



PARADE / STREET CLOSURE EVENT PERMIT APPLICATION

301 Yakima Street • P.O. Box 519 • Wenatchee, WA 98807-0519
Telephone: (509) 888-6204 • Facsimile: (509) 888-3636 • TTY: 711

NOTE: This application must be processed a minimum of 60 days prior to event.

Permit Fee \$50.00*

EVENT TITLE: _____

ORGANIZATION NAME/SPONSOR: _____

EVENT CHAIRPERSON: _____ EMAIL: _____

MAILING ADDRESS: _____

PHONE: _____ CELL PHONE: _____

PROPOSED DATE OF EVENT: _____

EXACT START TIME: _____ ENDING TIME: _____

MINOR STREET TERMINI:

FROM: _____ TO: _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____

WILL ALCOHOL BE SERVED AT THE EVENT? YES _____ NO _____

ADDITIONAL INFORMATION REQUIRED:

A traffic/pedestrian control plan and security plan which safeguards all participants of the event as well as the general public.

Evidence of insurance for public liability and property damage not less than one million dollars (\$1,000,000.00) combined single limit. The City of Wenatchee must be named as "Additional Insured." The City of Wenatchee may require a bond if it is anticipated that the City might have to remove debris, litter, or paper from the street.

The applicant must provide at least 10 days advance notice of the event, unless altered or waived in the permit, to the property owners, tenants and businesses in the impacted area of the event, and the business organization that is impacted by the event (for example, the Wenatchee Valley Chamber of Commerce or the Wenatchee Downtown Association). Insufficient notification may result in either cancellation of the permit or a factor for non-renewal in subsequent applications.

* In addition to the application fee submitted at the time of application, a condition of issuance of the permit shall be that the applicant pay to the City the actual costs that are incurred by the City related to the event including, but not limited to, traffic control, additional security provided by the police department, and set up and take down time for off hours crews on overtime. The City will provide an estimate of costs in advance and then bill actual costs upon completion of the event. Payment shall be due within thirty days of invoice, with any unpaid balance thereafter subject to interest at the rate of 12% per annum. At the discretion of the Mayor, the application fee/or a portion of or all of the City costs may be waived if the community benefit of the event outweighs the burden to the City.

(See Wenatchee City Code Chapter 8.64 for the complete code relating to parades and other street uses.)

INDEMNIFY AND HOLD HARMLESS:

The undersigned represents that he/she is authorized to act on behalf of the sponsor of the event for which this permit is requested, and on behalf of the sponsor agrees that the sponsor shall indemnify and hold harmless

the City, it's officers and employees from any and all claims, losses, damages, demands, suits, and attorney fees of any kind on account of injury to persons and property arising out of or in connection with the event for which this permit application is submitted:

The applicant represents that they are aware of the terms and conditions of receiving a permit, and will follow all applicable laws.

Applicant Signature: _____ Date: _____

Table with 4 columns: ROUTE FINAL PERMIT TO, INITIAL AND DATE ROUTED, and checkboxes for CHELAN COUNTY FIRE, WENATCHEE POLICE, WENATCHEE CHAMBER, PUBLIC WORKS, AMBULANCE, WDA, LINK TRANSIT, WSP, WSDOT.



AREA BELOW FOR CITY USE		
DEPARTMENT	DATE REVIEWED	APPROVED Y or N
MAYOR		
FINANCE DIRECTOR		
PUBLIC WORKS DIRECTOR		

* The City of Wenatchee may require a bond if it is anticipated that we might have to remove debris, litter, or paper from the street.

STREET CLOSURE COST WAIVER APPLICATION FORM

Applicant/Organization Contact Information:

ORGANIZATION/CHAIRPERSON: _____

EMAIL: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

Is your organization non-profit? Yes No

Is this event a repeat of prior events? Yes No

If yes, do you have a traffic control plan on file with the city that will remain the same as the prior event(s)? Yes No

Please describe your plan for trash removal: *

Can your organization have street closures occur during the hours of 7:00 am – 3:00 pm, Monday-Friday? Yes No

Does your event provide hotel room occupancy? Yes No

Are you coordinating with the Wenatchee Valley Chamber? Yes No

If yes, please provide hotel impact and evidence of Chamber coordination?

Please also provide evidence of neighborhood notification (a copy of the notification and a list of addresses notified).

By signing, applicant confirms the statements above are true and accurate. Applicant understands conditions of the event (as stated above) may not warrant a waiver. In addition, if a waiver is permitted but the conditions stated above do not occur, the City costs may be reinstated. City will notify of waiver within 21 days of receipt.

Applicant Signature

Date