



# SPECIAL USE APPLICATION

PARKS, RECREATION & COMMUNITY SERVICES  
6000 Main Street SW Lakewood, WA 98499  
(253) 983-7887

Requested Reservation Date (Date of Event):     /    /              :     AM/PM          :     AM/PM  
MM/ DD/ YY      Start Time      End Time

Additional Setup/Cleanup Time Needed? (Please Describe): \_\_\_\_\_

Event Type \_\_\_\_\_

Official Name of Event/Activity: \_\_\_\_\_

Event Description:

Location(s) Requested (must list all areas, shelters, rooms, buildings) \* Site Plan required\*

**\*Site Plan requirements**

- Must include clear legible map with the name of location to be used
- Overall event area (include proposed parking area)
- Location of all physical equipment being placed including but not limited to stage(s), vendor booths, tents, signs, barricades, portable toilets, garbage cans, generators, etc.
- Any other details that may be helpful in approval of request

Expected attendance (number of people):      +      +      =       
Participants      Spectators      Staff/Volunteers      Total

Name of Coordinator/Applicant \_\_\_\_\_

Organization/Business Name (If Applicable): \_\_\_\_\_

Name of Person in Charge (If Applicable): \_\_\_\_\_

Organization/Event Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City      State      Zip

Best Contact Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Please send me emails about upcoming events at Lakewood City Parks

Returning Customer?  Yes  No      How did you hear about us? \_\_\_\_\_

Event Activities and Details (Please provide **details** about the event i.e. time schedule, sequence of events, program description, etc. – **Attach any additional pages if necessary**):

**Event Components (Please Mark All That Apply)**

<input type="checkbox"/>	Beer/Wine Garden
<input type="checkbox"/>	Commercial Advertising
<input type="checkbox"/>	Electricity
<input type="checkbox"/>	Exhibits/Displays
<input type="checkbox"/>	Food Services
<input type="checkbox"/>	Garbage Dumpsters
<input type="checkbox"/>	Generator
	Quantity_____ Size: _____
<input type="checkbox"/>	Heating Device

<input type="checkbox"/>	Inflatable/Bouncy House
<input type="checkbox"/>	(see checklist for requirements)
	Quantity_____ Size: _____
<input type="checkbox"/>	Merchandise/Services
<input type="checkbox"/>	Parking Plan
<input type="checkbox"/>	Portable Toilets
<input type="checkbox"/>	Public Address System
<input type="checkbox"/>	Registration/Admission Fee
<input type="checkbox"/>	Road Closures

<input type="checkbox"/>	Security
<input type="checkbox"/>	Stage
	Quantity_____ Size: _____
<input type="checkbox"/>	Tents/Canopies
	Quantity_____ Size: _____
<input type="checkbox"/>	Vendor Booths
	Quantity_____
<input type="checkbox"/>	Water
<input type="checkbox"/>	Water Activities

Other \_\_\_\_\_

**Special Event Permit Questionnaire**

Yes	No		If Yes, describe in detail
		On the day of the event, do you anticipate needing additional support (i.e. access to electricity, water, extra refuse pick-ups, extra cleaning of restrooms, portable toilets, and traffic control)?	
		Is the event open to the public?	
		Are you publicizing your event?	
		Do you plan to post signs, billboards, advertising, etc., before or during your event?	
		Are you planning to distribute brochures, flyers, or other promotional materials at the event?	
		Alcohol is not allowed in Lakewood parks unless you have an additional permit. Is possession or consumption of alcohol being considered as part of your event?	
		Will any animals be brought on the site?	
		Will you bring generators to the site?	
		Will you bring pop-up tents or canopies to the site?	
		Will you bring BBQs to the site?	
		Is the sale of food, merchandise, or services planned? <i>*NOTE you must meet all of the Tacoma-pierce County Health Department requirements</i>	
		Are you providing food for the event? <i>*NOTE you must meet all of the Tacoma-Pierce County Health Department requirements</i>	
		Are fundraising activities planned?	
		Is digging, altering, staking, chalking, flagging or otherwise changing the park in some manner planned in preparation for or to take place during the event?	
		Does your event need more than the regular parking lots? How will you facilitate parking for your participants and spectators? Work with the City for an approved parking plan.	
		Will your event have an impact on traffic? Police traffic plan may be required.	
		Will sound amplification (announcements, music), etc., be used? <i>*please list all sound equipment you wish to bring</i>	

Form continues on the next page →

## Rental Agreement

### Initial

_____	Applicant ensures that <b>no alcoholic beverages will be served unless I meet the requirements and have approval from the City.</b>
_____	Applicant is responsible for set-up and clean-up, including <u>garbage and pet waste removal</u> from the site. Pets are kept on a leash.
_____	Applicant agrees that <b>NO cancellation refunds within 30 days of reservation date or due to weather conditions.</b>

## AGREEMENT, RELEASE AND INDEMNIFICATION

The person or organization entering into a use agreement with the City of Lakewood for the use of City of Lakewood facilities or equipment described above (collectively "the Facilities") certifies that the information given in this application is current and correct. The undersigned further states that they have the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations. The Applicant further agrees to reimburse the City of Lakewood for any damages arising from the Applicant's use before, during, or after of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to City of Lakewood immediately.

### Initial

_____	The Applicant further agrees to reimburse the City of Lakewood for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to the City immediately. The applicant expressly assumes all of the various risks of serious injury and/or death associated with or arising out of the use of the Facilities.
_____	In consideration for granting this request, and being fully aware of all of the risks, I hereby RELEASE the City of Lakewood and its officials, employees, volunteers and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.
_____	The applicant shall indemnify, defend and hold harmless the City of Lakewood, its elected and appointed officials its employees, volunteers and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage sustained by applicant or any other persons which arise from and in any manner grow out of any act or mission on or about said facility by applicant, its agents, guests or employees in the execution of this rental agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. Such indemnity shall not include claims arising as a result of the sole negligence of the City of Lakewood, its elected and appointed officials, its employees and agents.

## Insurance

The Applicant is required to procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or occur in connection with the use of the Facilities and the activities of the Applicant and his or her guests, representatives, volunteers and employees.

Accordingly, the Applicant shall provide proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, and name City of Lakewood as an additional insured by using ISO endorsement CG 20 11 on said policy. The insurance policy shall contain, or be endorsed to reflect, that the Applicant's insurance coverage shall be primary insurance as respects the City of Lakewood. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Lakewood shall be excess of the applicant's insurance and shall not contribute with it. For athletic events, the General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.

This application will be processed in the order received and is subject to approval following the City's guidelines.

***I have read the above information, understand it and agree to comply with the conditions set forth on behalf of myself and the group I represent.***

\_\_\_\_\_  
Applicant Name/Title Printed

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***Your application is not finalized until payment is received and a permit is issued.  
Once the application is returned City Parks Staff will contact you for payment information.***

Return completed applications and supporting documents (via E-mail or mail) to:

City of Lakewood  
Parks, Recreation and Community Services  
6000 Main St SW, Lakewood, WA 98499

City of Lakewood Phone: 253.983.7887  
E-Mail: [parks@cityoflakewood.us](mailto:parks@cityoflakewood.us)

## City of Lakewood Special Event Checklist Requirements

Please contact the City parks department if you have questions regarding these event requirements.  
It is your responsibility to provide required documents to the City at least one week prior to your event.

Permits are pending and are not approved unless **all requirements are met** and fees are paid.

- Alcohol Permit: If permitted, must have a permit from the Liquor and Cannabis Control Board and a alcohol permit from the City
- Concession(s): Event Coordinator responsible for health cards and permits
- Electrical Resources: If you will have an Electrical System Provider, confirmation must be approved by the City
- Event Insurance Verification: Certificate of Insurance with proper endorsements must be provided to the City
- Garbage Dumpster (s): Required for events with more than 250 people.
- Incident Action Plan: Emergency Management plan must be attached along with contacts for the day.
- Inflatable(s)/Bouncy House: + Must rent from an [L & I Certified Amusement Ride Operator](#). MWR does not meet this requirement. No stakes allowed, must be weighted down. Must provide a  GENERATOR,  PROOF OF INSPECTION, and  CERTIFICATE OF INSURANCE with an **ENDORSEMENT** naming City of Lakewood as an additional insured. We do not require a paid attendant but your group is responsible for safety.
- Parking Plan Developed: Provide a Parking Map with parking locations marked and number of volunteers/flagging crew assigned to parking.
- Portable Toilets: Per chart below – # to be ordered \_\_\_\_\_ (Must send confirmation to the City prior to the event)  
 Order portable toilets from any provider and pay the provider directly and provide the following information to the City.  
 Supplying Company: \_\_\_\_\_ Contact/#: \_\_\_\_\_  
 Number of Units: Regular: \_\_\_\_\_ ADA Accessible: \_\_\_\_\_ Hand washing stations: \_\_\_\_\_  
 Delivery Date \_\_\_\_\_ Removal Date \_\_\_\_\_  

One (1) standard portable toilet can accommodate up to 125 uses. When determining the number of units needed, estimate that each person attending an event will use a portable toilet every four hours – so how many people are going to attend and what is the time frame of the event and multiply it out. Weather conditions (hot) and the consumption of additional liquids, beer or other alcoholic beverages will increase the use of a portable toilet by 30-40%, so additional units should be ordered for those conditions. The first unit of the order is to be a ADA accessible unit.

Events with 1 – 300 guests should be okay with the permanent restrooms at FSP  
 Events with 300-500 guests should bring in two additional portable toilets  
 Events with 500 – 1000 guests for a full day should bring in 7 portable toilets  
 Events with 2000 guests should bring in 14 portable units  
 Events with 3000 guests should bring in 21 portable units  
 Events with 4000 guests should bring in 30 portable units  
 Events with 5000 guests should bring in 36 portable units
- Road Closure: May require a ROW permit and Police approval
- Security services: If recommended or required, contact the Lakewood Police Department / Charles Porche 253.830.5022 [cporche@cityoflakewood.us](mailto:cporche@cityoflakewood.us) (**Police security contract must be provided to City prior to the event**)
- Site Map: Required for all special use permits. Please provide a detailed layout/map regarding how you plan to use all areas associated with the planned activity.  
**Please include site plan or diagram of actual event, set up and staging areas, electrical needs, parking arrangements for staff or participants, signage, etc.**
- Sound Amplification: **Any activities requiring set up of special equipment or sound amplifications must be approved in writing prior to the reservation date.** Notification postcards to surrounding neighbors may be required.
- Tents: # of Tents: \_\_\_\_\_ Size: \_\_\_\_\_ (No staking allowed – tents must be weighted)  
 Must be included in the site plan.  

Any tenting over 20'x20' (400 square feet) must be approved and have an assembly permit from West Pierce Fire and Rescue Department (WPFR) Contact WPFR: Lorelee Ashley 253-983-4583  
 (Must send confirmation to the City prior to the event)
- Trail/Walk/Run Route Map: If applicable, please provide a course map. Requires City approval