

**CITY OF HOQUIAM
SPECIAL EVENTS APPLICATION/PERMIT
(Use of City ROW OR PROPERTY)**

1. Name of person or legal entity requesting permit: _____

2. Nature/site of Use: _____
3. Name and address of all individuals or other entities having a 10% proprietary interest in the special event:

4. Please describe the scheduled event and primary ROW/property that will be used (please attach map showing specific areas that will be used and describe them below – attach a written description to this application if necessary) : _____

DATE/Time of requested use: _____ (Date) _____ a.m./p.m. to _____ a.m./p.m.
Estimate the number of hours that the ROW/property will be used for the event: _____
Estimate the number of hours that the ROW/property will be used for set-up & clean-up: _____
Estimate the number of people who will attend: _____

5. Please indicate below other services that will be required for this event:

Food prep facilities () yes () No (FOOD VENDORS must obtain all special event licenses/permits through GH Environmental Health Department, Grays Harbor County (360-249-4413); failure to obtain appropriate permits through county will result in a shut-down of any food service vendor.

Toilet facilities: (how many and what locations): _____

Solid waste collection (dumpsters obtained through Hometown Sanitation 360-533-7319): _____

Use of City Equipment (barricades, signs, staff – please estimate the number/types of services required): _____

Police and/or Fire (please estimate the number of hours special services by these departments will be required and note that public safety services will be billed at cost per resolution set by the city) _____

The applicant hereby certifies that all state and local law enforcement officers, fire control officers, and other necessary government personnel shall have free access to the property being requested at all times.

Signature of Applicant

HOLD HARMLESS: The applicant hereby certifies that the applicant will be responsible for any damages to the ROW or property being used caused by any participants or attendees of the special event, that the applicant will indemnify and hold harmless from any claims or lawsuit against the City of Hoquiam, its employees, officers and agents, arising out of the participation or attendance of any person at this special event, and that the applicant will obtain a liability insurance policy naming the City of Hoquiam as a named insured and will submit a copy of the policy to the City of Hoquiam as part of this application. Applications will not be approved until such proof of insurance is provided.

Signature of Applicant

