



City of Tenino

Parades/Special Events Application

149 S Hodgden St. South
P O Box 4019
Tenino, WA 98589
(360) 264-2368

Organization: _____

Contact Person: _____

Address: _____

Telephone _____ **Fax** _____

Email _____

It is respectfully requested that a special event permit be issued to the above-named organization.

The following items of information are submitted:

(1) Purpose of the special event/exhibition is: _____

(2) Description of organizing group: _____

(3) Date and time of special event/exhibition: _____

(4) There will be an estimated ___ persons, ___ animals, ___ floats, and ___ motor vehicles participating or engaging in the special event/exhibition.

(5) Place, area, route or location, as applicable to the special event/exhibition: (Please attach a map or describe)

(6) What portion of the sidewalks and streets indicated will be occupied by the special event/exhibition: _____

(7) Please provide 3 references and dates of last 3 events/exhibitions:

1) _____

2) _____

3) _____

(8) Are any temporary structures going to be erected? **Yes** ____ **No** ____ If yes, you must attach plans indicating clearly the (a) type of construction, (b) seating arrangements, (c) aisle arrangements, (d) structural details and calculations of the seats and supports and (e) location of all exits.

(9) Is any open flame going to be used within the structure? **Yes** ____ **No** ____ If yes, what precautions are to be taken to render it safe? _____

(10) What provisions have been made for sanitary facilities for persons using the premises? _____

(11) Will you deposit with the City Clerk at or before the time of the special event/exhibition a surety or cash bond for \$500.00 (Ordinance #____) conditioned upon holding the City harmless from all liabilities or causes of action? **Yes** _____ **No** _____

(12) Will you furnish evidence to the City Clerk at or before the special event/exhibition that a public liability insurance policy in the amount of not less than \$50,000 for one person and \$300,000 for any one accident will be in effect during the time the structure is to be occupied as a place of assembly? **Yes** _____ **No** _____

(13) The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/exhibition permit issued, and to abide by all the rules and regulations of the City of Tenino.

(14) The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regard to other participants in this event.

Signature of Applicant

Together with any supplementary information as may be required by the City of Tenino, this form must be filed with the office of the City Clerk, (Mailing – P.O. Box 4019, Tenino, WA 98589) 149 S. Hodgden Street, Tenino, WA 98589 not less than 60 days prior to the special event/exhibition date to insure proper processing.

Please answer all questions. If they do not apply, put N/A. Thank You.

Department approvals:

Administration: _____ **Finance:** _____ **Police:** _____

PARC: _____ **Public Works:** _____ **Clerk Treasurer:** _____