

# City of Aberdeen, Parks & Recreation Dept.

200 E. Market Street, Aberdeen, WA 98520

## Festival Events Application for Public Right of Ways

Event Location: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

Event Days & Dates: \_\_\_\_\_

Event Times: (Set up) \_\_\_\_\_ (Actual Event) \_\_\_\_\_ (Clean up) \_\_\_\_\_

Name of Group/Org: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*Please add additional information on a separate sheet of paper, including events on multiple days.

Insurance Info: \_\_\_\_\_

Event Description: \_\_\_\_\_

Expected Attendance (Approximate) \_\_\_\_\_ Will you be putting in a request to serve liquor? Yes or No

Will you be charging the public admission fees, parking fees, etc.? Please explain:

Will you be requesting street closures or other traffic control? Please specify (attach a map/diagram)

What kind of signs will be used? (may require a permissive use permit)

Will you be using (circle yes or no and explain provisions):

Dumpsters Yes No \_\_\_\_\_

\*Applicants are responsible for all garbage, garbage service, and removal and dumping of waste/garbage generated from the event

Food Vendors Yes No \_\_\_\_\_

\*If serving food, how will you comply with State Health Code requirement that a restroom be within 500 feet of the mobile food unit?

(portable toilets do not meet this requirement)

Craft Vendors Yes No \_\_\_\_\_

Live Band or Music Yes No \_\_\_\_\_

Athletic Events Yes No \_\_\_\_\_

Amplification Yes No \_\_\_\_\_

Entertainment Yes No \_\_\_\_\_

Portable Stage Yes No \_\_\_\_\_

Tents Yes No \_\_\_\_\_

|                   |     |    |       |
|-------------------|-----|----|-------|
| Portable Lighting | Yes | No | _____ |
| Games/Activities  | Yes | No | _____ |
| Portable Toilets  | Yes | No | _____ |

Include diagrams of the proposed site and the proposed site set up.  
 Include any (sample) flyers, posters or registration forms that would be used.

**Insurance requirements:**

The sponsor shall provide general liability insurance naming the city as an additional insured. Limits of coverage will be \$1 Million per occurrence or greater as determined by the city's risk manager. Certificates of insurance are to be submitted to the city for approval prior to the issuance of the Festival Event permit. Acceptability of insurance is subject to approval by the city's Finance Director or the city's designated risk manager.

**Fees and Charges:**

Any person, firm or organization who sponsors a Festival Event with the city must also:

**\*Pay a \$100, non-refundable, application fee**

\*Pay all city property usage fees in accordance with applicable code or fee schedules adopted by city council resolution.

\*Obtain all applicable permits and licenses required by Aberdeen Municipal Code and pay associated fees in accordance with the code.

\*Apply for city utility services in advance of the event and pay associated usage charges and fees in accordance with city utility billing policies and practices. Pay the city's commercial customer fees for city utility services provided to the event.

\*Reimburse the city for actual costs of city personnel, services and supplies required as a direct result of the sponsor's failure to comply with permit conditions for the event within 45 days of the date of issuance of invoices for such by the city.

\*Pay taxes, as applicable to the event, in accordance with city and state regulations.

Submission of application does not guarantee request(s) will be approved. Applications should be submitted at least 90 days prior to the proposed date of the Festival Event to allow adequate time for event planning. The City shall respond to the Applicant within 30 days from the date the completed application is received. **Return application form and all attachments to:**

**Aberdeen Parks Dept.  
200 East Market St., Aberdeen WA 98520  
or email to [aweber@aberdeenwa.gov](mailto:aweber@aberdeenwa.gov)**

Parks & Recreation contact information:

Phone - 360-537-3248 or 360-537-3230

Email - [aweber@aberdeenwa.gov](mailto:aweber@aberdeenwa.gov)

**Official Use Only**

Date received: \_\_\_\_\_

Date responded: \_\_\_\_\_

Copies routed to: Police      Fire      Street      PW Director      Planning      Parks      Mayor

Recommended approval with the following conditions:

Permit Detained/Denied for the following reasons:

Application Fee paid: \_\_\_\_\_

Date paid: \_\_\_\_\_

Notes:

## **Hold Harmless/Indemnification.**

Organization shall defend, indemnify, release, and hold harmless the City of Aberdeen, its officers, officials, employees, and volunteers from any and all claims, suits, actions, including attorney fees, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the Organization in or about the Premises, or arising out of or resulting from the Organization or the Organization Event and/or program, except only such injury or damage as shall have been occasioned by the sole negligence of the City. Additionally, the Organization agrees to pay for all damages to City property and/or rights-of-way resulting from the Event. The Organization agrees to return the City-owned property in the same or better condition at the conclusion of the Event.