



# Special Event Permit

Permit No. \_\_\_\_\_

City of Longview | Phone: 360.442.5200 | Fax: 360.442.5953 | [www.mylongview.com](http://www.mylongview.com)  
Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

## Contact Information

Organization/Sponsor		Address/City/State/Zip	
Contact Person		Phone	Email
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? <input type="checkbox"/> YES <input type="checkbox"/> NO		Address/City/State/Zip (if different from above)	
		Phone	Email
Are there other individuals authorized to act on behalf of the Organization/Sponsor? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide their name and contact information:			

## Event Information

Event name		Date(s) of event		Estimated # of participants for the event	
Start time AM / PM	End Time AM / PM	Setup Time AM / PM	Takedown Time AM / PM	Estimated # of volunteers for event	
Is this an annual event? <input type="checkbox"/> YES <input type="checkbox"/> NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.					
Have you previously requested a permit for such activity? <input type="checkbox"/> YES <input type="checkbox"/> NO				If yes, approximate date?	
Are participants required to pay a fee? <input type="checkbox"/> YES <input type="checkbox"/> NO			Are participants to make a donation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will this event: Impede traffic? <input type="checkbox"/> YES <input type="checkbox"/> NO Follow traffic, pedestrian and bike laws? <input type="checkbox"/> YES <input type="checkbox"/> NO Utilize sidewalks only? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.)					

## Type of Use

Type of use requested  
 Parade  Street Closure  Street Sale  Athletic Run/Walk  Block Party  
 Other: \_\_\_\_\_

Where is use requested?  
 Park area\*/where? \_\_\_\_\_  Park building\*/which one? \_\_\_\_\_  
 Private property/where? \_\_\_\_\_  Other \_\_\_\_\_

\*Note: If planning to use a park area or building, please contact the Parks and Recreation Department at 360.442.5403 for any additional forms required for the use of a park area or building.

Please check all that apply to this event:

- Requesting closure/impediment of a street or public right-of-way. **(Please attach a map and mark location.)**
- Requesting to erect structure(s)/tent(s). Number and location \_\_\_\_\_
- Planning to serve food/drink. If yes, including alcohol beverages?  YES  NO
- This event involves political or religious activity intended primarily for the communication or expression of ideas.
- Participants will be required to pay a fee.
- Participants will be asked to make a donation.

**Permit holders are responsible for cleanup of debris in connection with their activities.**

### City Assistance Requested

Police Department (example: traffic, patrol, security) - Explain	Traffic Division (example: street closure, signage, signal adjustment) - Explain
Parks Division (example: facility availability, electrical, additional sanitation/garbage, restrooms) - Explain	Other - Explain

### Insurance Information

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

### Agreement

Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, 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 organization, the 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 organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.

Applicant name (please print)	Applicant signature
Organization/Title	Date

**Add additional information on separate sheets as needed.**

### City Use Only

Other permits required in conjunction with this permit:

Electrical     
  Fire, Life & Safety     
  Parks     
  Other: \_\_\_\_\_

### Fees/Payments/Refunds

	Fee	Initial	Date
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
License(s)			
Admission Tax(es)			
Additional Costs			
<b>TOTAL PAID</b>			
<b>TOTAL REFUND / DUE</b>			

Proof of insurance required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Bond required? <input type="checkbox"/> YES <input type="checkbox"/> NO
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