



Special Event Permit Application

Public Works Department

1000 Laurel Street* Milton, WA 98354-8852
Phone: (253)922-8738 Fax: (253)922-3466

| | |
|------------------------------------|-------|
| For Administrative Use Only | |
| Permit Approved | |
| Public Works: | _____ |
| Building Official: | _____ |
| Police Dept: | _____ |
| Fire Dept: | _____ |

Permit # _____

Sponsoring Organization

Site Address

Contact Name/Applicant

(____) _____
Contact Phone

Mailing Address

City, State, Zip

Contact Email

Will Alcohol be served? YES NO

Will Food be served? YES NO

Will there be outside cooking? YES NO

EVENT DETAILS

Date of Event: _____ Start and End Time of Event: _____

Probable Number of Participants: _____

Please give a detailed description of the event:

Clean up and waste removal plan (See Milton Municipal Code 12.15.150):

Submittal Requirements (as applicable):

- ___ Map of route(s), to include starting point and termination, if applicable to the event
- ___ Map of required access to public rights-of-way
- ___ Drawing/map of location of the assembly area including: entrances, exits, seating and food/beverage prep areas
- ___ Copy of liability insurance coverage
- ___ Security and traffic control provisions, if applicable
- ___ Emergency medical provisions
- ___ Other

Permit application timing: This application must be filed no less than 30 days of the event for consideration.

Permit application fee: There will be a nonrefundable fee of \$25.00 for each special event. Other fees may apply. Please reference the City of Milton administrative fee schedule. (MMC: 12.15.040)

Bond: An amount for a cash deposit or surety bond will be set as a guarantee that the expenses of clean up, traffic control and/or temporary electrical services will be met by the sponsoring organization. The amount shall not be less than \$25.00 or more than \$500.00. The amount will be determined by the type of event, projected number of participants and spectators, and the sponsor's experience. (MMC: 12.15.080)

Insurance requirement: The applicant will provide proof of liability insurance with a combined single limit of \$500,000 for each incident. The city's risk manager may require additional insurance coverage. Please refer to Milton Code for further information on insurance required. (MMC: 12.15.090)

By signing this application, the permit applicant and authorized officer of sponsoring organization agree to reimburse the city for any costs incurred by this event in repairing damage to city property and indemnify, defend and hold harmless the city, its officers, employees and agents from all causes of action, claims or liabilities occurring in connection with the permitted event.

Per the Milton Municipal Code, this permit shall not be construed as imposing the city or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which the permit has been issued. Please see MMC 12.15.100.

The signing party below agrees to the terms of this special event permit and to adhere to all terms of the Milton Municipal Code regarding special events.

NAME

DATE

SIGNATURE

Permit Fee: \$ _____

Bond Fee: \$ _____

Other: _____