



**PARADES / BLOCK PARTIES/  
SPECIAL EVENTS PERMIT**

NO PERMIT FEE – THREE WEEK PRIOR NOTICE REQUIRED

Date of Event: \_\_\_\_\_ Sponsor of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Coordinator / Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Set-Up Date/Time: \_\_\_\_\_ Break-Down Date/Time: \_\_\_\_\_

**Event Start Date/Time:** \_\_\_\_\_ **Event End Date/Time:** \_\_\_\_\_

Event Start Location: \_\_\_\_\_ End Location: \_\_\_\_\_

- ✓ Highlight the event’s location or parade route on the City map, page 4 of this form.
- ✓ List all streets, parking lots, etc. requested to be closed below.

\_\_\_\_\_

\_\_\_\_\_

**Attach additional pages if needed to describe the event.**

**Today’s Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

By signing here, you are agreeing to comply with all requirements. Please also sign Hold Harmless Agreement on Page 3.

**PLEASE SEE PAGE 2 FOR INSTRUCTIONS/REQUIREMENTS  
SEE PAGE 3 FOR INSURANCE REQUIREMENTS**

**CHECK ALL THAT APPLY:**

**Barricades Required for Street or City Parking Lot Closures:** Event Coordinators are required to call Branden Herrell, Operations Manager, 360-615-5659, two weeks in advance for scheduling barricade placement. City Shops located at 2041 Railroad Street.

**No-Parking Signs Required for Street or City Parking Lot Closures:** Call Branden Herrell, Operations Manager, 360-615-5659. two weeks in advance for No-Parking signs **(must be City signs - not the sponsor's own signs)** to get scheduling and placement information. Event Coordinators are responsible for posting No-Parking signs two days in advance of the event.

**Stage and Awning:** For rental information, please contact Michelle Larson, Parks Department, at 360-615-5619, 1309 Myrtle Avenue.

**Banners/City Website:** For event banner information, see City website: [www.cityofenumclaw.net/Search/Results?searchPhrase=banner](http://www.cityofenumclaw.net/Search/Results?searchPhrase=banner) or contact Cathy Burbank, Community Development Secretary, 360-615-5720. If you wish to advertise your event on the City website: [www.cityofenumclaw.net/249/Submit-Your-Event](http://www.cityofenumclaw.net/249/Submit-Your-Event) or contact Travis Rose, Information Services Technician at 360-615-5677.

**Block Parties:** A list of names, addresses and signatures of the homeowners that live on the section of street to be closed for the Block Party and also any homeowners in the vicinity that may be affected by the street closure and/or the Block Party, must be submitted with this application to indicate their compliance. See above for barricade information.

**Liquor Consumption/Permits:** If you are considering serving alcohol, you must apply for a liquor permit through the State of Washington Liquor Control Board for either the sale or consumption of alcoholic beverages <http://www.liq.wa.gov/licensing/special-licenses-and-permits>. Also, you are required to have a security plan in place.

**Food Sales:** If food is going to be sold or served, please contact Public Health Seattle-King County, [www.kingcounty.gov/services/health](http://www.kingcounty.gov/services/health), 206-263-9566, to obtain the necessary permits.

**See Page 3 of this form for Insurance Requirements and Hold Harmless Agreement.**

**Please Return Completed Application Form To:**

Alina Hibbs, Cultural Program and Events Coordinator, City of Enumclaw  
1339 Griffin Avenue, Enumclaw, WA 98022; 360-615-5621; [ahibbs@ci.enumclaw.wa.us](mailto:ahibbs@ci.enumclaw.wa.us)

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**FOR OFFICE USE ONLY:**

City Administrator: _____	Date: _____	Permit Technician: _____	Date: _____
Police Chief: _____	Date: _____	Fire Chief: _____	Date: _____
PW Director: _____	Date: _____	CD Director: _____	Date: _____
Parks Director: _____	Date: _____	City Attorney: _____	Date: _____
Operations Manager: _____	Date: _____	Returned to Applicant: _____	Date: _____

WHEN APPROVED, **ORIGINAL SENT TO APPLICANT**  
**COPY TO DEPUTY CITY CLERK - OPERATIONS MANAGER - DISPATCH - APPROVING DEPT. DIRECTORS**  
**- KC DOT**

## INSURANCE REQUIREMENTS

You are required to provide evidence of insurance coverage\* in the amount of \$1,000,000 naming the City of Enumclaw as an additional insured for these events, including, but not limited to the following:

- Parades
- Street Fairs
- 5Ks
- Bicycle Races
- Wine Walks
- Car Shows

Additional Insured Endorsement shall be included with the certificate of insurance (CG 2010 series or equivalent). Please have your insurance agent add the following wording:

The City of Enumclaw, its officers, officials, employees, volunteers and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the permittee in connection with this Special Events Permit.

**Amusement ride vendors and food vendors must also provide insurance naming the City as additional insured.**

Please provide a copy of the insurance certificate and the endorsement form either with this application or send to:

Alina Hibbs, Cultural Program and Events Coordinator, ([ahibbs@ci.enumclaw.wa.us](mailto:ahibbs@ci.enumclaw.wa.us))  
City of Enumclaw  
1339 Griffin Avenue  
Enumclaw, WA 98022 360-615-5621

\*You may be able to obtain TULIP (Tenant User Liability Insurance Program) insurance for your event. Please request information from Alina Hibbs.

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HOLD HARMLESS AND INDEMNIFY – Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Enumclaw, 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 acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Enumclaw.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Organization/Title: \_\_\_\_\_

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