



Parks & Recreation Department

912 E. Main Street, Battle Ground, WA 98604

(360) 342-5380

bgparksandrec@cityofbg.org

www.cityofbg.org

SPECIAL EVENTS PERMIT APPLICATION

For Festivals, Concerts, Performances, Block Parties, Parades, Photo/Video Shoots, Walks, Runs, Bike Rides, Sporting Events, Picnics and Special/Commercial Uses

Application Instructions

1. Complete the **"Special Event Permit Application"** in full and sign. Submit application along with other paperwork as may be required. **Fax #** (360) 342-5390; **Email Address:** bgparksandrec@cityofbg.org. **Mailing Address:** City of Battle Ground, Attn: Parks & Recreation Department, 912 E. Main St, Battle Ground WA 98604
2. Applications are reviewed on a first-come, first-paid basis, with walk-in reservations being processed first.
3. Applicant will be notified of event status upon review. Full payment required upon approval of special event application.
4. **NOTE:** *Walks, Runs and Bike Rides must submit a map of the event route, including staging area for start/finish line.*

Name of Special Event: _____

Name of Business/Group/Assoc. Represented: _____

Is this a Non-Profit Group? Yes No *If Yes, please attach a copy of your State Non-Profit certificate*

Name of Person Making the Reservation: _____

Contact Phone #: (____) _____ Email: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Person Name (if different than above): _____

Day Phone: (____) _____ Cell Phone: (____) _____ Email: _____

Mailing Address: _____ City: _____ Zip: _____

Type of Rental: Concert Performance Festival Block Party Parade Walk Run
 Bike Ride Sports Skateboard/Bike Group Picnic Other: _____

Check Day(s) Requested: Mon Tues Wed Thurs Fri Sat Sun Year: _____

Check Month Requested: January February March April May June July
 August September October November December

Check Date(s) Requested: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Check Facility Requested: Fairgrounds Park Fairgrounds Skatepark Kiwanis Park Central Park
 Other _____

Event Start Time: _____ Event End Time: _____ (Note: includes set-up through tear down)

Attendees Expected: _____ # Spectators Expected: _____ # Vendors Expected: _____

Does event include Food/Beverage and/or Merchant Booths? Yes No

If Yes, Type of Booths: Food and/or Beverage Product Sales Product and/or Services Information

Is food, beverage and/or merchandise being sold? Yes No

Is food, beverage and/or merchandise being given away? Yes No

If Yes, what is being sold and/or given away? Food Non-Alcoholic Beverage(s) Goods or Merchandise

Other: _____

Does event include a Beer or Wine Garden? Yes No Type of Garden: Beer Wine

Does event include any special equipment? Inflatable Bouncer Amplified Music Stage Lighting

Tents or Canopies Other _____

Is an admission, entry or participant fee being charged? Yes No If Yes, what is the fee(s)? \$ _____

Additional Utility Services Requested For Use (additional services may not be available at all locations):

Electrical Hook-ups Describe electrical needs _____

Water Hook-ups Describe water needs (potable water, etc) _____

Commercial Rentals: Do you have a current City of Battle Ground Business License? Yes No *If Yes, please attach a copy of it to the application. If no, you are required to have a current business license prior to conducting any sale of food, beverage or merchandise within the City of Battle Ground.*

Certification & Releases

I, the undersigned, hereby certify that I have read the Special Event Permit Guide document and fully understand and agree to abide by all of the rules, policies and guidelines outlined herein. I also agree to perform all permit requirements as outlined on the final permit document. Failure to comply may result in my event being cancelled or terminated and/or the permit being revoked.

RELEASE OF LIABILITY: I, the undersigned, specifically and expressly waive all rights and release all claims that might be had against the City of Battle Ground and agree to defend, indemnify, and hold harmless the City of Battle Ground and all the officers, officials, employees and agents from and against any claim, damage, liability, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any or all persons involved and/or on account of all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting therefrom, to any party arising from or in any matter connected with the event taking place on publicly owned property, except by an act or omission or negligence of the City of Battle Ground or any of its officers, officials, employees, or agents or except to the extent prohibited by law. PHOTOGRAPHY RELEASE: Program/event participants may be photographed during the course of the activity or event, and authorize the City and its sponsors to use photographs and likenesses for marketing, publicity, promotion and/or advertising purposes without compensation..

Applicants Name (printed)

Applicants Signature

Date

This document is not a contract. This document is only an application requesting a Special Event Permit and/or a Special Use Permit and does not guarantee that the permit request will be approved. Upon review, the applicant will be notified of the status of the event permit, including any special requirements or modifications the City may have, any applicable fees that may be assessed and any insurance requirements as deemed necessary.