

City of Roy
SPECIAL EVENT APPLICATION

Requesting Waiver of Fees <input type="checkbox"/> Yes <input type="checkbox"/> No Waiver Granted <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Fee Paid <input type="checkbox"/> \$25.00 <input type="checkbox"/> \$50.00 <input type="checkbox"/> Insurance Certificate

LIMITED TO 14 DAYS PLEASE PRINT

NAME OF EVENT: _____
Estimated Attendance: _____
Does Event require street closure: _____

APPLICANT _____
Mailing Address _____
Telephone _____ EMAIL _____

OWNER _____
Mailing Address _____
Telephone _____ EMAIL _____

SUMMARY OF REQUEST _____

START DATE _____ **END DATE** _____

PROPERTY DESCRIPTION
General Location _____
Site Address _____

I affirm that all answers, statements and information above and submitted with this application are complete and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Roy and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the city that apply to this application.

Signed _____ Date _____

216 S McNaught
P.O. Box 700
Roy, WA 98580

(253)843-1113
(253)843-0279 FAX
www.cityofroy.us

Diagram of Plot Plan with Access and Egress Shown:

Traffic Mitigation:

Security Detail: (Describe identifying attire, list names of security staff.)

A. The following Special Events may be authorized, subject to specific limitations in this section and such additional conditions as may be established by the Council:

1. Circuses, carnivals, rodeos, fairs or similar transient amusement or recreational activities.
2. Indoor or outdoor sales sponsored by schools or other nonprofit organizations.
3. Fund raising events.
4. Uses found by the site plan review committee to be similar in nature and impacts to those listed temporary uses.

B. Standards for Special Events.

1. Each site occupied by a Special Event shall be left free of debris, litter or other evidence of event upon completion of the use.
2. Organizers of Special Events must provide sufficient off-street parking and vehicular maneuvering area for customers.
3. No Special Events shall occupy parks without an approved park use request or any public rights-of-way.
4. The Public Works Director and/or Chief of Police may establish such additional conditions as may be deemed necessary to ensure land use compatibility and to minimize potential impacts on nearby uses. These include, but are not limited to, conditions regulating the time and frequency of operation, parking and traffic circulation requirements, screening, and site restoration.

C. Liability Insurance

Whenever the permit is for an activity that will require the use of any City street or other City property, the applicant shall secure and maintain in full force and effect throughout the duration of the permit, a comprehensive liability insurance policy for bodily injury and property damage with limits of not less than \$1,000,000 per occurrence.

Hold Harmless Agreement

_____, its officers, employees and members shall, through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the City of Roy and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the City as a result of loss, damage or injury to person or property by reason of any action or omission by _____, its agents or employees, for the following activities or event:

Signed this _____ day of _____, 20__.

By _____

Printed Name _____

Title _____