



City of Gig Harbor
CLIENT ASSISTANCE MEMO

SPECIAL OCCASION / EVENT LICENSES

If you are an organization planning to hold a special event in the City of Gig Harbor, you are required to obtain a license. The purpose of this permit is to provide reasonable supervision of movement within city limits by ways of runs, parades, street dances, and special events, for the protection of persons and property, and shall not exceed five consecutive days.

What if the business is a non-profit organization?

A non-profit organization is required to obtain a permit. When two or more businesses temporarily gather under the direction and supervision of a nonprofit organization, only one temporary license shall be required. The sponsoring nonprofit organization shall be responsible for obtaining the license.

How much does a special events license cost?

There is a \$25 fee for the event/occasion business license at the time of application. The forms are available at City Hall. If the application is denied, the \$25 application fee will be refunded. Along with the application fee, the following shall be required:

- A. Name of address of applicant;
- B. Date and time of event;
- C. Name of sponsoring organization;
- D. Probable number of participants;
- E. Route(s) to include starting and termination;
- F. Required access to public right-of-ways;
- G. Location of assembly areas;
- H. Copy of liability insurance coverage;
- I. Security and traffic control provisions;
- J. Emergency medical provisions;
- K. A clean-up plan and bond

The application must be filed 15 days prior to the event.

What about the bond and insurance requirements?

A cash or surety bond must accompany the application to guarantee that the expenses of cleaning up will be paid by the sponsoring organization. The amount of the bond will be determined by the Administrator, and shall be no less than \$50. This bond is refundable at the time it is determined that sufficient clean-up was done. The applicant shall submit proof of liability insurance with a single limit of \$500,000 for each incident and naming the City of Gig Harbor as an additional named insured.

What about traffic control?

The Chief of Police may require traffic control. If this control cannot be handled by the sponsor and shall require deployment of additional police personnel, the permittee shall be responsible for the expense. This fee will be collected prior to issuance of the permit.

Permit - Issuance standards.

The City may deny an application for the following reasons:

- A. The time, route, and size will unreasonably disrupt the movement of other traffic contiguous to the route;
- B. The size or nature of the event requires the diversion of so great a number of police officers of the city that police protection to the remainder of the city is dangerously diminished;
- C. The applicant failed to remit all customary and reasonable fees, insurance documents, bonds, or failed to file in a timely manner;
- D. The event exceeds five consecutive days of occurrence.

Gretchen Wilbert, Mayor

City of Gig Harbor, 3105 Judson Street, Gig Harbor, WA 98335

Mark Hoppen, City Administrator