



**CITY OF RIDGEFIELD  
SPECIAL EVENT PERMIT**

NAME OF APPLICANT/ORGANIZATION: \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT OR OTHER AUTHORIZED INDIVIDUAL: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TYPE OFACTIVITIY PLANNED (describe event): \_\_\_\_\_

LOCATION OF EVENT: (describe area to be used, attach map/route plan): \_\_\_\_\_

NOTE: If any street(s) need to be closed during the event, set up, or dismantle time, a Street Closure Permit will also be required at the time of submission of the Special Event Permit.

DATE(S) OF PROPOSED EVENT: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_

SET UP DATE AND TIME: \_\_\_\_\_

DISMANTLING DATE ANDTIME: \_\_\_\_\_

NUMBER OF STAFF OR VOLUNTEERS: \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS: \_\_\_\_\_

WILL PARTICIPANTS PAY A FEE OR MAKE ADONATION? YES  NO

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of public facilities by the applicant, its members, or those attending the event. Depending on the type of event, the activity and risk level, you maybe required to obtain bodily injury and property damages liability insurance in accordance with City policy, naming the City as an additional insured on the policy, and be responsibility for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain insurance.

AGREEMENT – I fully understand that participation in the event exposes participants to the risk of personal injury, death or property damage. I hereby acknowledge that I or the organization I am representing agrees to assume any such risks and that I am authorized to sign on their behalf.

I hereby release, discharge and agree not to sue the City of Ridgefield, Washington, for any injury, death or damage to or loss of personal property arising out of, or in connection with the event from whatever cause, including the active or passive negligence of the City of Ridgefield, Washington, or any other participants in the event.

In consideration for being permitted to organize/host/sponsor the event, I hereby agree, for participants, myself, heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Ridgefield, Washington from any and all claims, demands, actions, or suits arising out of or in connection with allowing the event.

I HAVE CAREFULLY READ THIS “RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE” AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

ATTACH COPIES OF LOGISTIC MAP(S), BROCHURES, POSTERS, FLYERS, OR EVENT ADVERTISEMENTS

\_\_\_\_\_  
SIGNATURE OF APPLICANT/PERSON IN CHARGE

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

(FOR OFFICIAL USE ONLY)

APPROVED BY: \_\_\_\_\_ City Manager or designee

\_\_\_\_\_ Planning Dept \_\_\_\_\_ Public Works Dept

\_\_\_\_\_ Police Dept Fire District notified on: \_\_\_\_\_

APPROVED UNDER THE FOLLOWING CONDITIONS: \_\_\_\_\_

PERMIT DENIED FOR THE FOLLOWING REASONS: \_\_\_\_\_

FEES:

Application Fee: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_ Staffing costs: \_\_\_\_\_

Other: \_\_\_\_\_ Describe: \_\_\_\_\_

TOTAL: \_\_\_\_\_

PROOF OF INSURANCE? YES  NO

Attach Declaration page noting the City of Ridgefield as an additional insured

APPLICANT NOTIFIED BY/ON: \_\_\_\_\_