



**Town of Wilson Creek**

**[www.wilsoncreekwa.com](http://www.wilsoncreekwa.com)**

254 Railroad Street | PO Box 162

Phone: 509.345.2531

Wilson Creek, Washington 98860

Fax: 844.473.1909

## Event Permit Application

Attached are the rules, requirements and application packet for a Special Event Permit. If you would like to hold a special event on Town of Wilson Creek property, you will need to submit a completed application to this office at least 30 days prior to your event. Please do not hesitate to contact us if you have any questions.

Application date:	Tax parcel number:
Name of applicant/Organization:	Phone:
Name of contact:	Phone:
Mailing address:	Email:
Physical location of event:	
Date of event:	Hours:

### Components of the event (Check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Alcohol               | <input type="checkbox"/> Festival        | <input type="checkbox"/> Street closures |
| <input type="checkbox"/> Amplified sound       | <input type="checkbox"/> Fireworks       | <input type="checkbox"/> Tables/Chairs   |
| <input type="checkbox"/> Carnival rides        | <input type="checkbox"/> Food            | <input type="checkbox"/> Vehicles        |
| <input type="checkbox"/> Concert/Live music    | <input type="checkbox"/> Parade          | <input type="checkbox"/> Vendors         |
| <input type="checkbox"/> Cooking/BBQ           | <input type="checkbox"/> Race            | <input type="checkbox"/> Water           |
| <input type="checkbox"/> Distribution/Sales    | <input type="checkbox"/> Rally/Protest   | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Electricity/Generator | <input type="checkbox"/> Signage/Banners |  |
| <input type="checkbox"/> Exhibits              | <input type="checkbox"/> Sporting event  |  |
| <input type="checkbox"/> Fencing (Temporary)   | <input type="checkbox"/> Stage           |  |

Other relevant information (Including estimated number of attendees)

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Have you contacted law enforcement regarding special assistance? If yes, please describe:

Does the road need to be blocked off from traffic? If yes, please describe:

Do you need any on-street parking blocked off? If yes, please describe:

### **INDEMNIFICATION AND INSURANCE**

I, \_\_\_\_\_ as an authorized representative of \_\_\_\_\_  
(Organization) specifically and expressly agree to defend, indemnify, and hold harmless the Town of Wilson Creek and all its officers, officials, employees, and agents from and against any claim, damage, liability, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any or all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting therefrom, to any party arising from or in any matter connected with the use and/or work authorized by this permit taking place on publicly owned property, except damages arising from negligent acts for which the Town of Wilson Creek is solely responsible. I understand Certificate of Liability Insurance policy naming the Town of Wilson Creek as Additional Insured and Certificate Holder must accompany this application. The Town of Wilson Creek shall be the Certificate Holder and the description of operations/locations must be specific to the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of organization