



PARKS & RECREATION
CITY OF WASHINGTON

Special Activity Application

City of Washington Parks & Recreation
405 Jefferson Street, Lower Level
Washington, MO 63090
Phone: (636) 390-1080
www.washmo.gov

Parade Walk/Run Other _____

A Special Activity is any planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on City owned property and interferes with the normal flow or regulation of pedestrian or vehicular traffic or parking and may require special city services.

Examples of a special activity include, but are not limited to: fireworks, parades, walks/runs, concerts, block parties, carnivals, fundraisers, fairs, circuses, rodeos, public speaking events, exhibitions, cultural/community events, sales & promotional events, craft fairs, shows, festivals & bicycle races.

This Special Activity Application must be signed and received before the review process will begin or approval is issued. Paid fees and/or deposits may be required before a request is approved. *This is a generic form, please fill out what pertains to the event.*

SUBMISSION OF A REQUEST DOES NOT CONSTITUTE APPROVAL BY THE CITY OF WASHINGTON PARKS AND RECREATION DEPARTMENT. Special Activity permits MUST be submitted at a minimum of three (3) weeks prior to the use date to the address above.

Please contact Casey Warren at cwarren@washmo.gov or (636) 390-1080 for any questions.

Date Application Submitted: _____	Accepted by: _____
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Print or Type all Information Below:

Applicant Information	Permit Requested By		Title:	
	Organization		President/Chairperson	
	Address	City	State	Zip
	Work/Cell #		Other Contact #	
	E-mail Address			
Description	Description of request			
	Date(s) Requested	Days(s) of the week	Time(s) Requested	
Advertisement	Is the event open to the public? Yes or No		Estimated Attendance at event:	
	Previous Years' attendance (if you have rented before)		Will there be an admission fee? Yes or No	
	If yes, how much?	What will the proceeds be use for?		
	*Note: Do not advertise your event until your application has been approved.			

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Rental Area</p>	<p>Area(s) Involved in Request (please mark those that apply)</p> <p> <input type="checkbox"/> Amphitheater Lower Level <input type="checkbox"/> Amphitheater with grounds <input type="checkbox"/> Arena <input type="checkbox"/> Auditorium (Gym level) <input type="checkbox"/> Auditorium (Lower level) <input type="checkbox"/> Auditorium (Entire facility) <input type="checkbox"/> Fairgrounds <input type="checkbox"/> Fairgrounds Pavilion <input type="checkbox"/> Swine Pavilion <input type="checkbox"/> Farmer's Market Pavilion <input type="checkbox"/> Gazebo <input type="checkbox"/> Lions Lake Pavilions (Which one #1-3 _____) <input type="checkbox"/> Main Park Pavilion <input type="checkbox"/> Optimist Pavilion <input type="checkbox"/> Phoenix Pavilion <input type="checkbox"/> Rennick Riverfront Pavilion </p> <p>*Note: For a run/walk starting on City property, the City will determine which facilities are required to rent.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Parade/ Walk Run</p>	<p>Submit an Event Map with Event Route. Please indicate where barricades, cones, etc. will be. Please list what type(s) of vehicles, equipment, etc. will be used during your event. <u>Event will not be approved without this document.</u></p> <p>Markings on the Street may only be in lime or water-soluble (temporary) markers that will wash away with water. Markings MUST be removed immediately after the event. _____ (Initial here)</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Security/ Emergency Services</p>	<p>Is this a gated event?</p> <hr/> <p>What are the plans to provide security for the event?</p> <hr/> <p>What are the plans to provide emergency medical services for the event?</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Incident Action Plan</p>	<p>An Incident Action Plan must be on file before the event. Contact Mark Skornia, Emergency Management, at (636) 231-4101. Office located at the Public Safety Building, 301 Jefferson Street Washington, MO 63090.</p> <p>_____ (Initial here)</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Insurance</p>	<p>The applicant shall obtain and continuously maintain comprehensive general liability coverage covering the sponsor and the City of Washington from liability that may arise from the special event or from any activities or actions pursuant to the event. The applicant shall provide a certificate of insurance indicating coverage naming the City of Washington as additional insured. The coverage must include bodily injury, property damage, public and automobile liability with a minimum of \$1,000,000 general/\$3,000,000 aggregate. The applicant must also provide an endorsement page. Liquor Liability and Workers Compensation may be required. This is due three (3) weeks prior to the event. _____ (Initial here)</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Banners/ Signs</p>	<p>Will signs or banners be displayed? Yes or No If yes, where?</p> <hr/> <p>*Note: If yes, a Banner Permit needs to be completed and approved. They are allowed in two week intervals. Banners are allowed at Krog Park, Hwy 100 & International & James E. Rennick Riverfront Park.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">City of Washington Services</p>	<p>You rent the space as is. If you need additional items or services from the City, please indicate how many you are requesting. *Note: Extra Fees may apply.</p> <p> Fire _____ Police _____ Ambulance _____ Parks Dept. Staff _____ Street Dept. Staff _____ Electric Access/Drops _____ Water Access _____ Sanitation _____ Temporary Fence _____ Fairgrounds Bathrooms _____ Bleacher use _____ PA System _____ Dumpsters _____ Additional Trash Cans _____ Barricades _____ Cones _____ Marking of the street _____ Street Closure _____ Other _____ </p> <p>*Note: There are underground Electrical Lines in the Parks. It will be at the Renters' expense to have the lines located and marked before the event. I understand that any damages because of failure to do so, will be at my expense. _____ (Initial here)</p>

Trash/ Cleanup	<p>Renter is responsible for trash pickup and cleanup generated from the event. Renter is responsible for the cleanliness during the event. The renter will be required to provide extra trash cans. The area rented should be back to the way it was prior to the event.</p> <p>General Guidelines: 1-50 people=1 trash can. If serving containers 1-20 people=1 can</p>
Parking	<p>What is the estimated number of parking spaces needed?</p> <p><i>*Note: If using the Amphitheater, a temporary fence is required and is included in rental price.</i></p>
Restrooms	<p>Portable restrooms and hand wash stations are recommended for the event. Renter will provide if needed. Numbers are based on a 6-hour rental.</p> <p>Restroom: 1-250 people = 4 251-500 people = 6 501-750 people= 8 751-1,000 people = 10</p> <p>Hand Wash Stations: 1-500 people =1 501-1,000 people = 2</p>
Animals	<p>Will animals be at your event? Yes or No</p> <p><i>*Note: If yes, copy of the vaccination records must be on file before the event. _____ (Initial Here)</i></p>
Food & Beverage	<p>Do you plan to serve alcohol? Yes or No</p> <p><i>*Note: A City of Washington, Franklin County & State of Missouri Liquor License are required. See Chapter 600 in the City of Washington Codes for more information on Liquor Licenses. A copy of license(s) must be on file before the event. _____ (Initial here)</i></p> <p>Do you plan on serving food? Yes or No</p> <p><i>*Note: A Health permit is required, copy of the license must be on file before the event. _____ (Initial Here)</i></p>
Music	<p>Will you be having music, what kind? Yes or No</p> <p><i>*Note: Ordinance 4295, Section 130.150 states parks close at midnight.</i></p>
Vendors	<p>Will be there be vendors at the event? Yes or No</p> <p>What types of items will be sold?</p>
Contractors	<p>Will you be contracting with any other source for this event? Yes or No</p> <p>If yes, who and what for?</p> <p><i>*Note: Each contractor must have a City of Washington Business License. Contact Nick Tope at (636)-390-1048. Office is located at City Hall, 405 Jefferson Street Washington, MO.</i></p>
Amusement Rides/ Fireworks	<p>Do you plan on having amusement rides at your event? Yes or No</p> <p>Do you plan on having fireworks at your event? Yes or No</p> <p><i>*Note: Both Amusement Rides & Fireworks will require a permit through the Engineering Department. Contact Engineering at (636) 390-1010. Office is located at City Hall, 405 Jefferson street, Washington, MO 63090. Copy must be on file before the event.</i></p>
Hold Harmless	<p>The applicant does hereby agree to indemnify the City of Washington, its officers, volunteers, agents, representatives and employees (collectively the "Entities") and save them harmless from any loss, damage or expense arising from the claim or demand or any person to or against said Entities on account of or as a result of the applicant's Special Activity. In case of any action, or actions, or other legal proceedings, shall be brought or instituted against the City or the Entities, the applicant will assume the defense thereof, and will indemnify and save harmless the Entities against all costs, expenses, council fees and judgements resulting therefrom providing said Entities reasonably cooperate with the applicant, its agents, employees and designees in the defense of said legal proceedings or actions.</p>

Applicant Acknowledgement	Initial below _____	I understand that this is only an application and not a guarantee that a permit is issued. If a permit is issued, I agree that all the information contained in this application is true. If my conduct or the conduct of any participants or guests, not be as described in the application or should any applicable City of Washington, City of Washington Parks & Recreation Department, County, State or Federal rules, regulations, codes or laws be violated, any reservations shall be automatically become null and void and all activity associated with this application will immediately cease. I understand that I may forfeit all fees and deposits if it determined that false information was provide on the application.
	_____	I understand that in case of an emergency or for reasons beyond the City of Washington’s Parks Department’s control, the City of Washington reserves the right to cancel the scheduled event prior to the scheduled use without liability. Refunds will be made if cancellation is necessary.
	_____	I agree that I am financially responsible for any costs incurred by the City of damages to City property. I am financially responsible for any costs that exceed fees and deposits already collected by the City for enforcement of provision related to this application.
	_____	I understand that if the responsible party is someone other than myself, I am responsible to notify the responsible party of all the rules, regulations, requirements and conditions related to this application.
	_____	I have read the Park Rules & Regulations as well at the Facility and Pavilion Rules as they apply to my application.
	_____	I understand that I am responsible to obtain the necessary permits, licenses and approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department to hold this event does not imply approval of items under other agencies’ jurisdictions. I understand that must have all the necessary permits, licenses and approvals on file with the City of Washington Parks & Recreation Department three (3) weeks prior to the event.
	_____	I understand the Parks & Recreation business hours are Monday-Friday from 8am-5pm and that I am responsible for picking up key(s) if needed during those hours. I understand that if the Parks Department is called out outside of normal business hours, a call out fee will be deducted from my damage deposit.

I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Signature of applicant: _____ **Date:** _____

****Note: This application is not valid without initials and signature of applicant.***

Parks & Recreation Staff Approval: _____ **Date:** _____

OFFICE USE ONLY

Received: ½ Rental Fees Paid: \$ _____ on _____ Final Rental Fees Paid: \$ _____ on _____

Damage Deposit paid \$ _____ on _____ Insurance: _____ Street Closure Request: _____

Parade/Walk/Run Route: _____

Other Permits, Licenses & Approvals

Incident Action Plan: _____ City, County & State Liquor Permit: _____ Food Vendor Health Permit: _____

Firework/Amusement Ride Permit: _____



City of Washington

405 Jefferson Street
Washington, MO 63090

Rental Insurance Requirements

It is understood that the Contractor shall obtain and maintain insurance as outlined below, covering the Activity/Activities associated with the Rental of Facilities, Pavilions, and Special Events/Uses with the City of Washington. If more than one company is involved, each company must provide separate insurance. **Lessee shall furnish proof of coverage not less than three (3) weeks prior to the scheduled Activity/Activities.**

All insurance coverage's are to be written/placed by insurance carriers licensed and admitted to do business in the State of Missouri with an A:VII or better rating in accordance with the current Best Key Rating Guide, covering the Project(s) under the Agreement, and all policies shall be endorsed to the state that coverage shall not be cancelled, non-renewed, or limits or coverage reduced without (60) days advance written notice by certified mail, return receipt requested, to the City of Washington Parks and Recreation Department .

CERTIFICATE OF INSURANCE

Lessee shall provide the Parks and Recreation Department with a "Certificate of Insurance" naming the City of Washington as additional insured on a primary, non-contributory basis and must be submitted for the Project location(s) and date(s) of all preparation for such Project occurring on City of Washington Parks and Recreation property.

ENDORSEMENT

Issued under their General Liability policy of insurance, including coverage for property damage while property is occupied by the Lessee, for the Activity/Activities that reflects that the City of Washington is an additional insured for the Project(s). See sample below.

- **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate.
- **Additional Covered Party:** Name of Person or Company: City of Washington, officers, agents, and employees of the City of Washington, individually and collectively.
- **Primary Insurance:** The Endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the City of Washington shall be excess only and not contributing with the insurance provided under this policy.

INSURANCE

Lessee shall not commence Activity/Activities under the Agreement until all applicable requirements and limits specified have not been approved by the City of Washington. Lessee shall, during the term of the Agreement, and its own expense, shall procure and maintain insurance as follows:

1. Comprehensive Commercial General Liability Insurance (Primary and Umbrella)

All Rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities will be required to provide General Liability coverage, including coverage for real and personal business property damage while the Lessee is in possession of or occupying City of Washington Parks and Recreation property. Insurance shall be on an occurrence basis with limits not less than \$1,000,000 single limit occurrence and \$3,000,000 in the aggregate for bodily injury, personal injury and property damage.

2. Comprehensive Automobile Liability Insurance (Primary and Umbrella)

All Rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities involving vehicles and/or equipment will be required to provide Automobile Insurance covering all owned, non-owned and hired

vehicles, including the loading and unloading thereof, with limits not less than \$1,000,000 single limit per occurrence and \$3,000,000 in the aggregate for bodily injury, personal injury and property damage.

3. Liquor Liability Insurance

All rentals of Facilities, Pavilions and Special Events/Uses for Activity/Activities involving the use/sale of alcohol will be required to provide Liquor Liability Insurance in the name of the Lessee.

4. Workers Compensation Insurance

All Rentals of Facilities, Pavilions and Special Event/Uses for Activity/Activities involving the use of their employees and/or contracted employees will be required to provide Workers Compensation Insurance covering all employees, in accordance with the laws of the State of Missouri.

IDEMNIFICATION AND HOLD HARMLESS

Lessee assumes all responsibility for and hereby agrees to indemnify and hold harmless the City of Washington, its officers, agents and employees against any loses, damages, liabilities, actions suits, proceedings, costs or expenses that the City of Washington may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting form, arising out of or in any way relating to the Activity/Activities. The obligation to indemnify and hold harmless the City of Washington, its officers, agents and employees will survive the termination or expiration of the Agreement.

Endorsement Page Sample

POLICY NUMBER: [REDACTED] COMMERCIAL GENERAL LIABILITY
CG 20 10 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
 COMMERCIAL GENERAL LIABILITY COVERAGE PART

Sample

SCHEDULE

<p>Name of Person or Organization:</p> <p style="text-align: center;">City of Washington, Parks & Recreations Department 405 Jefferson Street Washington, MO 63090</p>
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(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions
 This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Special Event Checklist

We understand having a Special Event can be overwhelming. This Checklist is to help guide you through the process. The City of Washington wants your event to be a success with minimal hassle!

Application Process	1. Turn in the Application.	_____
	2. If the event has Street Closures, submit a formal letter requesting what streets, the hours, the dates, the locations for barricades and the number of barricades at each location with your application.	_____
	3. If the event is a Parade/Walk/Run, must submit an event map with the route listing barricades, cones, and types of vehicles being used.	_____
	3. The Parks Department will review the application. <i>(Allow at least a week for this process)</i>	_____
	4. The Parks Department will create an invoice for the rental fees and deposits. The Parks Department will contact the applicant and payment must be made. The applicant can pay the invoice online or in person at the Parks Department Office. If paying the invoice online, all fees are required at this time. If paying in the office, ½ the rental fees are required and all fees are deposited at the time of the payment.	_____
	5. The Parks Staff will give a receipt for payment and signed copy of the application. At this time your event is approved and you can advertise.	_____
	6. The Parks Staff will schedule a pre-event meeting if needed.	_____
Banners	1. If you wish to hang a Banner on City Property you must fill out a Banner Permit. The City allows banners to be hung in two week intervals at Krog Park, The intersection of International & Highway 100 and at James W. Rennick Riverfront Park.	_____
Events with Alcohol/Food	1. Submit a formal letter to the Parks Director stating what the event is, date(s) of event, location of the event, time(s) of the event, and what you plan on selling.	_____
	2. The Parks Director will give an approval letter for using the property. This is required for the County & State Liquor Licenses.	_____
	3. If you wish to sell Liquor by the drink, you will need to need to apply for a Caterers Permit. Contact (636) 390-1000, or visit the Administration floor at City Hall. There is a \$25 fee per each calendar day. Please show Administration a copy of your rental agreement and the approval letter from the Parks Director.	_____
	4. If you wish to turn your event into a Festival Beverage District (makes it unlawful to bring alcoholic beverages into the festival district area). Contact Administration at (636) 390-1000 for more information.	_____
	5. If you wish to sell food, contact the Franklin County Health Department at (636) 583-7300.	_____
Three Weeks Prior to the Event (as they apply to your event)	1. Turn in copy of Incident Action Plan.	_____
	2. Turn in copy of City of Washington Liquor License, Franklin County Liquor License and State of Missouri Liquor License.	_____
	3. Turn in copy of Franklin County Health Permit for all food vendors.	_____
	4. Turn in copy of City of Washington Fireworks Permit.	_____

	5. Turn in copy of City of Washington Carnival Permit.	_____
	6. Turn in copy of vaccination records.	_____
	7. Turn in proof of Insurance with endorsement page.	_____
	8. Pay the final ½ of the rental fees and Damage/Key Deposit (<i>If not paid at the time of reservation</i>).	_____
Day of event	1. Pick up key(s) from the Parks & Recreation Office by 5pm. <i>*If your event is on a Saturday or Sunday, you must pick up the key(s) on Friday before 5pm.</i>	_____
After the event	1. Return the key(s) to the Parks & Recreation Office by 5pm the next business day after the event.	_____
	2. The Parks & Recreation Department will assess if there are any damages.	
	3. The City of Washington will issue a refund check for any unused portion of the damage deposit/key deposit within thirty (30) days. The check will be mailed to the address on the application.	