



SPECIAL EVENTS PERMIT

Frequently Asked Questions

WHAT IS A “SPECIAL EVENT”?

A special event is an activity, which occurs on private or public property that attracts, seeks to attract, or otherwise generates or causes a number of participants or spectators, for a particular and limited purpose and time, to gather. Special events include, but are not limited to: fun runs, roadway foot races, bike-a-thons, parades, street fairs, sidewalk sales, circuses, carnivals, shows, exhibitions, festivals, fairs and other events that will extraordinarily impact or obstruct public right-of-ways, public property or public services.

WHY DO I NEED TO APPLY FOR A SPECIAL EVENT PERMIT?

Since special events impact the general public use of City rights-of-way, sidewalks, parks, etc, the City is concerned that the event is conducted in a safe and proper manner, and that adequate public services like police, fire, emergency aid, traffic, sanitation are provided.

HOW MUCH WILL A SPECIAL EVENT PERMIT COST?

There is no charge for a special event permit.

HOW DO I OBTAIN A PERMIT APPLICATION FOR MY SPECIAL EVENT?

You may obtain an application in person at the Civic Center, 525 West Cota St., by phone at (360) 426-4491, or by e-mail at cityhall@ci.shelton.wa.us.

You must submit your completed application at least twenty-five (25) business days prior to your event. The City will approve or deny the permit within ten (10) business days of receiving your completed application.

DO I NEED INSURANCE?

At a minimum, you will be required to sign an agreement holding the City harmless for any claims that may result from your event. Depending upon the magnitude of your event, the City may require that you provide Commercial General Liability Insurance in a minimum amount of \$1,000,000 per occurrence, with the City named as an additional insured on the policy for the duration of the event. If insurance is required, you will need to provide the City with a certified copy of the policy naming the City as an additional insured **no later than ten (10) days before the event. Failure to provide insurance may result in revocation of your permit.** Your insurance carrier is familiar with this process and can assist you. If you cannot obtain insurance locally, the City can assist you through an alternative program with our insurance provider.

WHAT ELSE SHOULD I KNOW ABOUT APPLYING FOR A PERMIT?

Depending on your proposal, you may be required to notify affected businesses and/or residents, provide sanitation facilities, barricades, first aid stations, be subject to traffic control, or electrical inspections. City staff will assist you in identifying these needs, but you are responsible

for obtaining required permits and complying with regulations.

Shelton Municipal Code Chapter 5.04. Please call 426-9731 for specific requirements.

The City of Shelton provides FREE event recycling containers for use by the public. These containers are easy to set up and are clearly marked for aluminum cans and plastic bottles. Bags are included! Contact Jason Dose at 360-432-5102 or e-mail him at jasond@ci.shelton.wa.us to find how this program can benefit your event!

DO VENDORS PAY BUSINESS AND OCCUPATION TAX?

Businesses with gross sales in Shelton greater than \$20,000 a year are required to pay Business and Occupation Tax.

WHO DO I CONTACT FOR MORE INFORMATION?

For further information, contact Customer Service at (360) 426-4491.

WHAT ARE SOME REASONS THE CITY MAY DENY A SPECIAL EVENTS PERMIT?

The City will work to resolve any problems that may be presented by your event. However, the City will deny your special events permit if:

- Traffic is disrupted beyond practical solution;
- Access to fire stations and fire hydrants is hindered;
- Undue hardship is imposed on surrounding residents/businesses;
- Service to the public at large is denied due to demands for service at your event;
- Public health, safety, or welfare is endangered;
- Complete and accurate information on the event is not provided;
- Applicable legal requirements are not complied with.

WHAT CAN I DO IF MY PERMIT HAS BEEN DENIED?

You may appeal a denial to the City Commission by filing a letter of appeal with the City Clerk within five (5) business days of the denial of your permit. The City Commission will review the appeal and issue a final decision within thirty (30) days of the filing of the appeal.

DO VENDORS AT THE EVENT NEED A CITY BUSINESS LICENSE?

Possibly, any business participating in a Special Event must comply with the City of Shelton business license requirements as defined in



SPECIAL EVENTS PERMIT APPLICATION

Event Name:	
Event Date(s) and Time(s):	
Event Location:	
Sponsor Name, Address and Telephone:	
Secondary Contact Person, Address and Telephone	

If private property is to be used in conjunction with this event, are you the property owner?

Yes No Not applicable

(If NO, you must attach a letter or other written evidence that you have obtained permission for the special event from the property owner.)

Please make a full and complete description of the special event (attach a separate sheet if needed):

Does your event include the use of any public areas? (For example - streets, sidewalks, parks, buildings, etc.). Describe as accurately as possible which streets or sidewalks and what blocks of city streets would be affected by your event:

If your event requires the closure or blockage of streets and/or sidewalks, have you contacted business or property owners that would be affected?

Yes No

(Depending upon the nature of your event, this may not be a requirement to obtain a permit. However, if your event is likely to impact neighboring residents and/or businesses, evidence that you have made contact with those being impacted will be required prior to a permit being issued. Form is enclosed.)

Will your special event require street barricades, police patrols, fire department or emergency aid stand-by, clean up of streets, sidewalks or parks following the event, or any other city-related service?

Yes No

If yes, please describe the requirement:

Will your special event have any participating vendors (persons, groups, associations, partnerships, corporations or firms, selling, bartering, trading, exchanging or advertising goods or services)?

Yes No

(If yes, you are required to comply with the rules regarding temporary vendor licensing. As the promoter for this event you must provide the City with a list of all participating vendors. See enclosed vendor list to complete as appropriate.)

Liability Insurance - Depending on the size and/or activity and risk level of your event, you may be required to obtain bodily injury and property damage liability insurance, naming the City as an additional insured on the policy. If required, your organization is responsible for obtaining such insurance. You will be notified within five (5) working days if liability insurance will be required.

By applying for this special event permit, the organization or entity obtaining such permit (Applicant) agrees to defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the activities or operations performed by the Applicant or on the Applicant's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

Date: _____

Signature of Applicant _____

SPECIAL EVENTS

Affected Property Owners or Businesses

This form is to be completed by the Special Event Promoter. If your event will impact property owners or businesses, please complete and return this form to the City of Shelton with the signatures of those being impacted acknowledging they have been informed of your event. Thank you

Name of Event: _____
Event Date(s) & Time(s): _____
Event Location(s): _____
Name of Event Sponsor: _____

Affected Owner/Business: _____
Phone Number: _____
Signature: _____

Affected Owner/Business: _____
Phone Number: _____
Signature: _____

Affected Owner/Business: _____
Phone Number: _____
Signature: _____

Affected Owner/Business: _____
Phone Number: _____
Signature: _____

Affected Owner/Business: _____
Phone Number: _____
Signature: _____

Affected Owner/Business: _____
Phone Number: _____
Signature: _____

Please attach another sheet if more space is needed.

SPECIAL EVENTS

Temporary Vendor List

This form is to be completed by the Special Event Promoter. The vendor contact name and phone number must be included.

Name of Event: _____

Event Date(s) & Time(s): _____

Event Location(s): _____

Name of Event Sponsor: _____

Contact Person: _____

Telephone: (Day) _____ Telephone: (Evening) _____

2nd Contact Person: _____

Telephone: (Day) _____ Telephone: (Evening) _____

Total Number of Vendors: _____

Vendor Name: _____

Vendor Phone Number: _____

Type of Business: _____

Vendor Name: _____

Vendor Phone Number: _____

Type of Business: _____

Vendor Name: _____

Vendor Phone Number: _____

Type of Business: _____

Vendor Name: _____

Vendor Phone Number: _____

Type of Business: _____

Please attach another sheet if more vendors are participating in the event.