



# Special Event/Temporary Use Permit Application



Community Development - Engineering and Planning Departments  
203 S. Pacific Avenue, PO Box 819, Kelso, WA 98626

Special Event (Public Property)  
KMC 12.24

Temporary Use (Private Property)  
KMC 17.15.040 (S)

## Application Checklist

The following documents are required for an application to be considered complete and eligible for review:

- A completed application submitted at least *forty five days prior to the event*. Incomplete applications will not be reviewed until all necessary information is provided, this may result in denial of permit based on inadequate review time.
- Application Fees (\$100 Special Event, \$50 Temporary Use)
- A detailed site map including event layout and temporary structures.
- For Parades or Closures of Sidewalks and/or Streets a Traffic Control Plan showing the proposed route of the event including assembly/disbanding locations.
- For all Special Event Applications: Proof of liability insurance naming the City of Kelso as an additional insured with a combined single limit of at least \$1,000,000 per occurrence, and \$2,000,000 aggregate, or other such amount as may be established by the City's insurance carrier. To obtain this insurance, contact your insurance agent or visit <https://gatherguard.com/> to obtain Event insurance. See our Event Insurance informational flyer for more details.
- For all Temporary Use Applications, proof of the property owner's permission to place the event on his/her property.
- If applicant is applying on behalf of an organization, a letter from the organization stating that the applicant is authorized to apply for the special event permit on behalf of the organization.

## Special Event Permit Exceptions

The following activities are exempt from the requirement to obtain a special event permit, although such activities must still comply with all other applicable laws:

- a) A funeral procession by a licensed mortuary.
- b) Activities conducted by a governmental agency acting within the scope of its authority.
- c) Lawful picketing on sidewalks.
- d) Gatherings of one hundred or fewer people in a city park, unless merchandise or services are offered for sale or trade or commercial purposes are involved.
- e) Recreational activities or gatherings at a city park that are otherwise regulated by the city's park rental and use policies.
- f) Pedestrian processions along a route that is restricted to sidewalks, and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls.
- g) Wedding processions.
- h) Activities and events deemed by the director to be exempt from a special event permit.





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## APPLICATION TYPE

<input type="checkbox"/> Special Event (Public Property)	<input type="checkbox"/> Temporary Use (Private Property)	<input type="checkbox"/> Both
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## APPLICANT INFORMATION

Name of Organization:			
Name of Contact Person:		Title:	
Address:	City:	State:	Zip:
Contact Phone:		E-Mail:	

## EVENT INFORMATION

Name of Event:			
Type and Purpose of Event:		Event Date(s): From: To:	
Event Location/Address:			
Proposed Route of Event Including Assembly/Disbanding Locations:			
Set Up Begins:	Event Start Time:	Event End Time:	Clean Up Ends:
Proposed Alternate Routes, Sites, or Times:			
Estimated Number of Attendees:			
Estimated Number of Animals Involved:		Kinds of Animals Involved:	
Estimated Number of Vehicles:		Types of Vehicles:	
Number of Persons Proposed or Required to Monitor or Facilitate the Event:			
Number and Location of Portable Sanitation Facilities:			
Provisions for First Aid or Emergency Medical Services:			
Number of bands or Other Musical Units and the Nature of any Equipment to be Used to Produce Sound:			
Additional Details/Information to Consider:			

**(CONTINUED – PLEASE TURN OVER)**



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## CERTIFICATION

I certify the following:

1. All information contained in this Special Event/Temporary Use Permit Application and required accompanying documents are true and correct to the best of my knowledge.
2. I have submitted all applicable documents listed in the Application Checklist.
3. I will be financially responsible for any City fees or costs that may be imposed for the special event., including the posting of the bond requirement in KMC 12.24.060:

*The community development director may require a cash deposit or performance bond as a guarantee that the public property will be cleaned and returned to the condition in which it was found. The amount shall not be less than \$50.00 and no more than \$1,000. The community development director shall determine the amount of bond or deposit by considering type of event, projected number of participants and spectators, and the sponsor's experience. For an event where clean-up or other potential expenses would likely exceed \$1,000, the parks and recreation director shall refer the matter to the city council for consideration.*

4. I will comply with the insurance requirements in KMC 12.24.070

*The applicant shall provide the City with a declaration page demonstrating proof of liability insurance with a combined single limit of \$1,000,000 per occurrence, and \$2,000,000 in aggregate or such other amounts as may be established by the City's insurance carrier. Evidence of insurance shall be filed with the application and shall name the City of Kelso as an additional named insured. Depending upon the nature of the special event and its risk to the public and private individuals, the community development director may increase or reduce the liability limits for a given event after consultation with the City's insurance carrier.*

5. I will comply with the hold harmless and indemnification provisions of KMC 12.24.070

*The applicant shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers 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 applicant's event, or from any activity, work or thing done, permitted, or suffered by applicant which arises from the applicant's event, except only such injury or damage as shall have been occasioned by the sole negligence of the City.*

\_\_\_\_\_  
 Signature of Applicant:

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

## FOR OFFICIAL USE ONLY

Special Event Fee:	\$ _____	<input type="checkbox"/> Insurance Required	<input type="checkbox"/> Bond Required
Temporary Use Fee:	\$ _____	<input type="checkbox"/> Insurance Received	<input type="checkbox"/> Bond Received
Total Due:	\$ _____	Special Event Permit #: _____	
Receipt#:	Temporary Use Permit #: _____		
Approved by:	Date: _____		