



**APPLICATION FOR SPECIAL EVENT PERMIT**

**City of Roy**      www.cityofroywa.us

PO Box 700; Roy, WA 98580-0700 (253) 843-1113 Fax (253) 843-0279

**Submit no later than 45 days prior to start of event.**

- Requiring street closure** Fee \$50.00\*       **No street closure** Fee \$25.00\*
- Nonprofit exemption\*** (with RCC 4-10-4A documents)

**Type of event** (RCC 4-10-1) \_\_\_\_\_

**Dates of event** (not to exceed 14 days) \_\_\_\_\_ **Hours** \_\_\_\_\_

**Location of event** \_\_\_\_\_ **Estimated attendance** \_\_\_\_\_

Legal name of event sponsor		Contact name and title	
Mailing address (street, city, state, zip)			
Phone	Fax or alternate phone	Email	
Washington State UBI number or individual sponsor's date of birth		Pierce County Health Approval number (if applicable)	

Attach the following documents:

- Proposed modes of onsite signs and advertising (designs, locations, structural plans)
- Dimensions and design (and, if appropriate, temporary building locations and plans) for any structures involved with the special event, or  none
- Location and dimensions of the proposed use of any city street or roadway, together with a statement as to the dimensions of remaining unobstructed street or roadway, or  none
- Proposed plans to mitigate any potential traffic circulation problems that could be created
- Plot plan showing the location of outdoor facilities and/or activities, existing and proposed structures, dimensions, adjacent uses and property lines, and provision for adequate parking and ingress/egress to be maintained during the course of the special event
- Proposed routes and/or site plan including starting and termination points, location of assembly areas, specific access point to the street, security and traffic control provisions, or  not seeking use of any street or roadway which connects to a street
- Name and address of the owner of the land to be occupied, and a document showing the applicant's right to occupy the lands or the consent of owner to the issuance of this permit, or  applicant is owner
- Plans for cleaning up debris and litter resulting from the special event
- Comprehensive liability insurance policy for bodily injury and property damage with limits of not less than \$1,000,000 per occurrence covering potential liability arising from the special event, naming the City of Roy, its elected and appointed officials and its employees and agents as additional insured, with a provision prohibiting cancellation of the policy except upon 30 days' prior written notice to the City, or  activity will not require the use of any city street or other city property

*Under penalties of perjury, I declare that I have examined the foregoing and to the best of my knowledge and belief, declare it to be true, complete and correct. \*I will pay additional amounts to be billed for necessary police, public works, or other city services required as a result of this special event. The event sponsors promise to indemnify, hold harmless and defend the city, its elected and appointed officials and its employees and agents from any and all claims, demands and causes of action of any kind or character, including the cost of defending against claims and reasonable attorney fees, where such claim arises in whole or in part out of the activities for which a permit is issued*

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

\_\_\_\_\_  
Printed name Title

**OFFICIAL USE ONLY**

**Plan review by city departments**

     Traffic/crowd control requirements as assessed by Chief of Police (RCC 4-10-6A): \_\_\_\_\_

---

---

---

---

     Requirements to secure the peace, health and safety of the public and the integrity of the water and street systems as assessed by the Public Works Superintendent (RCC 4-10-6B): \_\_\_\_\_

---

---

---

     Safety regulations as authorized by the international building code required by Building Official (RCC 4-10-6C): \_\_\_\_\_

---

---

**Review by City Council (RCC 4-10-7)**

- no threat of serious injury or harm greater than what is naturally expected with such an event
- time, hours, location and size do not adversely impact the city or disrupt movement of traffic
- adequate parking, ingress and egress
- no intrusion likely to endanger vehicles or pedestrians
- minimum three feet of unobstructed sidewalk or other walkway will be maintained
- reasonably limited duration of obstruction to access of ingress/egress to adjacent businesses/residences

Permit is:      approved         denied

Conditions of approval: \_\_\_\_\_

---

---

---

---

Grounds for denial: \_\_\_\_\_

---

---

Additional costs to be paid by applicant: \_\_\_\_\_

---

---