



City of Granger  
P.O. Box 1100, Granger, WA 98932 (509) 854-1725

# SPECIAL EVENT/USE PERMIT APPLICATION AND PERMIT

## Instructions:

Applications must be submitted at least twenty (20) days in advance of the date of the special event or use. Even if submitted twenty (20) days in advance, there is no assurance of a permit being granted for the planned event or use. Applicants are encouraged to submit applications well in advance. A copy of Chapter 5.08 of the Granger Municipal Code, Special Events/Special Permit Ordinance is attached. Please read it thoroughly. **The requested information that must accompany this permit are: (1) Proof that Security has been obtained. (2) A copy of your license from the Washington State Liquor and Cannabis Board, if alcohol is being serviced and (3) a NON-REFUNDABLE \$50.00 processing fee. All requested information must be provided with your application or your application may not be processed or may be denied.**

## Application and Event Use Description

### 1. Applicant

Full Name: \_\_\_\_\_  
(last/apellido) (first/nombre) (mi/inicial)

Address: \_\_\_\_\_  
(P.O. Box)  
\_\_\_\_\_  
(city/ciudad) (state/estado) (zip/codigo postal)

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(fecha de nacimiento)

### 2. Type of Event or Use Description

(Be as detailed and complete as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If additional space is required, please attach additional sheets.

Duration of Special Event  
Commencing Date/Time: \_\_\_\_\_ Ending Date/Time: \_\_\_\_\_

Will a permit be required from the Washington State Liquor and Cannabis Board for the consumption of liquor, beer, wine or cannabis?       Yes       No

**3. Location**

Address and/or description of location: \_\_\_\_\_

\_\_\_\_\_

Please attach additional sheets, maps or aerials as needed.

**4. Dimensions (Complete only when using City Facilities)**

Dimensions of the proposed use: (Example: use of street, exact dimensions not required, could say two city blocks on main street from West First Street to West Third Street.)

\_\_\_\_\_

Dimensions of remaining unobstructed City Street, right-of-way or property: (Example: the rest of main street)

\_\_\_\_\_

**5. Attendance**

Estimated number of persons expected to attend: (need a real good estimate)

**6. Parking**

Provide plans for parking to meet the need generated by the event or use: (can be as simple as stating they will use street parking or if they're having a big event, then they would provide more information, such as spoke with own of this lot and they are allowing us to use for parking, or something along that line)

\_\_\_\_\_

If additional space is required, please attach additional sheets.

**7. Additional Information**

Provide additional information that will assist City Clerk in determining whether applicant and proposed use meet requirements for permit issuance: (example: provide outdoor toilets, setting up tents, having music anything that the application doesn't cover)

\_\_\_\_\_

**READ AND SIGN BELOW**

The undersigned has read and understands Chapter 5.08 of the Granger Municipal Code for Special Events/Special Use Permits and hereby agrees to abide by the provisions of such chapter and any other applicable laws and ordinances of the City and the State of Washington.

Signature: \_\_\_\_\_

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

**THIS SECTION FOR USE BY CITY**

**Referral to City Departments**

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

Department Comments and Approvals:

Chief of Police

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Public Works Director

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Fire Chief

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

**SPECIAL EVENT PERMIT**      Granted: \_\_\_\_\_ Denied: \_\_\_\_\_, subject to the following conditions: (check those conditions that apply to this permit)

- The proposed event or proposed use of any street shall not intrude onto or over any portion of a public right-of-way open to vehicle or pedestrian travel in such a manner as to create a likelihood of endangering vehicles or pedestrians.
- A minimum of three feet of unobstructed sidewalk or other walkway shall be maintained at all times.
- Obstruction of a public sidewalk or other walkway shall be permitted at only the following locations and on only the following dates for the following period of time: \_\_\_\_\_  
\_\_\_\_\_
- The following public streets and/or walkways may be closed for the locations indicated for the following dates and times only: \_\_\_\_\_
- By signing below the applicant hereby agrees to indemnify, defend, and hold the City harmless from any and all claims for bodily injury or property damage that may arise out of or in connection with the applicant's permitted special event or use.
- The applicant shall secure and maintain in full force and effect throughout the duration of the permit comprehensive general liability insurance for bodily injury and property damage in the following amounts: Single limit \_\_\_\_\_.

The City of Granger and elected officials, officers, employees and volunteers shall be named as additional insureds on the policy which shall include a provision prohibiting cancellation of the policy except upon thirty (30) day prior written notice to the City. A copy of the policy or certificate of insurance shall be provided to the City twenty-four (24) hours before the commencement of the event or use. If a copy of the policy or certificate is not provided to the City twenty-four (24) hours before the event, the permit shall be deemed to be revoked and the event shall not be held.

The applicant hereby agrees to reimburse the City for the employment of the following number of City police officers, the provision of a standby aid car, or fire protection services: \_\_\_\_\_

The City estimates that the cost will be: \$\_\_\_\_\_.

The applicant shall pay such estimate in advance, along with a Fifty Dollar (\$50) administrative fee. The estimate advance and administrative fee shall be paid twenty-four (24) hours prior to the commencement of the event or use. If not paid within twenty-four (24) hours, the permit shall be deemed to be revoked and the event shall not be held. If the City's costs for such services as determined after the event are less than the estimate, the City shall promptly reimburse the applicant for the difference between the estimate and the City's costs. If the City's costs are in excess of the estimate, the applicant shall be billed for such excess amount which shall be paid upon receipt.

The applicant shall provide licensed security officers during the event contracted and paid for by the applicant. The number of security officers to be provided is \_\_\_\_\_. The applicant shall provide the signed security agreement with the security firm to the City Clerk at least twenty-four (24) hours prior to the event. If not provided to the Clerk twenty-four (24) hours prior to the event, the permit shall be deemed to be revoked and the event shall not be held.

If a permit will be required from the Washington State Liquor and Cannabis Board for the consumption of liquor, beer, wine or cannabis, a copy of such permit shall be provided to the City Clerk twenty-four (24) hours prior to the commencement of the event. If a copy of the permit is not provided to the City Clerk at least twenty-four (24) hours prior to the event, the permit shall be deemed revoked and the event shall not be held.

Other conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**CITY CLERK, CITY OF GRANGER**

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

*The undersigned applicant, having read and understood the foregoing conditions of this permit, hereby accepts such conditions and agrees to abide by such conditions.*

Signature: \_\_\_\_\_

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