



# Special Event Application

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

Requested Event Date: \_\_\_\_\_

**Completed** Special Event Applications should be submitted to Mount Vernon Parks & Recreation Department a **minimum of 60 days** prior to the requested event date. Applications may be submitted to the Parks & Recreation Department admin office at Hillcrest Park; 1717 South 13th Street or via email to [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov). Please review the following items to ensure your application is **complete**:

*Please review & initial each item below:*

\_\_\_\_\_ I have reviewed the **SPECIAL EVENT GUIDELINES**, which can be found on the Parks & Recreation webpage (<https://www.mountvernonwa.gov/293/Special-Event-Information>) and understand my responsibilities as the event coordinator.

\_\_\_\_\_ Included with my Special Event Application is my **non-refundable application fee**. Fee breakdown can be found on page 2 of the Special Event Guidelines.

\_\_\_\_\_ Included with my Special Event Application is a **detailed event layout map**. Explanation of items that must be included on the map can be found on page 3 of the Special Event Guidelines. An example of a detailed event layout map can be found in the exhibits of this application packet.

\_\_\_\_\_ A **certificate of insurance** naming the City of Mount Vernon additional insured/certificate holder, along with an **additional insured endorsement** must be provided a minimum of 30 days prior to the requested event date. Explanation of insurance requirements and endorsement requirements can be found on page 4 of the Special Event Guidelines. Examples of an insurance certificate and an additional insured endorsement can be found in the exhibits of this application packet.

\_\_\_\_\_ As Event Organizer, it is my responsibility to collect, and provide to the Parks & Recreation Department, all pertinent vendor information a minimum of 30 days prior to the requested event date. Explanation of **vendor requirements** can be found on page 5 & 6 of the Special Event Guidelines and on the Parks & Recreation webpage (<https://www.mountvernonwa.gov/293/Special-Event-Information>).

\_\_\_\_\_ All **Street Closure Requests** must be submitted a minimum of 30 days prior to the requested event date and MUST include a detailed map of the requested closures. Hand drawn maps will not be accepted. Street and public parking lot closure information can be found on page 7 of the Special Event Guidelines.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



# Special Event Permit Application

Mount Vernon Parks & Recreation  
1717 South 13<sup>th</sup> Street, Mount Vernon WA 98274  
Phone: (360) 336-6215 | Fax: (360) 336-6290  
[mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)  
[www.mountvernonwa.gov](http://www.mountvernonwa.gov)

*\*For Special Event Vendor Information See Exhibit A*

EVENT NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? \_\_\_\_\_ YES \_\_\_\_\_ NO

<b>EVENT ORGANIZER INFORMATION</b>	♦Applicant/Organization:	_____
	Mailing Address:	_____
	City/State/Zip:	_____
	♦Primary Event Coordinator:	_____
	Coordinator's Phone #:	_____
	Coordinator's Email:	_____
	♦Day-Of Onsite Contact:	_____
	Onsite Contact's Cell #:	_____
	Onsite Contact's Email:	_____

<b>EVENT DESCRIPTION</b>	Event Dates:	_____
	Event Location(s):	_____
	Reservations Needed?	<input type="checkbox"/> City Park <input type="checkbox"/> Picnic Shelter <input type="checkbox"/> Athletic Field <input type="checkbox"/> Other _____
	<i>Rental Agreement &amp; Reservation Fee may apply</i>	
	<b>Primary Purpose of Event</b> Please also include a brief description of your event's various components, its collaborating agencies, and any information you feel would be relevant for consideration.  Please attach a separate page if more space is needed.	<div style="border: 1px solid black; height: 250px; width: 100%;"></div>

**EVENT DESCRIPTION**  
(CONTINUED)

Target Audience & Ages:

Estimated Daily Crowd Size:

Number of Staff/Volunteers supporting Event:

Is this an annual Event?

No  Yes If yes, year began: \_\_\_\_\_

If applicable, describe any *substantial* changes from previous year:

Which Event Components require a fee for participation? Fee Amount?

**EVENT COMPONENTS**

ATTACH SEPARATE PAGE, IF MORE SPACE IS NEEDED

Event Component Name	Component Location	(Open to the Public)			Time Setup begins	Teardown Complete by
		Date	Start Time	End Time		
<i>ex: Street Fair</i>	<i>South 1<sup>st</sup> Street</i>	<i>May 16</i>	<i>8 AM</i>	<i>8 PM</i>	<i>May 15, 3 PM</i>	<i>May 17, 10 AM</i>
<i>ex: Live Music</i>	<i>Edgewater Park</i>	<i>May 16</i>	<i>11:30 AM</i>	<i>4 PM</i>	<i>May 15, 3 PM</i>	<i>May 16, 8 PM</i>
<i>ex: Food Court</i>	<i>Skagit Riverwalk Park</i>	<i>May 16</i>	<i>10 AM</i>	<i>5 PM</i>	<i>May 16, 7 AM</i>	<i>May 16, 8 PM</i>
<i>ex: 5k Run/Walk</i>	<i>Starts Lions Park</i>	<i>May 16</i>	<i>9 AM</i>	<i>11 AM</i>	<i>7 AM</i>	<i>12 PM</i>

**FIREWORKS / PYROTECHNICS**

Proposed Launch Location:

Fireworks Provider Name:

Fireworks Provider Phone:

Fireworks Provider Email:

❖ Firework displays require approved “Public Fireworks Display Permit” issued by the City of Mount Vernon’s Fire Marshal. Organizers must direct the Pyrotechnic Provider to contact the City Fire Marshal’s office at least 30-days in advance of launch date at (360) 336-6277 for application instructions. The Provider will also be required to provide to the City insurance documentation which meets the City’s minimum requirements.

**PARADE,  
MARCH  
or RALLY**

A *detailed* map indicating route, staging, and disbanding areas must be submitted with Application.

Start Location:

End Location:

Describe areas to be used for Check-in & Staging:

Time Check-in & Staging Begins:

Describe participant route for disbanding or return to staging area:

**ROAD or TRAIL  
RUN / WALK /  
RIDE**

A *detailed* map indicating route(s), staging & disbanding areas must be submitted with Application.

Check-in Location & Start Time:

Start Location(s):

End Location(s):

Describe participant Staging area prior to start:

Time all participants will be off roadways/trails:

Describe Setup/Equipment for start & finish lines:

Describe plan for traffic control on roadways:

**TEMPORARY  
BEER GARDEN  
REQUIRES  
CITY COUNCIL  
APPROVAL**

A *detailed* diagram of the Garden must be included with your application. The schematic must include fencing/barrier dimensions for sequestering the Garden and entrances/exits including their dimensions.

Proposed Location:

Garden will be operated by:

Event Organizer

Caterer, Name: \_\_\_\_\_

Liquor provided will include

Beer, Wine, or Cider  Spirits

❖ A valid license/permit issued by the Washing State Liquor & Cannabis Board is required from the Garden's operator and must be visibly displayed to the public during the Garden's operations. The operator will also be required to provide to the City a Certificate of Liability Insurance and an Endorsement page which meets the City's minimum requirements.

**EVENT  
FEATURES**

Please indicate all Features that will or may potentially be included with the Event:

- Alcohol (Beer, Wine, Spirits). Describe: \_\_\_\_\_
- Amusement Rides (i.e. Inflatables, Climbing Wall, Dunk Tanks, Carnival Rides...). Describe: \_\_\_\_\_
- Animals. (i.e. Pony Rides, Petting Zoo, Educational Demonstrations...). Describe: \_\_\_\_\_
- Filming or Videography.
- Exhibitors/Displays (No Sales).
- Food Service, No Sales (Vendor Permit Application Required).
- Sales of Food, Merchandise, or Services, (Vendor Permit Application Required).
- Music, Sound AMPLIFIED. Describe: \_\_\_\_\_
- Music, Sound UNAMPLIFIED. Describe: \_\_\_\_\_
- Entertainers. Describe: \_\_\_\_\_
- Open Flame. Describe: \_\_\_\_\_
- Overnight Camping.
- Raffles or Gambling. Describe: \_\_\_\_\_

Other Info/ Requests:

**SERVICES and  
STRUCTURES**

Please indicate all items that will be used for the event. It is assumed all items will be provided by organizer unless otherwise indicated.

- Barricades, **organizer-provided**
- Barricades, City-owned. Quantity requested: \_\_\_\_\_
- Bleachers. Quantity requested: \_\_\_\_\_
- Canopies (without sidewalls) or canopy groupings <700sqft
- Canopies (without sidewalls) or canopy groupings ≥700sqft
- Tents (with 1 or more sidewalls) or tent groupings <400sqft
- Tents (with 1 or more sidewalls) or tent groupings ≥400sqft
- Cones, **organizer-provided**
- Cones, City-owned. Quantity requested: \_\_\_\_\_
- Fencing or scaffolding. Explain: \_\_\_\_\_
- First Aid Station. Location: \_\_\_\_\_
- Generator. Make/Model: \_\_\_\_\_
- LPG/Propane Tank. Size/Gallons: \_\_\_\_\_
- Portable Restroom Units
  - ADA # \_\_\_\_\_ Standard # \_\_\_\_\_ Handwash # \_\_\_\_\_
- Tables and/or Chairs, Approximate Quantity: \_\_\_\_\_
- Security Officer(s). Company: \_\_\_\_\_
- Stage, Approximate Size: \_\_\_\_\_
- Waste or Recycle Rollaway. Location: \_\_\_\_\_

Other Info or Requests:

**STREET CLOSURE REQUEST (City Council Approval Required) \*will not be accepted without a map**

**ATTACH A DETAILED MAP OUTLINING THE INFORMATION BELOW**

Street to be closed	From Street/Intersection	To Street/Intersection	Closure Date	Close by what time	Reopen at what time

**REQUEST TO CLOSE CITY-OWNED PUBLIC PARKING AREA**

Name or Location of Parking Area	Closure Date	Close by what time	Reopen at what time

**Other Info:**

**PLEASE NOTE:**

- To name additional Street/Parking Area closure requests, attach an 8.5x11 sheet of paper to this application listing the additional information in the format used above.
- If closure request is approved, it is your responsibility as the Event Organizer to directly notify ALL neighboring residents, businesses, and agencies that will be affected by the closure at least 7 days prior to the closure:
  - Neighboring residents and businesses
  - Mount Vernon Downtown Association (360) 336-3801
  - Mount Vernon Chamber of Commerce (360) 428-8547
  - S.K.A.T (360) 757-4433
  - Mount Vernon School District (360) 428-6110
  - Burlington Northern Santa Fe Railroad North Operations (817) 352-2992  
BNSF Headquarters: (800) 795-2673

## EVENT LAYOUT MAP

A detailed layout for the event **MUST** be submitted with your permit application which describes **at minimum** your proposed locations for:

- Emergency access route which maintains a minimum 20' driving lane
- Event headquarters
- First aid station(s)
- Portable restrooms/hand-wash stations and waste/recycle rollaways
- Structures erected for your event (i.e. bleachers, stage, canopies/tents...)
- ❖ Your layout must also include sufficient access for extra sanitation services that may be needed during your event.
- Activities (i.e. activity/information booths, inflatables, amusement rides...)
- Food vendors/food court location
- Beer Garden (including exit/entrance and fenced boundaries)
- Exhibitor & Concessionaire booth locations
- Propane/LPG tanks, generators, open flame or spark producing equipment (other than those associated with food vendors)
- ❖ Be sure that your event layout provides sufficient services for the disabled.

## AGREEMENT and INDEMNIFICATION

The undersigned hereby makes Application to the City of Mount Vernon for use of the City facilities described within and certifies that the information given in the application is correct and complete. The undersigned further states that they have the authority to make this Application on behalf of the Event Organizer and agrees to observe the rules/regulations and policies/procedures set forth in the Guidelines for Special Event Organizers and by the City of Mount Vernon. The Applicant/Authorized Officer agrees that they will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, handicap, or other protected class status during the use of City's facilities and for the duration of the Special Event. The Applicant/Authorized Officer agrees to reimburse the City for any costs incurred by the City in repairing damage to City property resulting from the Special Event. Moreover, the Applicant shall defend, indemnify and hold harmless the City of Mount Vernon, its Elected Officials, Appointed Officers, Employees, Volunteers, and Agents from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City premises or from any activity, work, or thing done, permitted or suffered by the Applicant in or about the premises or roadways, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Mount Vernon.

Applicant / Authorized Agent: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## APPLICATION SUBMITTAL INSTRUCTIONS

**Special Event Permit Application and its required supporting documentation must be received by Mount Vernon Parks & Recreation a minimum of 60-days prior to the event start date. While occasional exceptions can be made depending on the scope of the event, late submission may result in permit denial.**

**Submitted application packet must include at minimum:**

1. Completed & signed Special Event Application listing event details known to-date
2. Comprehensive maps detailing event layout, street closure requests, beer/wine garden layout, and/or route maps
3. Application Fee

**Submit to:** Mount Vernon Parks & Recreation      or      [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov)  
1717 South 13<sup>th</sup> Street  
Mount Vernon, WA 98273

❖ **Applications are not considered approved until a written Permit has been issued to Applicant, acknowledged by signature of the Director of City of Mount Vernon Parks & Recreation Department.**

## Appendix A

### Special Event – Vendor Information

***An Event Organizer is required to obtain liability insurance AND an Endorsement naming the Event Organizer as Insured and the City of Mount Vernon as Additional Insured at least 30 days prior to your event date.*** (See page 4 of the Guidelines for specific insurance information)

**If an event will include vendors:**

- Organizer shall ensure all vendors provide liability insurance applicable to their business.
- It is the Organizer's sole responsibility to determine the limits of coverage required to be obtained by vendors and shall ensure the appropriate insurance documentation has been received, including the appropriate additional insured endorsement, listing the City of Mount Vernon as an additional insured on each and every vendor's Commercial General Liability Insurance policy, prior to the beginning of the event.
- The Organizer must provide the insurance and endorsement documents to the City should they be requested.
- It is the responsibility of the Organizer to determine, with their own insurance provider's recommendation, the limits of insurance required for each vendor.
- It is the responsibility of the Organizer to collect all insurance documentation, to include the certificate of insurance and the additional insured endorsement.
- In the event a claim is submitted against a vendor from the Organizer's event, the Organizer's insurance will be responsible for covering any damages not covered by the vendor's insurance. The City's insurance representative strongly recommends the Organizer require their vendors to also list the Organizer/their organization as additional insured.

**If the event will include food vendors:**

The Organizer is responsible for collecting, and **providing** to the Parks and Recreation Department, **the following information 30 days prior to the event date:**

- Vendor Business Name & Contact Information
- Description of Mobile Operations – *food truck, food cart, food trailer, canopy with grill, etc.*
  - Must include dimensions of unit – length & width
- Set Up Information – *generator (make & model), propane/LPG tank (size & location), BBQ Grill (make & model), Coleman style cook stove, grease and/or oil cooking, electrical needs (amps & location), etc.*

To collect the above information the Organizer can choose to use the City's Vendor Application form or incorporate this information into an application that the Organizer currently uses.

Food vendor information will be submitted to the Fire Marshal and is subject to inspections.

**All Special Events that include vendors will have the following language listed on their permit:**

***The organizer shall ensure all vendors provide liability insurance applicable to their business. It is the Organizer's sole responsibility to determine the limits of coverage required to be obtained by vendors and shall ensure the appropriate insurance documentation has been received, including the appropriate additional insured endorsement, listing the City of Mount Vernon as an additional insured on each and every vendor's Commercial General liability insurance policy, prior to the beginning of the event.***