



Event #: \_\_\_\_\_

115 Ramsdell Street  
Fircrest, WA 98466  
(253) 564-8901, FAX (253) 566-0762

## BLOCK PARTY PERMIT APPLICATION

- ✓ Please fill out all the required information completely.
- ✓ Attach a map showing the exact location of the event and indications for all streets or portions of street(s) to be closed.
- ✓ Proper barricades and signage are required. If barricades are to be used, they must be easily moveable for emergency access, entrance, and exit. Barricades may be provided from Public Works. Please contact staff at (253) 564-8900 to determine barricade availability. All neighbors are to be notified seven (7) days in advance if street(s) is to be closed.
- ✓ Application shall be submitted to the City Clerk **at least 30 calendar days** prior to the date of proposed event. Please submit questions to the City Clerk at (253) 564-8901.

### Applicant Information

Name of contact person: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Block Party Information

Date: \_\_\_\_\_ Hours: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. # of Participants: \_\_\_\_\_

Location of event: \_\_\_\_\_

Name of street(s) to be closed or altered: \_\_\_\_\_

Type and purpose of event (please describe in detail): \_\_\_\_\_

### Acceptance of Terms, Conditions, and Requirements

Per Fircrest Municipal Code 9.90.140, if required by Risk Management, permittee agrees to supply the City Clerk with proof of Commercial General Liability insurance in the amount of \$1,000,000 combined single limits per occurrence, prior to obtaining permit. A copy of the endorsement naming the City as an additional insured must be attached to the Certificate of Insurance. Sponsoring agency agrees to reimburse damage repair to City property.

Permittee agrees to maintain access for emergency vehicles. Permittee agrees to pay for all required services by City or City-contracted personnel necessary for security and safety for the duration of the event and cleanup after the event, even if the permit fee has been waived. All estimated charges are listed below. Payment will be made prior to issuance of the Special Events Permit. If cancellation is necessary and notice to the City is given within 48 hours, fees for City support services will be refunded.

Permittee agrees to defend, indemnify and save harmless the City, its appointed and elective officers and employees from and against all loss or expense, including but not limited to judgments, settlements, attorney fees and costs by reason of any and all claims and demands upon the City, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed or elected officers or employees.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following is a checklist relating to any special event held on private or public property, or within a public right-of-way. Please select all that apply:

- Open Flame or Cooking Facility**  
If yes, please describe: \_\_\_\_\_
- Electrical Power Requirements for the event**  
If yes, please describe: \_\_\_\_\_
- Compressed Gas Cylinders**  
If yes, please describe: \_\_\_\_\_
- Dumpster with Capacity of 1.5 cubic feet or more**  
If yes, please describe: \_\_\_\_\_
- Tents, Canopies, or Awnings (Fire Code Permits required for tents over 200 sq. ft. & canopies over 400 sq. ft.)**  
If yes, please describe: \_\_\_\_\_
- Floats (must be constructed of Fire-Retardant materials)**  
If yes, please describe: \_\_\_\_\_
- Trailers, Motor Homes, Booths Stages or Other Portable Structures (Building Permit may be required)**  
If yes, please describe: \_\_\_\_\_
- Temporary Signage (Temporary Sign permit may be required)**  
If yes, please describe: \_\_\_\_\_
- Temporary Parking Facilities (If public right of way, Street Closure Permit may be required)**  
If yes, please describe: \_\_\_\_\_
- Will Smoking Be Allowed (Non-Combustible Ash Containers required)**  
If yes, please describe: \_\_\_\_\_

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**For Office Use Only**

**City Clerk/Risk Manager:** \_\_\_\_\_  Approved  Denied  
Comments: \_\_\_\_\_

**Police Department:** \_\_\_\_\_  Approved  Denied  
Comments: \_\_\_\_\_

**Planning Department:** \_\_\_\_\_  Approved  Denied  
Comments: \_\_\_\_\_

**Public Works Department:** \_\_\_\_\_  Approved  Denied  
Comments: \_\_\_\_\_

**Recreation Department:** \_\_\_\_\_  Approved  Denied  
Comments: \_\_\_\_\_

**City Manager:** \_\_\_\_\_  Approved  Denied

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Permit Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Fire Department Notified: \_\_\_\_\_ Email Attached: \_\_\_\_\_