

# Special Events Permit Checklist

Certain land uses, due to their infrequent occurrence, are classified as 'special events'. These types of uses are temporary in nature, of limited duration, and may be associated with promotions, holidays, or city festivals. Special Events are allowed by Special Events Permits, granted by the Director after city staff review.

Application for a Special Events Permit should be made to the City of University Place Permit Center no less than thirty days prior to the function. Upon application, please provide the following information where applicable to your event:

- Special Events Permit Application
- Event site plan showing vendor layout, tent or canopy locations\*, parking, seating, platform/stages, garbage facilities, restroom facilities, and fire-extinguisher locations
- Certificate of Liability Insurance
- Exiting plan if the event will be held within a building or enclosure
- Estimated attendance
- Application submittal fee
- Owner Affidavit of Consent
- Proposed temporary sign locations (A temporary Right-of-Way Sign Permit may be required)
- Street closure maps (A Right-of-Way Permit may be required)
- Food Trucks will require Health Department Permits and Proof of Insurance
- Post event clean-up plan

\* Tents over 200 square feet and canopies over 400 square feet may require a separate permit

It is the specific intent of the special events code to place the obligation of code compliance upon the applicant or sponsor, and no provision thereof is intended to impose any duty upon the city or any of its officers, employees, or agents. Nothing contained within the City of University Place Special Events Code shall be construed to create or form the basis for liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from the failure of the applicant or sponsor to comply with the Special Events Code or specific event conditions.

# SPECIAL EVENTS PERMIT *Application*



3609 Market Pl W, Suite 200  
University Place, WA 98466  
PH: (253) 566-5656

Please fill out all of the required information **COMPLETELY**. Attach all site plans showing locations of all signs, fire hydrants, structures, and parking areas. Attach any route maps for parades or races, including indications for all streets or portions of streets to be closed. Submit proof of liability insurance. The non-refundable application fee is due at the time of application. Fees for City support services (if necessary) will be paid after departmental review and determination of costs, before the permit is issued.

**PLEASE PRINT OR TYPE**

\_\_\_\_\_  
Name of Contact Person                      Address                      Phone Number

\_\_\_\_\_  
Name of Property Owner                      Address                      Phone Number

\_\_\_\_\_  
Name of Partner/Sponsor                      Address                      Phone Number

EVENT LOCATION (address or cross streets): \_\_\_\_\_

TYPE & PURPOSE OF EVENT (in detail): \_\_\_\_\_

\_\_\_\_\_  
DATE(s) of EVENT (INCLUSIVE)                      Number of Participants including Spectators

APPROXIMATE TIMES (indicate AM/PM) for:

\_\_\_\_\_  
Day 1                      Assembly                      Event Start                      Event Close                      Disassembly

\_\_\_\_\_  
Day 2                      Assembly                      Event Start                      Event Close                      Disassembly

\_\_\_\_\_  
Day 3                      Assembly                      Event Start                      Event Close                      Disassembly

\*Attach description of additional days if necessary

<b>FOR OFFICE USE ONLY</b>	<input type="checkbox"/> <b>MAJOR EVENT</b>	<input type="checkbox"/> <b>MINOR EVENT</b>
	<input type="checkbox"/> <b>PRE-APPLICATION MEETING REQUIRED</b>	<input type="checkbox"/> <b>FEE EXEMPT</b>

NAME OF STREET(S) TO BE CLOSED OR ALTERED AND THE TYPE OF CLOSURE REQUESTED (e.g. half-street or full-street, temporary with flag person for 3-5 minutes or with signs and barricades)

Street

Type of Closure

---

---

DESCRIPTION OF MARCHING UNITS, VEHICLES, AND BANDS (include size and number and attach a diagram of any parade, race, or other travel route)

---

---

**PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY TO THIS EVENT AND DESCRIBE:**

- COOKING FACILITIES OR OPEN FLAME (describe number and size and diagram locations)  
\* Fire Code requires that open flame and grease-laden cooking be conducted at least 12' from a tent or canopy cover. Separation requirements for cooking trailers may apply.  
\* Food vendors must have proof of insurance and required Health Department permits.

---

---

- ELECTRICAL POWER REQUIREMENTS (describe source & voltage and diagram power cord path)

---

- COMPRESSED GAS CYLINDERS (describe number and size and diagram locations)

---

- TENTS, CANOPIES, AND AWNINGS (describe number and size and diagram locations)  
\* Fire Permits/inspections may be required for tents > 200 sf, canopies > 400 sf, and combinations of canopies without a 12' separation.

---

---

- SMOKING (If smoking is allowed, noncombustible ash containers are required. Diagram locations)

---

- FLOATS (describe number and size)  
\* Floats must be constructed of flame-retardant materials.

---

---

- DUMPSTERS WITH CAPACITY > 1.5 CUBIC FT. (describe number and size and diagram locations)

---

- TEMPORARY PARKING (describe capacity and diagram locations)  
\* Parking in the public right-of-way may require a street-closure permit.

---

- ENTRANCE/EXIT (diagram ingress/egress for event and parking facilities) \_\_\_\_\_

- STAGES, BOOTHS, TRAILERS, MOTORHOMES, OR OTHER TEMPORARY STRUCTURES (describe number and size and diagram location)  
\* Building permits may be required for temporary structures.

---

---

- TEMPORARY SIGNAGE (describe number and size and diagram location)  
\* Five event signs < 30 sf. ea. & six off-premises directional signs < 4 sf. ea. permitted. A temporary sign permit may be required.

---

---

---

- VENDOR SALES (number of vendors conducting sales)  
\*UPMC 15.05 – Parks Code – may require separate sales permits for sales activities in City parks.

---

**READ CAREFULLY AND SIGN**

Permittee agrees to supply the City Clerk with proof of Commercial General Liability insurance in the amount of \$1,000,000 (one million dollars) combined single limits per occurrence, prior to obtaining permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance. Sponsoring agency agrees to reimburse damage repair to City Property.

Permittee agrees to maintain access for emergency vehicles. Permittee agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event, as specified on the special events permit. Payment for estimated charges will be made prior to issuance of the Special Event Permit. If cancellation is necessary and written notice to the City is given within 48 hours, fees for City support services will be refunded.

Permittee agrees to defend, indemnify and hold harmless the City, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting from or sustained by any person or persons and on account of damage to property including loss of use therefrom arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed or elected officers or employees.

---

Signature of Applicant

---

Date