



## SPECIAL EVENT PERMIT APPLICATION

If you would like to hold a Special Event on or in a City of Raymond property/facility, you will need to submit an application to city hall at least 14-days prior to your event. Special Use Fees may apply; check with city hall. If your event involves alcohol or bouncy houses (or similar activities) your application must include a valid Certificate of Insurance and a valid Additional Insured Endorsement. The Additional Insured Endorsement must specifically list the City of Raymond as an additional insured on your insurance policy. Please contact city hall at (360) 942-4100 or [tchannell@cityofraymond.com](mailto:tchannell@cityofraymond.com) for additional information.

Name of applicant/Organization:	Phone:
Mailing address:	Email:
Describe event (Including estimated number of attendees, streets/parking closures, etc.):	
Physical location(s) of event:	
Date(s)/hours of event:	

**\*All applicants are expected to abide by RCW 9A.88.010 – NO EXCEPTIONS!**  
By signing this application, you will agree to follow a respectful code of conduct.

### Components of the event (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol/Beer Garden**     | <input type="checkbox"/> Parade              |
| <input type="checkbox"/> Amplified Sound           | <input type="checkbox"/> Pool/Water Activity |
| <input type="checkbox"/> Bouncy House              | <input type="checkbox"/> Race                |
| <input type="checkbox"/> Carnival Rides            | <input type="checkbox"/> Rally/Protest       |
| <input type="checkbox"/> Concert/Live Music        | <input type="checkbox"/> Signage/Banners     |
| <input type="checkbox"/> Cooking/BBQ/Food**        | <input type="checkbox"/> Stage               |
| <input type="checkbox"/> Exhibits/Vendors/Sales*** | <input type="checkbox"/> Tables/Chairs       |
| <input type="checkbox"/> Fencing (Temporary)       | <input type="checkbox"/> Vehicles            |
| <input type="checkbox"/> Fireworks*                | <input type="checkbox"/> Other _____         |
| <input type="checkbox"/> Generators                |  |

### Request Use of City

- Dumpsters
- Electricity
- Street(s) – Close/Barricade
- Water
- Other \_\_\_\_\_

\* Excluded in RMSA's Policy

\*\*Obtain required State and/or Pacific County permits

\*\*\* See vendor application

### Indemnification and insurance

I, \_\_\_\_\_, as an authorized representative of \_\_\_\_\_ (Organization), specifically and expressly agree to defend, indemnify, and hold harmless the City of Raymond and

all its officers, officials, employees, and agents from and against any claim, damage, liability, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any or all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting therefrom, to any party arising from or in any matter connected with the use and/or work authorized by this permit taking place on publicly owned property, except damages arising from negligent acts for which the City of Raymond is solely responsible. I understand the Certificate of Liability Insurance policy naming the City of Raymond as Additional Insured and Certificate Holder must accompany this application. The City of Raymond shall be the Certificate Holder and the description of operations/locations must be specific to the event.

### Minimum scope of insurance

1. You shall maintain insurance of the types described below at no cost to the City of Raymond:
  - a. Commercial general liability: liability arising from premises, operations, independent contractors, and personal injury and advertising injury. Coverage shall be written on ISO occurrence form CG 00 01, or a substitute form providing equivalent liability coverage. The City of Raymond shall be named by endorsement, or blanket language, as an additional insured under your commercial general liability insurance policy.
2. Minimum amounts of insurance:
  - a. Commercial general liability insurance shall be written with limits no less than \$1,000,000 per each occurrence, \$2,000,000 per project aggregate, and a \$1,000,000 products-completed operations aggregate limit.
3. Other insurance provisions:
  - a. "Claims Made" and "Modified Occurrence" policy forms are not acceptable.
  - b. For any claims related to this contract, your insurance coverage shall be primary insurance/primary coverage. Any insurance or self-insurance maintained by the City of Raymond, its officers, officials, employees, or volunteers shall be excess to your insurance and shall not contribute with it.
  - c. You hereby grant to the City of Raymond a waiver of any right to subrogation. You may acquire against the City of Raymond by virtue of the payment of any loss under such insurance. You agree to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Raymond has received a waiver of subrogation endorsement from the insurer.
  - d. You shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and You shall ensure that the City of Raymond is an additional insured on insurance required from subcontractors.

Applicant Signature	Date
City Representative Signature	Date

**FOR ADMIN USE ONLY**

Indemnity agreement completed by applicant?	Attached	Not Applicable
Insurance Required?	Attached	Not Applicable
Fee paid?	\$	Waived
Event approved/disapproved by:		Date:
Law Enforcement notified?		Date:
Public Works notified?		Date:
Key Provided?	Date:	Date:
Key Returned?	Date:	Date:
Comments:		