



Special Event Permit Application Requirements

Please initial in each box to agree

☐ All organizers of events that close streets will be required to submit with their application a certified traffic control plan detailing the type, location, and number of traffic control devices; a map of the event area and street closure; and a plan for how they will direct traffic around the event. If flaggers are used to stop or direct traffic, the flaggers must be certified. Events that do not include a street closure, but which require placement of caution signs due to participants on or near the roadway, may also require submission of a certified traffic control plan. All certified traffic control plans and associated traffic control devices must comply with all applicable regulations of the Manual on Uniform Traffic Control Devices (MUTCD), Washington State Department of Transportation (WSDOT), and Washington Administrative Code (WAC). City of Camas may be able to provide barricades if requested prior to the event. If the City is unable to provide barricades, you will need to obtain outside sources.

☐ Applicants are required to provide proof of general liability insurance with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. The coverage must also include an endorsement naming the City of Camas as an additionally insured party. The policy shall begin no less than 24 hours prior to your event and end no less than 24 hours after your event.

☐ The organizer of an event that is likely to create a substantial need for clean-up is required to have adequate garbage service available for the attendees. Additionally, per RCW 70.93.093, the presence of vendors selling single-use beverages at an event or gathering requires that recycling containers be provided at the event. If you need recycling containers, please contact Waste Connections at 360-892-5370. Please note proof of recycling service may be requested.

☐ Applicant may be responsible for notifying neighbors and/or abutting businesses prior to the event. If this is the case, the City of Camas will require a list of contacts that were notified of the event.

☐ At the discretion of the City Administrator, when an event requires significant City resources that exceed normal staffing for public services, city staff may provide a statement of estimated cost of providing personnel and equipment. The applicant will be required to pay these costs prior to the event. These costs may include overtime, the use of police and public works employees for traffic and crowd control, pick up and delivery of crowd control devices, extraordinary street sweeping or litter removal, or any other requested or required services.

☐ All mobile food vendors are required to have an annual fire inspection prior to participating in an event. If they need to schedule an inspection, please have them contact the Camas/Washougal Fire Department. It is your responsibility to ensure all mobile food vendors have the proper insurance requirements, food worker cards, food service permits, etc. Insurance documents from mobile food vendors need to list both the event organizer and the City of Camas as the additional insured.

☐ If alcohol is being served at your event, you will need to attach a copy of the liquor license or banquet permit issued by the Washington State Liquor Control Board. Please note if a business is already licensed by the WSLCB and is requesting to serve alcohol outside the licensed premise, you will need to get written approval from WSLCB. For alcohol related events, the City reserves the right to request such additional coverage as may be required.

The organization or entity obtaining a permit agrees 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, damage to property, or theft arising out of acts or omissions of the organization, its employees or representatives, concessionaires of the event, or any person or entity, except for liability caused by the sole negligence of the city. My signature below indicates that I have read and understand the conditions of the application for a Special Event Permit. Also, if the permit is granted, I hereby agree by the conditions set forth in the permit and to abide by all other applicable state and local laws related to the event. I have been informed that if I, or the group I represent, fail to abide by the permit conditions or other legal standards, the City of Camas may revoke the permit to use City streets or the public right of way.

Signature of Applicant / Date – Acknowledgement of having read and agreeing to all information above



Application for Special Event Permit
Request for Use of City Property, Streets or Public Right of Way
Application must be submitted at least 45 days prior to event

Name of Organization/Individual: _____
Mailing Address: _____
Main Contact (if different from above): _____
Phone: _____ Alternate Phone: _____
Email: _____

Title/Name of Event: _____
Description of Event: _____

Location: _____
Date(s): _____
Set Up Start Time: _____ Clean Up End Time: _____
Event Start Time: _____ Event End Time: _____

Street closures usually occur 2 hours before event set up but can be longer dependent on event size. If your event involves a street, parking space, or sidewalk closure, please note details of the requested closure.

Estimated number of attendees daily: _____ Number of staff/volunteers: _____
Will off street parking be required? **Y N** Number of garbage cans needed: _____
Date/time/location of garbage can drop off: _____

Will this event involve political or religious activity intended primarily for the communication or expression of ideas? **Y N**

If the event requires power, what is the proposed power source? _____

Will the event include vendors, booths, tents, or carts? **Y N** Approximately how many? _____

Will alcohol be served? **Y N** Will the event generate income for the applicant? **Y N**

If yes, is the applicant a not for profit, non-profit, or for-profit business? _____

Will there be live animals? **Y N** Will your event include inflatables or bounce houses? **Y N**

Before Submittal:

*Make sure all fields on both pages of application are complete

*Attach a map showing all street closures and vendor areas