



City of Gig Harbor  
CLIENT ASSISTANCE MEMO

## SPECIAL EVENT PERMIT

If you are an organization planning to hold an event on public property, or that will affect City rights-of-way, you are required to obtain a Special Event Permit. 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. The event shall not exceed five consecutive days.

### Who may obtain a Special Event Permit?

A Special Event must be sponsored by, or be for the benefit of, a nonprofit organization. When two or more businesses temporarily gather under the direction and supervision of a nonprofit organization, only one temporary permit shall be required. The sponsoring nonprofit organization shall be responsible for obtaining the permit.

### How much does a Special Event Permit cost?

There is a \$50 fee for the Special Event Permit at the time of application. The application forms are available at the Gig Harbor Civic Center or from the City website: [www.cityofgigharbor.net](http://www.cityofgigharbor.net). **The application and all required documents must be filed at least 30 days prior to the event.** If the application is denied, the \$50 application fee will be refunded.

### Additional Requirements:

Along with the application fee, the following shall be required:

- A. Name and 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. A clean-up plan;
- I. Security and traffic control provisions;
- J. Emergency medical provisions;
- K. List of participating vendors, if applicable;
- L. Copy of liability insurance certificate.

### What are the insurance requirements?

The applicant shall submit proof of liability insurance naming the City of Gig Harbor as an additional named insured for the event, and include a provision prohibiting the cancellation of the policy without 30 days prior written notice.

Policy shall have primary coverage limits of: \$1mm General Aggregate (per event); \$1mm Products Aggregate (if food and/or beverage vending is part of the event); \$250,000 Personal and Advertising Injury, \$50,000 each occurrence; \$50,000 Fire Legal Liability; and \$50,000 Damage to premises. Liquor liability coverage and additional permitting is required for events where alcohol is served.

### Clean-up commitment.

In the event a sponsoring organization fails to adequately provide clean-up in accordance with the plan submitted, the City may conduct the necessary clean-up and bill the sponsoring organization for such costs. The sponsoring organization must make payment to the City upon receipt of the City's invoice for such costs.

### 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.