



CITY OF PORT ANGELES PARKS & RECREATION DEPARTMENT
CITY PIER, GATEWAY & WEST END PARK RESERVATION FORM

Please complete **all of the enclosed forms** and return to the City of Port Angeles Parks & Recreation office. A deposit will be required at the time the reservation is made and you will be billed for the remainder due after your event. Once the forms and deposit are received, you will be placed in the reservation book for the dates and times requested, unless the facility is already reserved. Reservations are processed in the order they are received.

AREA(S) REQUESTED: (select all that apply)

- City Pier** (315 N. Lincoln St.)
 Pavillion/Stage Only
 Entire Pier
 Parking Lot
Amenities: Covered stage, picnic tables, viewing tower, public restrooms nearby, Hollywood Beach & Waterfront Trail access, parking, electricity available, wind screens and chairs available
- Gateway** (125 E. Front St.) *Amenities: covered pavilion, public restrooms, electricity available, street parking available*
- West End Park** (Front St. & Oak St.) *Amenities: two sand pocket beaches with water access, plazas, viewing platform, lawn & gathering space, benches, public restrooms nearby, parking nearby, Waterfront Trail & Esplanade access*
- The Esplanade**
- EVENT NEEDS:**
 Wind Screens
 Extra Trash Cans
 Other: _____

Applicant Name(s)	Organization Name		
	Is this a 501(c)(3) Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone	Mailing Address		
Office:			
Home/Cell:			
Event Name/Description	Estimated Attendance		
Event Date(s)	Event Time(s)		
Setup Date(s):	Setup Time	From:	To:
Actual Event Date(s):	Actual Time(s) of Event	Begin:	End:
Cleanup Date(s):	Cleanup Time	From:	To:
Event Description - <i>Please attached a schedule of events</i>			
<i>Include a list of ALL requests for assistance from the City and City staff, including water, sewer, electrical, setup, equipment, transportation, road closures, trash cans/pickup, sanikans, as well as dates and times when each needs to be accomplished, etc. A charge may be applied to some city services, where applicable. Attach additional pages if necessary.</i>			



HOLD HARMLESS AGREEMENT

In consideration of the previously described use and premises of the City of Port Angeles, the undersigned applicant on behalf of himself, his principal, and his agents, 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 use of Premises or from any activity, work, or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The undersigned hereby agrees to be responsible for any and all taxes or charges due to any sales of goods or services that may occur on the premises during the times listed above. Music Copyright Notice applicable with event includes a public performance or use of copyright material including music, plays, or other protected material. Undersigned will defend, indemnify, and hold harmless the City from and against any claims for copyright infringement or violation. The undersigned warrants that all material processes, or other protected rights to be used in the performance are either original work of the undersigned or have been duly licensed or authorized by the appropriate parties for such use. All persons using City facilities must adhere to all Washington State Department of Labor & Industries safety standards when using machinery and equipment such as ladders or scissor lifts. The undersigned applicant hereby certifies to be at least 18 years old and authorized to sign on behalf of the organization.

Applicant's Name	Today's Date
Applicant Signature	

SPECIAL EVENT INFORMATION

Port Angeles Municipal Code Chapter 12.04.100 "Prohibited Activities" states that:

Activities not permitted in parks and City owned facilities/properties shall include, but not be limited to, the following:

- A. Possessing and/or consuming intoxicating drugs or narcotics
- B. Possessing and/or consuming alcohol without an Alcohol Use Permit
- C. Interfering with any individual or group engaged in lawful use of park facilities
- D. Walking, riding, or exercising horses
- E. Exposing or offering for sale any article or thing or stationing or placing in a stand, cart, or vehicle any article or object for transportation, sale, or display without a permit. This provision does not apply to regularly licensed concessionaires acting by and under the direction of the Parks & Recreation Department. The Director may also give permission for such activities on a temporary basis providing there is no conflict with the regularly constituted concessionaire.
- F. Distributing, leaving, throwing, tacking, or pasting any signs, handbills, posters, advertisements, or inscriptions for advertising any goods, materials, meetings, people, or for other similar purposes.
- G. Soliciting, interfering with, or accosting other people for selling, begging, immoral acts, or other similar purposes is not permitted in any park or attendant facility.
- H. Willfully marking, marring, defacing, disfiguring, injuring, tampering with, or displacing, removing, burning, cutting, carving, digging up, or damaging any park property and attendant facilities or any plants, trees, or shrubs, or attaching any rope, wire, or other contrivance to a tree, plant, shrub, or structure.
- I. Abandoning or leaving property unattended. Unattended property that interferes with public safety, orderly management of the park or facility/property, or presents a threat to City property may be impounded by designated City employees.

Obstruction of Streets: The Public Works Director, Chief of Police, and/or the Fire Chief can permit an event to close a street or an alley on a temporary basis as part of the event. A Right of Way application must be filed with Public Works in order to temporarily close a street or alley. Please contact Eric Walrath at 360-417-4806.

Obstruction of Right-of-Way: Obstruction of right-of-way may be permitted if a permit is obtained from Public Works, provided that the Director of Public Works and the Chief of Police shall determine what traffic barricades, if any, are necessary. The City will provide such barricades and shall be reimbursed by the applicant.

Driving Off Roadways: No person will be allowed to drive a vehicle onto any grass, turf, or sidewalk area in any park or open space while loading or unloading supplies or materials for a special event.

Load Limits: Please obey all load limit signs that are posted through City Pier and other facilities.

Phone: 360-417-4523 | Fax: 360-417-4559

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308 East Fourth Street | Port Angeles, WA 98362-0217



SPECIAL EVENT INSURANCE REQUIREMENTS

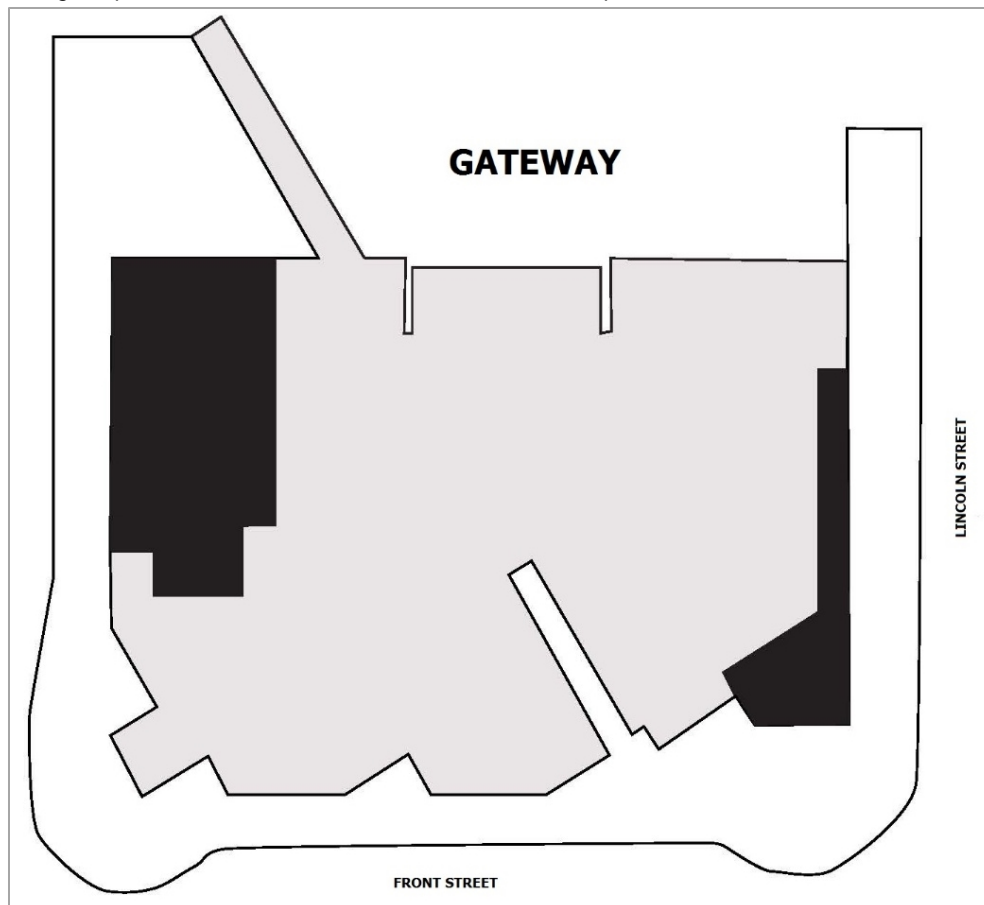
A final confirmation of your request will not be given until all forms are completed and accepted. The event may be canceled if a satisfactory insurance certificate and amendatory endorsement(s) are not provided as required.

All special events held on City property or in a City facility shall be required to have **Commercial General Liability Insurance** naming the City, its officials, employees, and agents as additional insured with coverage at least as broad as ISO additional insured endorsement from CG 20 16, from and against claims, demands, causes or action, expenses, costs or liability for injury to or death of persons, or damage to or loss of property arising out of or in any manner connected with the Applicant's/Organization's operation or event in the amount not less than **ONE MILLION DOLLARS (\$1,000,000)** per occurrence and **TWO MILLION DOLLARS (\$2,000,000)** general aggregate. (City may require an event to purchase a higher limit or different types of insurance, depending on the risk factor of the event.)

1. A copy of the **endorsement** that names the city as an additional insured must be attached to the Certificate of Insurance and must be attached to the application before an event is approved.
2. The Applicant shall provide the City and all additional insureds for this event with written notice of any policy cancellation within two business days of their receipt of such notice. Applicant's insurance policies shall be primary and not contributing to any other insurance or self-insurance maintained by the City.
3. The Applicant shall deliver to the Recreation office certificates of insurance and original endorsements for both the commercial general liability insurance for approval as to sufficiency and form at least **FORTY-FIVE (45) WORKING DAYS AND BEFORE AN APPLICATION IS APPROVED FOR THE EVENT.**
4. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by the insurer to bind coverage of its behalf.
5. All modification or waiver of the insurance requirements herein shall be made with the written approval of the Parks & Recreation Director and Human Resources Manager, or their respective designees.

EVENT LAYOUT

Please use the following maps to indicate how the event will be set up and which areas will be used.



Phone: 360-417-4523 | Fax: 360-417-4559

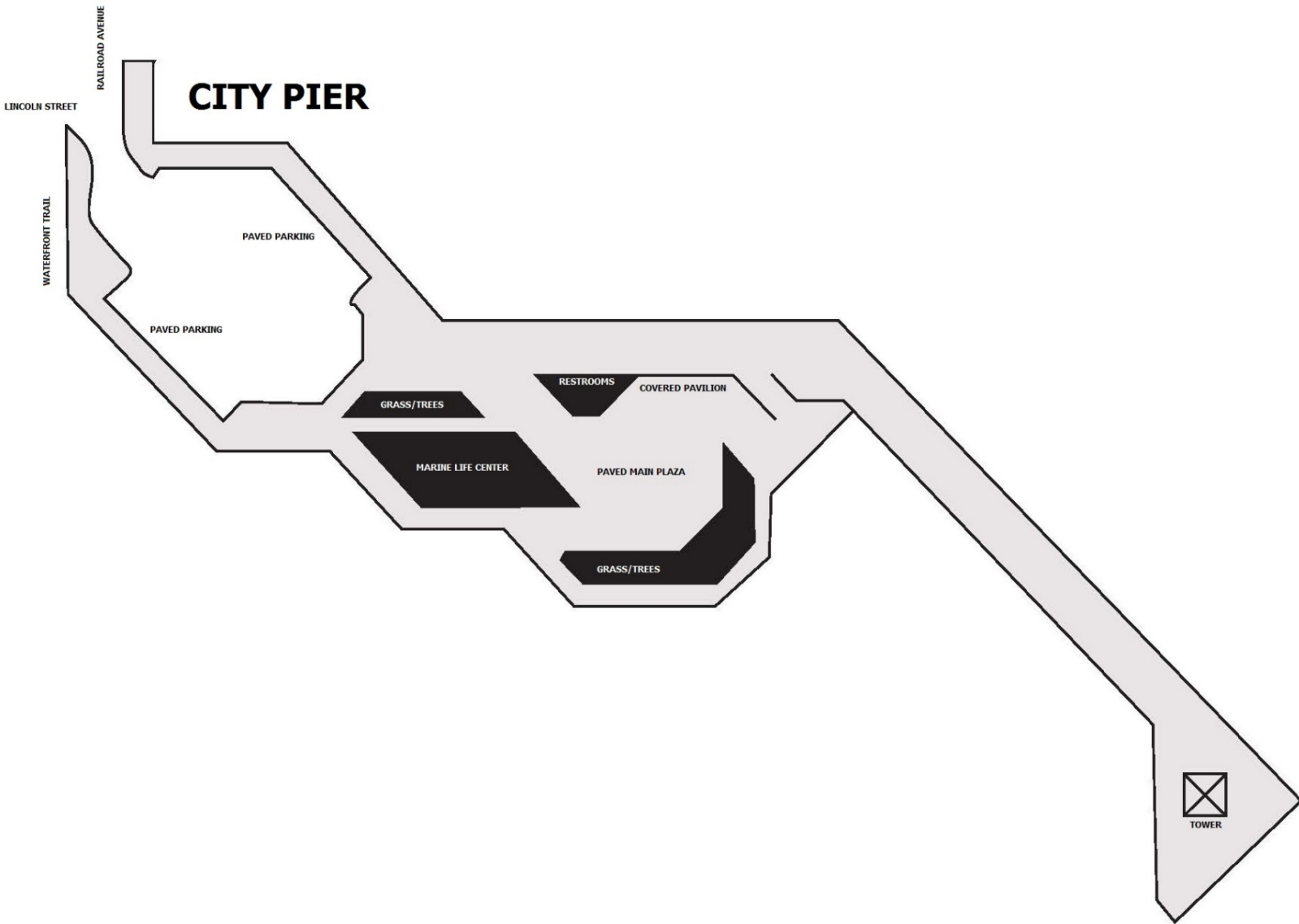
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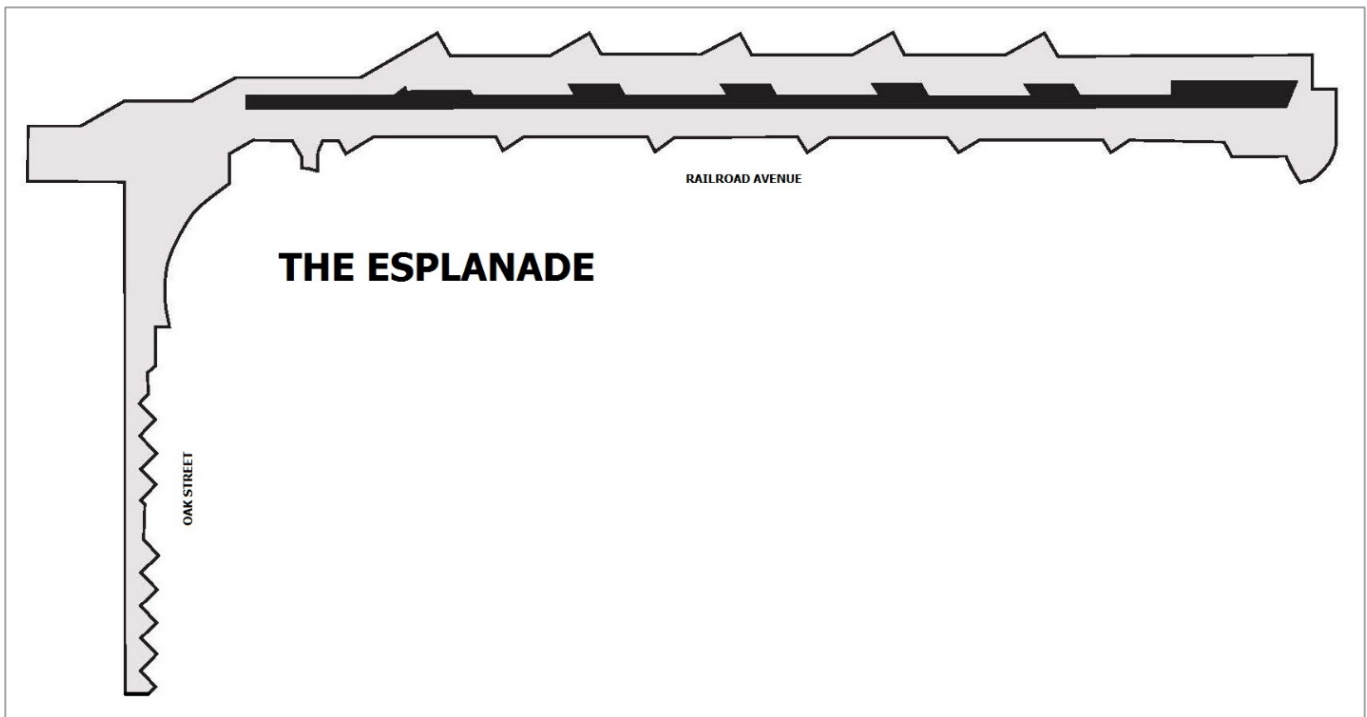
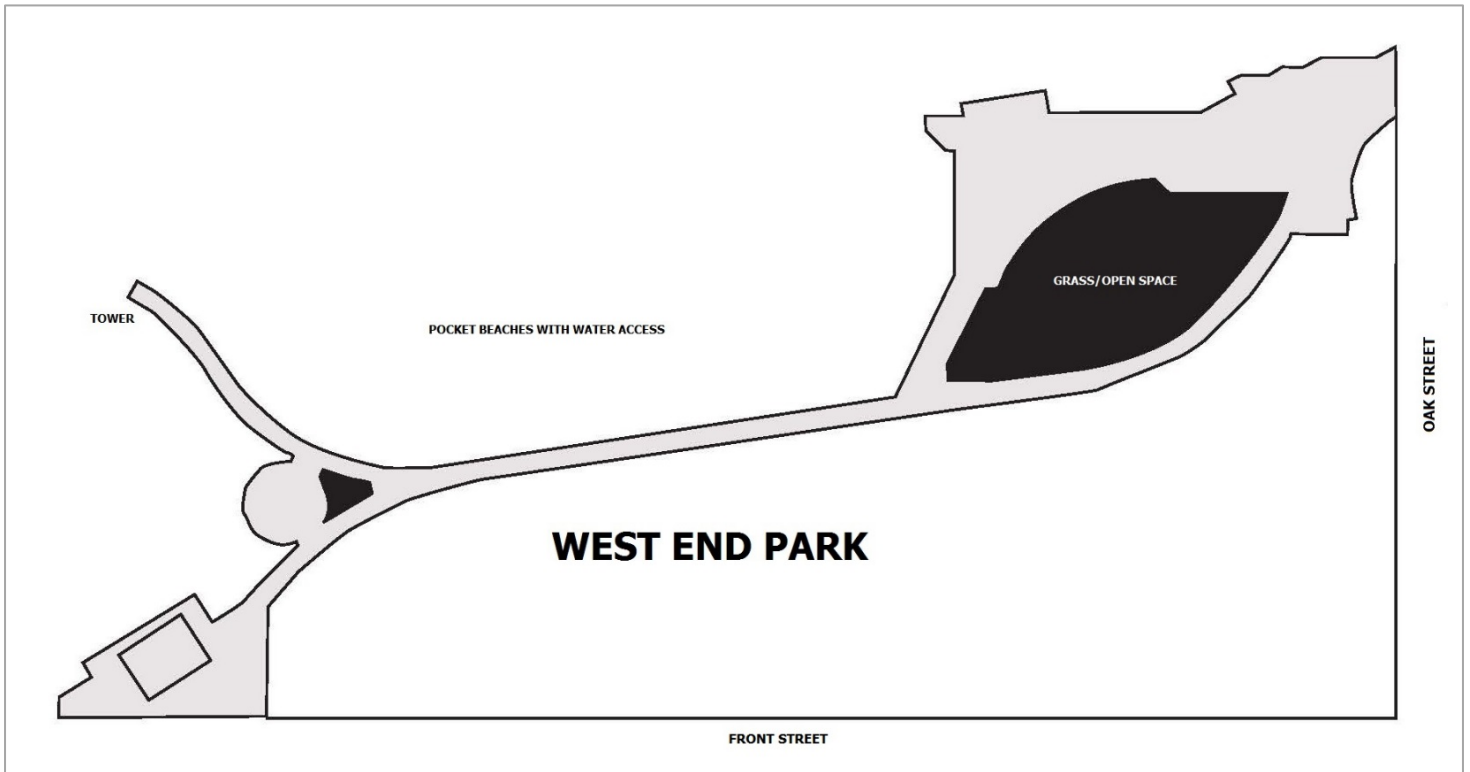
EVENT LAYOUT

Please use the following maps to indicate how the event will be set up and which areas will be used.



EVENT LAYOUT

Please use the following maps to indicate how the event will be set up and which areas will be used.



ALCOHOL USE PERMIT

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Will alcohol be sold/consumed/served at this event? £ No £ Yes

If yes, an Alcohol Use Permit is required (below).

As per PAMC 12.04.100 and 12.12.120, any person or entity seeking to host an event at a City of Port Angeles park and recreation area at which alcohol will be served and/or consumed must complete and submit an Alcohol Use Permit for approval. The applicant understands that completing the Alcohol Use Permit does not guarantee that they will be able to have alcohol during the event. This permit application is a request and must be approved by the City prior to the event. The applicant must meet all obligations, terms and conditions, and policies and procedures. Ask the Parks & Recreation Department for a copy of the full policies and procedures.

** This permit will only be reviewed for approval if the applicant has successfully applied for a license from the Washington State Liquor and Cannabis Board to sell and/or serve alcohol. **Please submit the proper liquor license with this application.** For more information, visit <https://lcb.wa.gov/>. ** In addition, applicant shall secure and maintain Liquor Liability insurance in an amount no less than \$2,000,000, and name the City of Port Angeles as an additional insured.

ORGANIZER CONTACT INFORMATION	
Applicant Name	Group or Organization Name
Address	Email
Phone (Home/Cell)	Phone (Work)

EVENT INFORMATION	
Location of Proposed Event	Date of Proposed Event
Hours of Operation From: To:	Beverages to be Sold/Consumed (Check All That Apply) £ Beer £ Cider £ Wine £ Champagne
Description of Proposed Event	
Alcoholic Beverage Area Size (May Require Fire Marshal Authorization)	Estimated Capacity/Attendance
Type of Security and Control to be Provided	

I, _____, do hereby certify that I am at least 21 years old, I have the authority to sign on behalf of the organization, and the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the proposed activity; that the Hold Harmless Agreement signed as part of the Facility Rental Permit also applies to this Alcohol Use Permit and that this application is made subject to the policies and procedures established by the City of Port Angeles.

Applicant Signature: _____ Date: _____

CITY OF PORT ANGELES OFFICE USE ONLY	
Parks & Recreation Director: £ Approved £ Denied	City Manager: £ Approved £ Denied
Signature:	Signature:

PORT ANGELES FIRE DEPARTMENT PLACE OF ASSEMBLY PERMIT



Please answer the following in regards to your event. If you answer "Yes" to any of the below questions, a PAFD Place of Assembly Permit is required (*small fee applies*).

- £ Yes £ No Will there be more than 100 people attending your event?
- £ Yes £ No Will you be blocking any roads, trails, or public access places?
- £ Yes £ No Will you be using any tents or driving any stakes into the ground for any purpose?
If yes, Parks Maintenance must be notified before any stakes are driven into the ground or pavement for location of underground utilities
- £ Yes £ No Will there be heating or cooking of food at the event?
- £ Yes £ No If you answered yes to the question above, will the food be prepared by a caterer?
- £ Yes £ No Will there be food sales?
- £ Yes £ No Will vendors be present at this event?
- £ Yes £ No Will a dance be associated with this event?
- £ Yes £ No Will you use any type of electrical equipment?
- £ Yes £ No Will there be use of fuel-fired equipment (such as motors, generators, etc.)?

Section I – Information Required

Applicant is required to furnish the following information:

1. Emergency vehicle access must be maintained from the parking lot to the end of the City Pier, with a minimum 16-foot clearance. Please submit to the Fire Department a drawing showing the location of displays with the required 16-foot clearance at least 15 days prior to your event.
2. Please indicate on the plan if there will be any open flame devices proposed. Open flame devices are not allowed without permission from the Port Angeles Fire Department.

Section II – Requirements & Limitations

1. No smoking allowed on the City Pier. We recommend that NO SMOKING signs be posted.
2. 2A-10BC fire extinguishers shall be provided so as the travel distance to an extinguisher is not more than 75 feet.
3. All combustible debris or rubbish shall be removed at the end of each day. The applicant shall be responsible to ensure the debris as also cleared from underneath the Pier.
4. All electrical equipment used must be in accordance with the Electrical Code as it applies to wet, damp, and hazardous locations. Temporary extension cords shall all be of the grounded type and shall be protected against physical damage.
5. Any spills of flammable or combustible liquids at or upon the water shall be reported **immediately to the Fire Department**.

Applicant Name	Organization/Event Name
<i>I have read and understand the requirements of this application</i>	
Signature	

FIRE DEPARTMENT USE ONLY			
£ Approved £ Denied	Permit Issued By:	Date Issued:	Expiration Date:
Additional Comments:			

