

CITY OF KALAMA

APPLICATION FOR SPECIAL EVENT PERMIT

NOTE: "Special Event" means any event involving city property and/or city street(s) where the number of persons expected to attend exceeds one hundred fifty persons, or all events where city streets or sidewalks will be blocked or modified, regardless of the number of persons expected to attend, except as set forth below. A special event also includes events on private property where the expected attendance exceeds five hundred persons where Kalama public streets and parking are likely to be affected.

Application information must be submitted to the City Clerk/Treasurer at least 30 days before the event for review. If payment is not received with the application, it will not be finalized until payment is received.

Annual Permit Fee - \$150 / Single Event Fee - \$50
Vendor Permit - Annual Event - \$50 / Single Event - \$25

Name of Event _____

Sponsor/Sponsoring Group _____

Address: _____ Phone _____

Date of Event _____ Hours/Time of Event _____

Location of Event _____

Public Property _____

Private Property _____

Number Expected to Attend:

0-149 _____

150-499 _____

Over 500 _____

Will the Event involve outside Vendors?

Yes

No

Estimated Number of Vendors

A vendor permit covering all participating vendors is required in addition to the special events permit for any event that will include the setting up of booths, tables, or areas for the purpose of selling goods and services by persons or businesses not licensed by the City of Kalama. Under this provision individual vendors at a special event will not be required to obtain a regular city business license as required under KMC 5.04.

If a vendor permit is required the sponsor will need to provide the following information for all vendors participating in the event prior to the first day of the event.

- a. Vendor Name
- b. Business Name
- c. Mailing Address
- d. Home and Business Telephone Numbers
- e. State Registration No. (UBI#)

Provisions have been made for the following: (If Applicable)

- a. Parking Facilities (**Attach map of proposed parking facilities**)

- b. Litter Control

- c. Security Plan

Will Kalama Police Officers be utilized? _____

If so, complete the following:

- (1) Number of officers requested - _____
- (2) Number of hours of the event - _____
- (3) Overtime rate of officers - \$60

Amount to be paid to City of Kalama = _____ (1)*(2)*

- d. Sanitation Facilities

- e. Event Communications

- f. Road Closures/Restrictions

(1) Event traffic

(2) Emergency vehicle traffic

(3) Normal traffic independent of event

g. Ramping of Sidewalks

h. Event Age Restriction

i. Medical (minimum first aid)

j. Liquor Permit

Other Documentation:

- Safety/Fire Code Certification
- Written permission from property owners when private property utilized for parking
- Evidence of liability insurance
- Bond deposited _____

The Permit may be revoked if any of the terms and conditions of the Permit or of Section 5.18 of the Kalama Municipal Code are not met.

I hereby certify that I am at least 21 years of age and that the information contained in this application is correct.

Signature of Sponsor
or Officer of Sponsoring Group

Name of Sponsoring Group
Address _____
Phone # _____

Permit Fee Paid: Amount _____ / Receipt No. _____

(Circle One): Bond or Cash Deposit

Amount of Bond or Deposit: \$300 - \$1,000

Date _____ / By _____

**Bond or deposit will be returned two weeks after the event
if no complaints are received.**

Date Bond/Deposit **Returned** _____ By _____

City Employee

A waiver of the deposit requirement will be considered under the following conditions:

1. The event has been held without incident or claims in the prior two consecutive years; and
2. The event is sponsored by a local Kalama organization (ie: Amalaks, Kalama Chamber, Kalama Lions)
- 3.

This waiver is for the deposit only and all requirements for liability insurance must still be met.

As event sponsor I understand that as sponsor they are liable for any and all extraordinary expenditures incurred by the City arising from the operation of the event that would have been covered by the deposit.

Event Sponsor

DEPARTMENTAL COMMENTS

Clerk/Treasurer

Director of Public Works

Police Chief
