



SPECIAL EVENTS PERMIT APPLICATION

2020

City of Oak Harbor
Special Events Permitting
Administration Department

865 SE Barrington Drive
Oak Harbor, WA 98277
P: 360-279-4504
specialevents@oakharbor.org

See the [Special Events Permitting Guide](#) for the Sections. Questions marked with an * are required.

* 1. Name of the Special Event:

* 2. SET-UP Start Date and Time

Date / Time

Date

Time

AM/PM

* 3. EVENT Start Date and Time

Date / Time

Date

Time

AM/PM

* 4. EVENT End Date and Time

Date / Time

Date

Time

AM/PM

* 5. TEAR-DOWN End Date and Time

Date / Time

Date

Time

AM/PM

* 6. Special Event Sponsor / Organizer:

7. Beneficiary of Special Event (if any):

* 8. Event Description:

* 9. Anticipated number of attendees:

Low estimate:

High estimate:

Information Only
Complete Online

* 10. Event Sponsor / Organizer Mailing Address:

Address:

City:

State:

Zip:

* 11. Organizer Primary Contact Information

Name

Organization

Email Address

Phone Number

* 12. Organizer Secondary Contact Information

Name

Organization

Email Address

Phone Number

* 13. Day-Of Event PRIMARY Contact

Name

CELL PHONE

* 14. Day-Of Event EMERGENCY Contact

Name

CELL PHONE

Information Only
Complete Online

* 15. By clicking below, you acknowledge your understanding of the Special Events Permitting Guide, and will remit payment of the application fee upon receipt of invoice to the Utilities office. The application fee is non-refundable. Payment can be remitted via cash, check, or credit card.

- By checking this box, I acknowledge that this Special Event Permit Application is not valid until the \$50.00 fee is received at City Hall.
- This event is an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution (political or religious activities) and is therefore fee exempt [see OHMC Section 5.50.020(2)].

* 16. Fees to consider for your Special Event (please note this list is not comprehensive, but a tool to assist you with planning the budget for your event)

- \$50.00 Special Event Permit Application Fee
- Parks Reservation Fee(s) per facility per day [if applicable]
- Event Insurance Policy (you may purchase from TULIP or provide coverage as indicated in Guide)
- Other permits as required [example, Temporary Food Service License Island County, WSLCB Special Occasion Permit]
- Hydrant Meter permit and fees [if applicable, will be invoiced after event, no deposit, see agreement]

Other (please specify)

* 17. Event organizers must notify neighbors and businesses within 500 ft. of the event, (if applicable) at least two (2) weeks prior to the event. Notification should be in writing (email is acceptable) and include times when traffic/parking and/or noise may be affected in the area. Signature of your Conditions of Approval indicates you have completed the neighborhood notification and can provide copies of the notification and physical / email addresses where sent if requested (see Section Q). Please check one of the following:

- I will complete the required neighborhood notification at least two (2) weeks prior to my event.
- My event is taking place solely inside a City park and does not include amplified sound which will impact any neighbor or business within 500 feet of the park.

* 18. Please see the insurance requirements listed as Section A. Please complete the following field with your insurance information. You must submit the required Certificate of Liability Insurance evidencing the types and amounts of insurance required, accompanied by proof that the City of Oak Harbor is an additional insured, using ISO Form CG 20 12 or coverage at least as broad. See the Section A: Insurance Worksheet for more information.

Insurance Provider (Agency)
Name:

Insurance Policy Number:

Insurance Policy Effective
Date:

Insurance Policy Expiration
Date:

Information Only
Complete Online

* 19. Location requested (please check ALL that apply; for facilities that require a reservation fee, please see Section D & accompanying form. Paid facilities reservations should be made as soon as possible as they are first come first served. Paid facilities reservations may be made in advance of submission of this form).

- Windjammer Park: East Kitchen A and covered area (\$50.00 reservation fee)
- Windjammer Park: West Kitchen B and 1/2 covered area (\$50.00 reservation fee) [closest to basketball courts]
- Windjammer Park: West Kitchen C and 1/2 covered area (\$50.00 reservation fee) [closest to beach courts]
- Windjammer Park: Pavilion (\$200.00 reservation fee)
- Windjammer Park: Open Areas
- Fort Nugent Park: Shelter 1 (\$25.00 reservation fee) [closest to bathroom]
- Fort Nugent Park: Shelter 2 (\$25.00 reservation fee) [furthest from bathroom]
- Fort Nugent Park: Disc Golf course
- Fort Nugent Park: Open Areas
- Flintstone Park: Shelter (\$25.00 reservation fee)
- Flintstone Park: Open Areas
- Smith Park: Gazebo (\$25.00 reservation fee)
- Catalina Park: Gazebo (\$25.00 reservation fee)
- Catalina Park: Open Areas
- Volunteer Park: Skate park
- Street Closure: Pioneer Way [one-way portion]
- Street Closure: Pioneer Way [Midway - Regatta]
- Street Closure: Bayshore Drive
- Other Location: (please specify)

Information Only
Complete Online

* 20. Please select all features that apply to your event:

- Alcohol Sales / Beer Garden (see Section E, additional insurance required)
- Amusement Ride: Inflatable (see Section F, additional insurance required)
- Amusement Ride: Professional Carnival (see Section G, daily Carnival Fee applies per Master Fee Schedule)
- Animals: Domestic
- Animals: Farm
- Car Show
- Entertainment: Clown / Balloon Artist
- Entertainment: Dunk Tank
- Entertainment: Outdoor Games
- Equipment: generators, fuel-powered machines, etc.
- Fenced Area (Beer Garden, Petting Zoo, etc).
- Fireworks / Pyrotechnics (see Section H, additional permit and insurance required from Fire Department)
- Food Sales: Stationary Vendors / Food Trucks / Mobile Carts (see Section I)
- Food Consumption Non-Sale: i.e. Potluck, Distribution of Snacks (see Section I)
- Hydrant Meter Use (see Section J & Hydrant Meter Permit and Use Agreement Forms)
- Music: Amplified Recorded Music / Sound
- Music: Live Band(s) / Performance
- Parade
- Race: 1k / 5k / 10k Walk / Run
- Race: Half Marathon / Full Marathon
- Stage
- Tent(s): greater than 400 square feet (see Section L, additional permit required from Fire Department)
- Other (please specify)

* 21. Food sales / food consumption (please check one, see Guide Section I):

- There is no food being sold and / or consumed at this event.
- The food being consumed at this event is a closed picnic, no sale of food, no provision of food to the public.
- I will be responsible for ensuring my vendors have obtained all of the necessary food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage. (see Section I).

* 22. Alcohol sales / consumption (please check one, see Guide Section E):

- There is no alcohol (beer / wine / spirits) being sold and / or consumed at this event.
- I will obtain the required Special Occasion License from the Washington State Liquor and Cannabis Board for this event and the required additional Liquor Liability Insurance (see Section E), and I will provide the Special Occasion License and insurance documentation to the City prior to the issuance of my Special Event Permit.

* 23. Restroom Facilities (check all that apply)

- Using facilities available (i.e park / school restrooms)
- Adding portable toilets to existing facilities (see Section K)
- Solely using portable toilets (see Section K)
- Number of portable toilets (if applicable):

* 24. Garbage / Recycling Plan (check all that apply to your event; see Section P and form):

- Self-haul all waste at conclusion of Special Event
- Recycling Blue Bins requested from City Public Works Department
- Garbage Roll Carts or Collapsible Bins requested from City Public Works Department
- Event Organizer renting dumpster from Island Disposal
- Grease disposal provided by food vendors
- Grease disposal being rented from outside vendor
- Other (please specify)

* 25. Traffic Control requested (check all that apply):

- No traffic control necessary; this event has no impact on traffic
- Street Closure (enter street in "Other" box below)
- Traffic cones
- Barricades
- Other (please specify)

* 26. City signage requested:

- None
- Electronic Message Sign programming (additional form Section M)

27. Please use this space to list any additional information you were not able to include in another part of this form. Please reference the question # or Guide Section if applicable.

* 28. Checklist for submission of Special Event Permit application:

Please check each box to indicate which additional items you will be submitting as a part of this Special Event Permit application. Please note that items marked with * are required for every event.

Documentation should be submitted to specialevents@oakharbor.org or delivered to the Special Events Permitting Coordinator located in the Development Services Department, downstairs at City Hall.

- * \$50.00 Special Event Permit Application Fee to be submitted to Utilities after submission of this form
- * Certificate of Insurance and Commercial General Liability Policy at least as broad as ISO Form CG 20 12 (see Section A)
- * Hold Harmless Agreement Notarized (see Section B)
- Event / Site / Route Map (required for *most* events, see Section C)
- City Parks Facility Reservation Form and Fee(s) (see Section D)
- Washington State Liquor and Cannabis Board Special Occasion License for sale of alcohol and required additional insurance (see Section E)
- Amusement Ride vendor's certificate of insurance verifying the vendor's Commercial General Liability insurance naming the City as additional insured (see Section F)
- Professional Carnival vendor's certificate of insurance verifying the vendor's Commercial General Liability insurance naming the City as additional insured, and Carnival Fees (see Section G)
- Fireworks / Pyrotechnics Display Permit and required additional insurance (see Section H)
- Hydrant Meter Permit and Use Agreement Forms (see Section J)
- Electronic Message Sign Application (see Section M)
- Any additional documentation, please specify: