



**City of Monroe  
Parks & Recreation  
806 W Main St  
Monroe WA 98272**

**360-863-4559**

## **SPECIAL EVENT INFORMATION SHEET**

Dear Applicant:

We are pleased that you are planning a special activity in the City of Monroe. By working together we can make the necessary arrangements to make your event a success.

A special event is defined as any kind of activity that is out of the norm for activities typically occurring in the area where the event is proposed to take place, or an activity that may impact public places, areas or facilities. Events involving 30 or fewer people are usually exempt from this permitting process, but please check with the City to be certain.

A special process has been developed to address the needs of special events in order to protect the health, safety and welfare of all citizens, while facilitating, to the extent reasonable, activities that enhance the quality of life. As much as is possible, the rules and regulations are designed, based upon experience, to provide for the specific needs for each special event, anticipating and addressing potential problems or areas of concern before they develop. This process is also meant to provide you with “one stop shopping,” eliminating the need to contact multiple city departments.

The following are some of the general requirements for a special event permit. You may wish to request a complete copy of MMC 5.28, which governs special events, for more detail on conditions, exemption, waivers and appeals procedures

### **1. APPLICATION DEADLINE**

Any person or organization desiring to sponsor a special event not exempted by ordinance, shall apply for the special event permit filing a complete application with the City on a form supplied by the City. For large events this application should be filed not less than 90 days in advance of the proposed event date(s). It is in the best interest of the applicant to submit the application as early as possible to insure that adequate time is available to develop and comply with the requirements of the specific permit. It will also allow the applicant time to use the appeal process if need be. Applications submitted on notice too short for adequate staff review will not be guaranteed approval.

### **2. ADMINISTRATIVE FEE**

A **\$55.00** non-refundable administrative fee is due with completed application. There may be other fees due depending on your location and request of facilities. (All fees subject to local City of Monroe sales tax)

### **3. INDEMNIFICATION AGREEMENT**

The permit applicant must sign an agreement to defend, indemnify and hold the City of Monroe harmless from any claims arising out of event prior to the issuance of their event permit.

### **4. INSURANCE REQUIRED**

The applicant/sponsor of the event must possess or obtain public liability insurance. Coverage shall be commercial general liability policies with a minimum limit of \$1,000,000 each occurrence, \$2,000,000 aggregate. A certificate of insurance shall be submitted as evidence of liability insurance coverage.

An endorsement adding the City of Monroe on your organization's liability coverage as an additional insured for the date(s) of your event is required.

If you have difficulty meeting these insurance requirements, please contact the City's Park & Recreation Events & Tourism Coordinator. In some circumstances, the insurance requirements may be reduced or waived, particularly with small family sponsored events.

If hosting a block party insurance is required and a copy naming the City as additional insured must be provided per page 3 of this document. HOA's can cover this requirement. If you do not belong to an HOA applicant may obtain one day insurance through TULIP which is offered through the WCIA website.

### **5. AGE REQUIREMENT**

The permit applicant must be above the age of 18 and if planning a block party the applicant and homeowner must be at least 21 years of age.

### **Questions?**

Contact Katie Darrow, Parks & Recreation Events & Tourism Coordinator @ 360-863-4519, or [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov)



**City of Monroe  
Parks & Recreation  
806 W. Main St  
Monroe WA 98272**

**For Special Events and Athletic Field Use**

**Liability Insurance and Additional Insured Language Requirements**

The City of Monroe requires that applicants for most special events and athletic field use and lessor's of city property provide evidence of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence, \$2,000,000 aggregate. Participant coverage is generally required for special events and athletic field use.

It is also required that the City of Monroe be named as an additional insured on the applicant's liability policy for the duration of the activity on public property. ***An endorsement must be issued and accompany the insurance certificate.*** This is generally done on a CG 2012 form or a recognized equivalent.

The following language is preferred for the additional insured endorsement:

***"The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employee or authorized volunteer."***

Questions may be directed to ~

Denise Jacobsen  
Parks & Recreation Administrative Tech  
The City of Monroe  
806 W Main  
Monroe WA 98272.  
(360) 863-4559 (w)  
(360) 863-4601 (fax)  
[djacobsen@monroewa.gov](mailto:djacobsen@monroewa.gov)

**CITY OF MONROE**  
**SPECIAL EVENT APPLICATION**

**APPLICATION INFORMATION**

Applicant or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person **Present** and in Charge at the Event: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time (set-up): \_\_\_\_\_ Ending Time (take-down): \_\_\_\_\_ Start Time of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Nature and Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Will city facilities be used? (i.e.: parks, gazebo, streets, buildings, etc.) Yes \_\_\_ No \_\_\_

If yes, identify which facility and the proposed activities: \_\_\_\_\_

\_\_\_\_\_

Will you be requesting **services** from the city or other agencies? Yes \_\_\_ No \_\_\_  
(i.e.: Police, Fire, Parks or Public Works) other forms may be needed depending on request.

Please describe requested services: \_\_\_\_\_

\_\_\_\_\_

**SCOPE OF EVENT**

**Location – Attach Map(s) showing the following (*does not need to be to scale*):**

- a. All streets and sidewalks used;
- b. Road closures desired;
- c. 20 ft. fire lane placements on blocked roads;
- d. Parking areas;
- e. Placement of vendor booths;
- f. Placement of tents;
- g. Placement of Stages;
- h. Placement of children’s games and rides;
- i. Placement of demonstrations and other activities;
- j. Staging and disbanding areas for parades;
- k. Parade or procession route.
- l. Contingency plan (in case of flooding/construction/emergencies etc...)

**Your application will not be routed if a site map is not included.**

Please provide flyers or pamphlets of your event when they are available.

- 1. Will there be a parade? Yes \_\_\_ No \_\_\_
  - a. Will children participate in parade? Yes \_\_\_ No \_\_\_
  - b. Will there be motorized floats in parade? Yes \_\_\_ No \_\_\_
  - c. Will there be horses or other animals in parade? Yes \_\_\_ No \_\_\_

If yes, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

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- 2. Will children participate in your event? Yes \_\_\_ No \_\_\_  
If yes, please describe \_\_\_\_\_

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- 3. Will you have animals at your event? Yes \_\_\_ No \_\_\_  
If yes, please describe \_\_\_\_\_

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- 4. Will there be music (Live or DJ) or dancing? Yes \_\_\_ No \_\_\_
  - a. Will there be public participation? Yes \_\_\_ No \_\_\_
  - b. Will there be a stage? Yes \_\_\_ No \_\_\_
  - c. Will the stage be on public property? Yes \_\_\_ No \_\_\_
  - d. Will amplification equipment be used? Yes \_\_\_ No \_\_\_

If yes, describe in detail including the name(s) of the music source, performance times, and describe the amplification equipment:

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5. Will there be tents, trailers or campers? Yes \_\_\_ No \_\_\_  
a. Will they be on public property? Yes \_\_\_ No \_\_\_

If yes, please describe in detail the locations of tents, trailers or campers:

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6. Will there be amusement rides? (bouncy houses etc..) Yes \_\_\_ No \_\_\_  
a. Do you have approval from the Gambling Commission? Yes \_\_\_ No \_\_\_  
b. Do you have approval from Dept. of L & I? Yes \_\_\_ No \_\_\_

If yes, identify the vendor and describe each ride, where it will be located and hours of operation:

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7. Will there be demonstrations? Yes \_\_\_ No \_\_\_  
(i.e.: gymnastics, skateboarding, fireworks)  
a. Will they be held on public property? Yes \_\_\_ No \_\_\_  
b. Will there be public participation? Yes \_\_\_ No \_\_\_

If yes, list all demonstration, performances times and a contact person for each:

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8. Will there be marine events? Yes \_\_\_ No \_\_\_

If yes, identify the location(s) including the landings or launches, times of operation and describe the activities:

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9. Will there be liquor sales or consumption? Yes \_\_\_ No \_\_\_  
a. Do you have approval from the State Liquor Control Board? (must have) Yes \_\_\_ No \_\_\_

If yes, give license number, license holder, and describe location and activity, including hours of operation:

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10. Do you have liability insurance? (some events require insurance) Yes \_\_\_ No \_\_\_

If yes, state amount of coverage, your insurance company, agent, phone number & provide a copy of certificate:

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11. Will food or non-alcoholic beverages be **sold** \_\_\_ or **served** \_\_\_?

If yes, please list what you will **sell** or **serve**:

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12. If a food item will be sold or served please fill out the additional concessions requested form.

13. Will a commercial product (t-shirts, cups etc...) or service be sold? Yes \_\_\_ No \_\_\_

Please describe:

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**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the city council, the mayor or his designee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

NAME OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

FOR OFFICE USE ONLY	
Application Filing Fee (non-refundable)	<u>\$55</u>
Gazebo Rental Fees	_____
Field Fees	_____
Clean Up Fees	
Deposit	_____
Actual Cost (if any)	_____
Difference - Refund [ ] Bill [ ]	_____
City Services	
Estimated Cost	_____
Actual Cost (if any)	_____
Difference - Refund [ ] Bill [ ]	_____

PERMIT IS: APPROVED \_\_\_ DENIED \_\_\_

CONDITION ON APPROVAL: \_\_\_\_\_

\_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

Acknowledgement of terms and conditions

The undersigned, being an authorized representative of the sponsoring organization or applicant, hereby acknowledges and agrees to the terms and conditions under which this special event permit is issued.

\_\_\_\_\_  
Applicant / Sponsor Date



**SPECIAL EVENT  
INDEMNIFICATION AGREEMENT**

The sponsor/permittee agrees to defend, indemnify and hold harmless the City of Monroe, Washington, its appointed and elected officials employees, authorized volunteers, and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted event, except those arising out of the sole negligence of the City of Monroe.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date