit if an activity has significant impact on public safety or in the use of public services.

If it is determined that the event has significant impacts on city residents, services, or if significant street closures are involved, you will then need to fill out the attached Special Event Permit and pay the Special Event Permit fee. A meeting with City staff may be needed for further discussion of large events.

1.	Event Name:		
2.	Sponsor:		
3.	Contact Name:		
4.	Telephone:		
5.	Address:		
6.	Date of Event:		
7.	Location of Event:		
8.	Do you need to reserve a Park Facility?		
9.	Days of Event:		
10.	Times of Event:		
11.	Describe Event:		
12.	Approximately how participants/spectators are anticipated?		
	Please circle the appropriate answer.		
13.	Will there be street closures?	Yes	No
14.	Will other streets be affected?	Yes	No
15.	Will street barricades, barriers, or safety fences be used?	Yes	No
16.	Will vendors be operating booths or tables?	Yes	No
17.	Will public address systems, amplifiers, or microphones be used?	Yes	No
18.	Will access to adjacent properties be affected?	Yes	No
19.	Will extension cords or temporary power sources be needed?	Yes	No
20.	Will food vendors be involved?	Yes	No
21.	Will stages, booths, or platforms be constructed or installed?	Yes	No
22.	Will cooking facilities use portable fuel tanks?	Yes	No
23.	Will there be adequate restroom facilities?	Yes	No

CITY OF DuPONT

SPECIAL EVENT PERMIT APPLICATION

Definition: A Special Event is any activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes, but is not limited to; fairs, festivals, carnivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming.

Permit Application: An application for a Special Event Permit will be made in writing on forms provided by the office of the City Clerk and completed applications will be submitted to the City Clerk.

A Special Event Permit Application must be submitted sixty **(60) days** prior to the event. Exceptions to this requirement may be approved by the City Administrator.

An application fee of **$29.00** is required at time of submission of application.

Please fill out the following application and return it to the City Clerk's Office. If you have any questions, please contact the City Clerk at (253) 964-8121.

1. Name of event: _____
2. Date(s) of event: _____
3. Name of Sponsor: _____
4. Who is the Contact person? _____
5. Contact' s telephone number: _____
6. Does your organization have a planning committee? _____
7. How often does the planning committee meet? _____
8. Where and how often do they meet? _____
9. What street closures are planned? _____

_____

_____

What other streets will/may be affected? _____

_____

_____

11. What arrangements have been made to provide for additional garbage service? _____

_____

_____

12. Will other City services be requested?

    a. Police: _____
    b. Street Sweeping: _____
    c. Special Inspections: _____
       Platforms? _____
       Stages? _____
    d. Power Pole connection(s)? _____
    e. Other: _____

13. What arrangements have been made to provide adequate restroom facilities? _____

_____

14. If so, where will these facilities be located? _____

_____

15. What are the plans for locating barricades, barriers or safety fences? _____

_____

16. Where will these items be located? _____

_____

_____

17. If necessary, have you applied for a Washington State Labor & Industries electrical permit? _____

18. The availability of portable fire extinguishers is a requirement of the Building and Fire Code. Each vendor must be made aware of this prior to the day of the event. Who from the Event Committee is responsible for making this information known to the Vendors? _____

19. Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses or residents? _____

_____

20. What methods do you propose for notifying adjacent properties? _____

    a. Mail: _____
    b. Newspaper: _____
    c. Door to door: _____
    d. Telephone: _____
    e. Other: _____

21. **INSURANCE REQUIREMENTS**: A Certificate of Insurance naming the City as Additional Insured in the minimum amount of $2,000,000 per occurrence **is required**. This certificate must be submitted and be acceptable to the City prior to receiving the Special Event Permit.

22. Additional Comments? _____

_____

_____

_____

_____

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney' s fees in connection with or occasioned, in whole or in part, by any act or omission of Permittee, its officers, agents, employees, customers, or licensees, or arising from or out of Permittee' s failure to comply with any provision of this Permit, regardless

of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed thereto.

The parties mutually agreed upon this waiver. This indemnity provision shall not apply in the event any acts or omissions of the City were the sole cause of any such damage or injury. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its agents or employees, and the Permittee, its officers, agents, and employees, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Permittee, its officers, agents, and employees.

Signature of Authorized Representative
Of Sponsoring Event: _____

Print Name/Title: _____

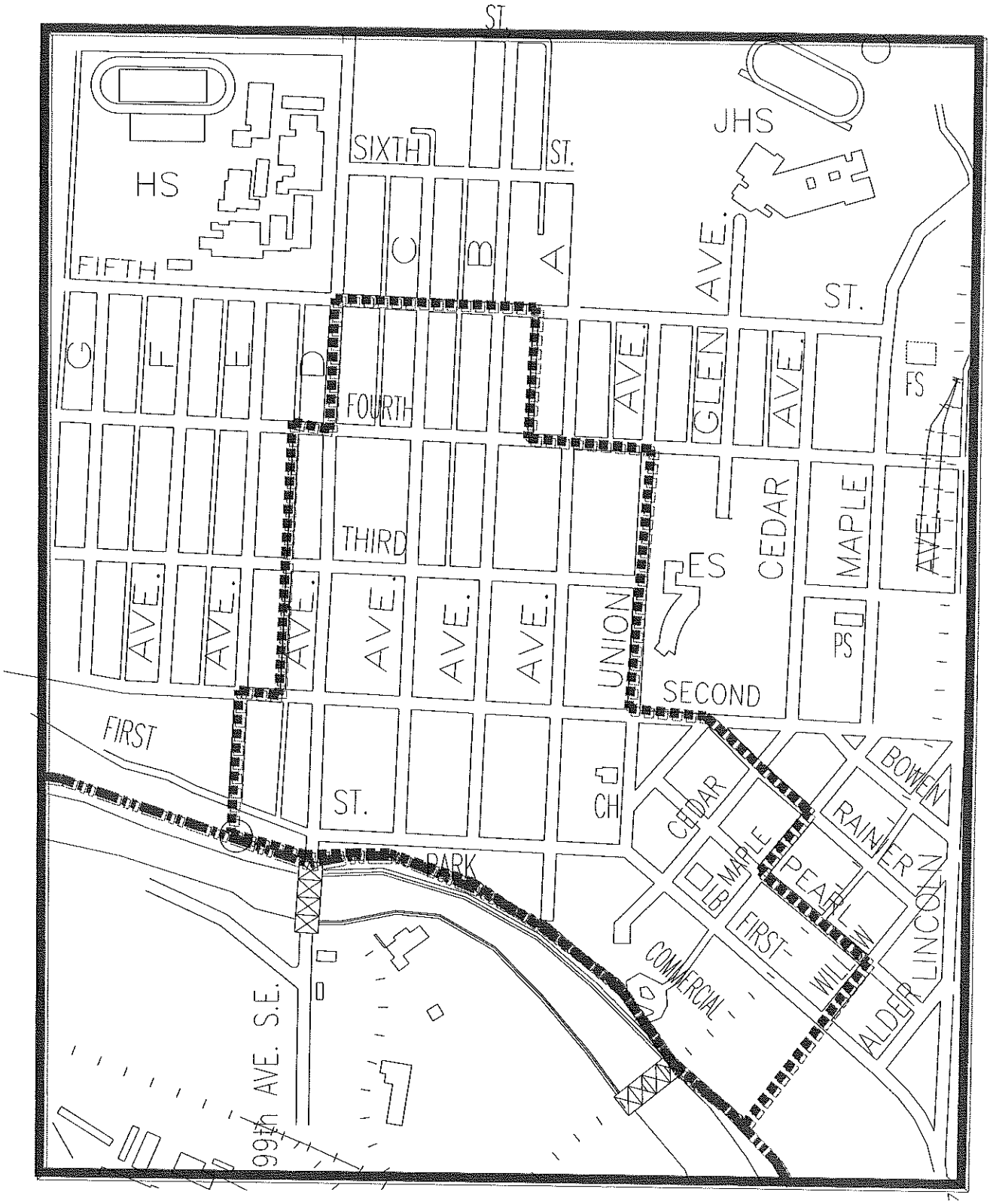
Address: _____

City/State/Zip: _____

Daytime Phone: _____ **Are you over 18 years of age?**_____

Please attach a map that shows the area in which the event will take place. Show on the map the streets that will be closed, the location of barricades, where police services will be necessary, where garbage receptacles will be placed, where restroom facilities are provided, and indicate other streets that may be affected by the event.

Map Example



HISTORIC DISTRICT CITY LIMITS

SPECIAL EVENT CHECKLIST

You have already completed the Event Questionnaire. An Event Planning Meeting will be scheduled for you to meet with City staff to discuss this event in more detail. Several issues need to be discussed and clarified with the Event Organizer and/or Sponsor. Here are some rules, required by the City, which may help you to plan the event.

1. The event sponsor will be responsible for providing liability insurance for an amount up to $2,000,000 naming the City of DuPont as certificate holder.

2. The event sponsor may be required to furnish a cash deposit to assure the maintenance of City property.

3. Any City police personnel services will require a contract and the sponsor may be charged at an hourly rate of $45.00.

4. For connection to power sources on City streets or property:

Small Events (less than 10 service connections)	
Permit fee*	$20.00
Daily fee (power usage)	$ 5.00
Large Events (10 or more service connections)**	
Permit fee*	$30.00
Daily fee (power usage)	$25.00

* The permit fee is a one-time charge per event. The daily fee is charged for each calendar day of the event, and is exclusive of hours of usage per day.

** For large events, please provide the City with 30-days notice for electrical connections.

5. Sponsors will be responsible for providing adequate garbage disposal during the event, and clean up after the event.

6. The sponsor will provide all barricades, barriers, and safety fences. A map of the location of these items should be brought to the planning meeting.

7. If electrical extension cords or temporary power is hard wired, a permit and inspection from the Washington State Department of Labor & Industries, Electrical Division, will be required.

8. A 20-foot emergency vehicle access is required.

9. Bandstands, platforms, or stages will require inspection by the Building Official and Fire Department. Building and/or Fire Department inspections will be charged at the rate of $80.00 per hour.

10. Any food cooking preparation and food handlers will need permits from the Pierce County Health District.

11. Cooking facilities will require 2A 10 BC fire extinguishers.

12. No fires are allowed within the City.

13. No Alcohol is allowed on City Property (DMC 10.03.040)

14. All vendors, including non-profit organizations, will be required to have City business licenses.

15. Maps showing the location of barricades, barriers, safety fences, siting of additional restroom facilities, placement of extra garbage receptacles, and booth placement should accompany the permit application.

16. Sponsors will be responsible for notifying the public, adjacent residents and business owners of the event. This may require publication of notice in the local newspaper or some other method to be discussed at the planning meeting.

17. Additional street sweeping services, other than the regular service provided by the City, will be the responsibility of the sponsor and the charge for this service is $65.00 per hour plus call out charge.

18. Provide a plan showing calculations used to determine adequate portable restroom facilities.