

# CITY OF HOQUIAM

## STADIUM SPECIAL EVENTS APPLICATION AND PERMIT

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1. Name of person or legal entity requesting permit (a natural person must be at least 18 years old): \_\_\_\_\_

2. Nature of Business of the Applicant: \_\_\_\_\_

3. Names and addresses of all individuals or other entities having a ten percent or greater proprietary interest in the special event: \_\_\_\_\_

4. Principal place of business of the applicant (address): \_\_\_\_\_

5. Please describe the scheduled performances and program intended as a special event: \_\_\_\_\_

Estimate of the hours that the stadium would be used (including preparation and clean-up):

\_\_\_\_\_ Hours.

Projected number of attendees: \_\_\_\_\_

6. Please attach a copy of applicant's site plan indicating the intended layout of the special event or festival. [ ] Attached.

7. Please describe applicant's plan for parking for all attendees, including off-site parking if adequate parking is not available at the stadium site: \_\_\_\_\_

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8. Please list applicant's specifications for the following:
- a. Water supply: \_\_\_\_\_
  - b. Sewage disposal: \_\_\_\_\_
  - c. Food preparation facilities: \_\_\_\_\_
  - d. Toilet facilities: \_\_\_\_\_
  - e. Solid waste collection: \_\_\_\_\_
  - f. Lighting: \_\_\_\_\_
  - g. Emergency medical facilities and safety plan: Please attach.
  - h. Traffic and crowd control plan: Please attach.

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9. **Approval of Police Chief:** I have reviewed the applicant's site plan and traffic and crowd control plan, and hereby give my approval of the plans.

Dated: \_\_\_\_\_  
Hoquiam Police Chief

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10. **Approval of Fire Chief:** I have reviewed the applicant's site plan for fire prevention, medical and safety issues, and hereby give my approval of the site plan as it pertains to such issues.

Dated: \_\_\_\_\_  
Hoquiam Fire Chief

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11. **Waiver of Rental Fees:** If the applicant is seeking a waiver of applicable rental fees on the basis that the event will benefit and support the poor and infirm, please set forth a statement specifying the grounds for the waiver: \_\_\_\_\_

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12. **Access to Stadium:** 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

stadium at all times.

\_\_\_\_\_  
(Signature of Applicant)

13. **Hold Harmless:** The applicant hereby certifies that applicant may be responsible for any damages to the stadium premises caused by participants or attendees of the special event, that the applicant will indemnify and hold the city harmless from any claim or lawsuit against the City of Hoquiam, its employees, officers and agents, arising out of the participation or attendance of any person at the 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 Administrator for approval.

\_\_\_\_\_  
(Signature of Applicant)

14. **Certification:** The applicant hereby certifies, under the penalty of perjury under the laws of the State of Washington, that the above information, and all information attached hereto, is true to the best of the applicant's knowledge.

Signed on \_\_\_\_\_ at \_\_\_\_\_, Washington

\_\_\_\_\_  
(Signature of Applicant)

**BALANCE TO BE COMPLETED BY CITY OF HOQUIAM**

The above application was received by the City Parks Director on \_\_\_\_\_

The Parks Director must forward a copy of the application to the following officers for their review and comment:

The City Administrator;  
Fire Chief;  
Police Chief;  
Finance Director; and

City Attorney.

The comments of the above City officials shall be in writing and attached to the original application on file and submitted to the City Administrator for a recommendation.

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The recommendation of the City Administrator must be made to the City Council within twenty days.

The City Administrator hereby recommends that the application be

Approved                       Denied                      by the City Council

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City Administrator

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The City Council considered the application on \_\_\_\_\_ and took the following action:

Approved the Application                       Denied the Application\*

\* If the application was denied, the Council must make specific written findings, which are attached.

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**FEES**

The fee deposit for the special event shall be paid no later than fourteen days in advance in the following amount: \$ \_\_\_\_\_.

This amount is based upon a base rental fee of \$ \_\_\_\_\_, a charge of \$100 per day for \_\_\_\_\_ day(s) use of stadium field lights, a charge of \$50 per hour for \_\_\_\_\_ hours of use of the stadium, and \$ \_\_\_\_\_ for the actual costs to the city for traffic and crowd control if provided by the Hoquiam Police Department and \$ \_\_\_\_\_ for the actual costs to the city for fire prevention, medical, and safety services if provided by the Hoquiam Fire Department.

The fee deposit was received on \_\_\_\_\_.

In the event that the actual charges and costs exceed the amount of the fee deposit, the applicant shall immediately pay the balance upon submission of a billing statement by the City.