



**City of Wenatchee  
Parks, Recreation, and Cultural Services Department**

1350 McKittrick Street, PO Box 519, Wenatchee, Washington 98807 • (509) 888-3284 • www.wenatcheewa.gov

**EVENT CONTACT INFORMATION**

ORGANIZATION/SPONSOR: \_\_\_\_\_ NON-PROFIT #: \_\_\_\_\_

APPLICANT NAME\*: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EVENT ALTERNATE CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

\* If the applicant is representing, but not an employee of the sponsoring organization, please provide a letter from the organization that provides authorization for the individual applicant to work on behalf of the organization and certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the proposed special event.

**EVENT INFORMATION**

NAME OF PROPOSED EVENT: \_\_\_\_\_

DESCRIPTION AND PURPOSE OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DAY (S):

TIME(S):	Set Up	From: _____	To: _____
	Pre-Inspection	From: _____	To: _____
	Operation:	From: _____	To: _____
	Tear Down:	From: _____	To: _____

**LOCATION REQUESTED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Rotary Park              | <input type="checkbox"/> Centennial Park     |
| <input type="checkbox"/> Washington Park          | <input type="checkbox"/> Lincoln Park        |
| <input type="checkbox"/> Saddle Rock Natural Area | <input type="checkbox"/> Pioneer Park        |
| <input type="checkbox"/> Memorial Park            | <input type="checkbox"/> Kiwanis Methow Park |
| <input type="checkbox"/> Hale Park                | <input type="checkbox"/> Other _____         |



## CHECKLIST FOR OFFICE USE

- Additional Permits Required? If yes, attach copies to the application packet.
- Alcohol Beverage Area? If yes, attach a copy of the application and required documents.
- Americans With Disabilities Act (ADA). Provide a description of your ADA plan.
- Amplified Sound? If music, provide copies of your license agreements. For all amplified sound, provide the name and contact of the sound company and person in charge of the sound during the event.
- Animals? If yes, provide a list of the animals and indicate location on the site map.
- Attendance. Provide the total estimated attendance and total number that are traveling more than 50 miles to attend and total number who stayed overnight in paid accommodations.
- Carnival Rides? If yes, provide the name of the company, type, quantity and size of rides. Show location on site map.
- Drones? If yes, provide copies of Remote Pilot Certification, drone registration number and copy of aviation liability insurance.
- Electrical Services? Provide an electrical plan including the description of the type of the power and if generators are used, spill response plan and copy of L & I permit.
- Event Site Map. Provide a site map that shows all proposed activities.
- Event Timeline. Provide an event timeline with the information requested.
- Fees. Provide the applicable fees and deposits.
- Fireworks and Pyrotechnics. If yes, provide name of the company and map showing the viewing and discharge areas.
- First Aid and Emergency Response. Provide a detailed safety plan that describes the procedures, staff, equipment and location of access routes and aid stations.
- Garbage and Recycling/Zero Waste. Provide a trash control and recycling plan, including all information requested and indicate locations on the site map.
- Incident Action Plan. Provide a copy of your incident action plan with all information requested.
- Inflatables. If yes, provide a copy of the Inflatable Equipment Form.
- Insurance Requirements. Provide copies of the certificates of insurance.
- Notification and Promotion. Attach copies of the flyers, promotional materials, and neighborhood notifications.
- Restrooms and Hand Washing Stations.
- Security. Provide a copy of your security plan. Police services may be required.
- Set up/Clean Up. Provide a description and timeline of setup and clean up for the event.
- Temporary Structures, Vendors and Concessions.
- Traffic and Parking Plan.
- Vehicles. If non-traditional parking or access is proposed, provide a description of the plan.
- Volunteers. Provide a copy of the volunteer or event staff plan.