

Special Event Permit Application

This is the official City of Leavenworth Special Event Permit Application, used for any and all special events to be held in the City, regardless of size.

Submission of this form is acknowledgment of the following:

INSURANCE

The City of Leavenworth does not maintain insurance that will respond to claims against the applicant in connection with the permitted event by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain liability insurance in accordance with City of Leavenworth policy, name the City of Leavenworth as an additional insured on the policy, and be responsible for providing proof of such insurance. After reviewing this application, the City of Leavenworth will determine whether you must obtain liability insurance. See Exhibit A regarding insurance requirement.

HOLD HARMLESS

The Permittee shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Permittee or on the Permittee's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the City.

* Required

1. Please check type of event: *

Mark only one oval.

- Athletic Event
- Festival
- Car Show
- Street Closure/Right-of-Way- Use
- Park Event
- Parade (Additional permit required)
- Other: _____

2. Name of Applicant / Organization: *

3. Name of Person in Charge of the Event: *

4. Address of Applicant/Organization: *

5. Day Phone Number: *

6. Work Phone Number: *

7. Email: *

8. Name of Additional Authorized Individuals:

9. Day Phone Number:

10. Work Phone Number:

11. Email:

12. Who is the target audience of your event? (Check all that apply) *

Check all that apply.

Families

Youth

Seniors

Children

Visitors

Other: _____

13. Do you plan on using any of the following local resources and/or talents? *

Check all that apply.

Merchants

Artists

Crafts

Farms

School Students

I am not planning on using and local resources or talents.

Other: _____

14. Please describe your event or activity. *

15. Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? *

Mark only one oval.

Yes

No

16. Will participants of your event/activity pay a fee or make a donation? *

Mark only one oval.

Yes

No

17. Will City of Leavenworth services be requested for: *

Mark only one oval.

- Street Closure
- Sidewalk Closure
- Security
- Garbage Collection
- Equipment
- Parking Restrictions
- Use of a Park
- Use of the Festhalle
- I am not planning on requesting any services.
- Other: _____

18. Start Date of Proposed Event: *

Example: January 7, 2019

19. End Date of Proposed Event: *

Example: January 7, 2019

20. Weekday Hours of Operation: *

21. Weekend Hours of Operation: *

22. Set-up Date: *

Example: January 7, 2019

23. Set-up Time: *

Example: 8:30 AM

24. Dismantling Date: *

Example: January 7, 2019

25. Dismantling Time: *

Example: 8:30 AM

26. How many volunteers will you have at your event? *

27. How many paid staff members will you employ at your event? *

28. Estimated Number of Attendees: *

29. Location/Streets Involved (describe an area involved in event; include street closures, and attach map/route plan): *

30. Is this a multi-year request (will this event be held for multiple years)? *

Mark only one oval.

Yes *Skip to question 31*

No *Skip to question 32*

Special Events Permit Application Continued

31. How many consecutive years will this event be held? *

Special Considerations

32. Will you have amplified sound at this event/activity? *

Mark only one oval.

Yes

No

33. Will you have alcohol at this event/activity? *

Mark only one oval.

Yes

No

34. Will you have animals at this event/activity? *

Mark only one oval.

Yes *Skip to question 35*

No *Skip to question 37*

Special Considerations - Animals

35. How many animals will be present? *

36. What animal species will be present? *

Special Considerations

37. Will booths or commercial vendors be used at this event/activity? *

Mark only one oval.

Yes

No

38. Will you be cooking or have food service at this event/activity? *

Mark only one oval.

Yes

No

39. Will you have fire / fireworks / pyrotechnics at this event/activity? *

Mark only one oval.

Yes

No

40. Will you have inflatables / amusement rides at this event/activity? *

Mark only one oval.

Yes

No

41. Will you have mechanical rides at this event / activity? *

Mark only one oval.

Yes

No

42. Will you have portable restrooms at this event / activity? *

Mark only one oval.

Yes *Skip to question 43*

No *Skip to question 44*

Special Considerations - Portable Restrooms

43. How many portable restrooms will be provided during the event/activity (please keep in mind some restrooms must meet ADA requirements)?

Special Considerations

44. Will you have dumpsters at this event/activity? *

Mark only one oval.

Yes

No

Special Considerations - Dumpsters

45. How many dumpsters will you have?

46. Where will you place the dumpsters?

Special Considerations

47. Will you have signs at this event/activity? *

Mark only one oval.

Yes

No

48. Will you have a stage at this event/activity? *

Mark only one oval.

Yes

No

49. Do you have any other special considerations not listed above? *

50. Please list any special signs / barricades / cones requested to be supplied by City of Leavenworth below.

51. Attach a copy of the following: public safety plan, parking plan, traffic management plan, public relations plan, and medical plan *

Files submitted:

52. Please include your proposed community benefit package. Select all that apply. *

Check all that apply.

- Job Creation
- Profit Share with City
- Hourly Wages
- Local Merchant Support
- No Community Benefit provided

Other: _____

53. Please attach copies of any brochures, posters, flyers, or mailing advertising this event below.

Files submitted:

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