

City of Chehalis
Community Development Dept.
1321 S Market Blvd.
Chehalis, WA 98532
(360) 345-2229
Fax (360) 345-1039
Email: comdev@ci.chehalis.wa.us

Event Permit Application Cover Sheet

The application and all required attachments must be submitted to the Community Development Department at least **28 days prior** to the event for review and approval. If approved, it is valid for the duration of the event only. Please do not submit the application until all of the required items have been completed & attached.

Applicant Name: _____ Phone # _____

Address: _____

Contact Person On Site during event: _____ Cell # _____

Type of Event (circle one):

Run/Walk

Bike Tour

Parade

Street Fair

Music / Amplified Entertainment

Fundraiser

Community/Farmer's Market

Other: _____

Event Title: _____

Event Address / Location: _____

Event Date(s): _____

Event Hours: Start time: _____ AM / PM End time: _____ AM / PM

Set up/assembly begins: _____ AM / PM Clean up completed by: _____ AM / PM

Will alcohol be served at this event? Yes No

Anticipated number of attendees: _____

What is the power source for the event? (if needed): _____

Attached to your application must be a complete and detailed narrative of the event including all activities and services. The narrative must include the following, if applicable:

Please provide complete and specific details on any proposed setup / assembly work (barricades, fences, stages, etc.) The narrative must also include details on the proposed maintenance during, and clean up procedures after, the event to ensure the streets and sidewalks are clear of debris.

List any street(s) and parking lot(s) closures requested for this event. Include street name(s), block(s) affected, time of closing and time of re-opening.

If food service is proposed, the narrative must include information on how the food is prepared, served and the clean up procedures. If gas or propane use is proposed include information on the size and number of tanks to be used. **Approval from the Lewis County Health Department is required. Please contact them directly at 360-740-1222.**

If your event involves the sale or service of alcohol, a liquor license must be obtained from the Washington State Liquor Control Board. Please contact them directly at 360-664-1600. Your narrative must include additional information pertaining to the security plan. The security plan must include: the number and location of security personnel on site, procedures for checking ID and preventing underage access, crowd control methods, height and type of security fencing, etc.

If your event is to be held in a City park, it is your responsibility to contact the Recreation Division of the Community Development Department, at 360-748-0271. Special rules, regulations and restrictions may apply. Most park areas cannot be reserved for the exclusive use of one group and access to the area by the general public must be available at all times.

Complete the following checklist and attach any additional information requirements.

Event Permit Checklist

The submitted application must include the following:

- A complete Event Permit Application cover sheet.
- A narrative of the purpose for/description of the event.
- A detailed, dimensioned site plan, map, and complete layout of the event.
- A copy of liability insurance in the amount of \$1,000,000 naming the City of Chehalis as an additional insured, if the event impacts city owned property or rights-of-way.
- A copy of distributed information to impacted properties & a list of recipients.*
- Any additional information. See page 3 for requirements.

* It is your responsibility to distribute information and contact impacted property and/or business owners.

It would be helpful to attach signatures of impacted owner's in support of your event. With your application, include a copy of the distributed information and a list of recipients.

Additional Information for Moving Routes

When planning an event that includes a moving route (i.e.: parade, etc.), the Police Chief and Public Works Director may be available to assist you in planning your route.

Consider the following when planning your route:

- Emergency access routes for fire, police and/or paramedic vehicles
- Conflict with public transportation routes
- Conflict with adjacent businesses
- Parking and traffic congestion

Your application must include a traffic control plan when the event moves through controlled intersections. The Police Dept. will not provide personnel to aide in traffic control. Your traffic control plan must detail the procedures, personnel, equipment, signage, etc. to be utilized for traffic control.

You must develop and attach a route map that includes all of the following:

- Location of proposed street closures
- Barricades, signage and fencing locations
- Temporary structure(s) locations
- Event parking, staging areas, etc.
- Detour traffic routes

Additional Information for Farmer's Markets, Street Fairs, Live Amplified Entertainment, etc.

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement. Please refer to the Chehalis Municipal Code for applicable noise regulations.

You must develop and attach a site plan that includes all of the following:

- Property lines
- Location of all existing buildings
- Location of all proposed tents, food service, stages, equipment, sanitation facilities, tables, etc.
- Distances between proposed structures and existing buildings, streets, sidewalks, property lines, etc.
- Emergency exit routes
- Emergency vehicle access routes
- Location and size of any banners, signs, etc.
- Location and size of alcohol service area, including fence type & height

Please list any other details, information, etc. you feel may be helpful in the review of the event permit application: _____

HOLD HARMLESS – By my signature below I certify I understand and agree the Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Chehalis, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the applicant/organization, the applicant’s/organization’s employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the applicant/organization, its employees or representatives, concessionaires of the event or any other person or entity.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I have read, understand and agree to abide by the applicable rules & regulations. The permittee agrees to comply with all other local, state and federal requirements which may pertain to this event. I am authorized to commit the sponsoring parties to be financially responsible for any costs and fees that may be incurred by or on behalf of the event.

Print name: _____ Date: _____

Signature: _____

OFFICE USE ONLY:

Date Received: _____ By: _____ Zoning: _____

Permit # _____ Parcel # _____