



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

### SPECIAL EVENT PERMIT APPLICATION

Any person or organization desiring to sponsor a special event in the Town of Hunts Point which will necessitate the use of public rights of way or other public property shall first obtain a Special Events Permit from the Town. The fee for this permit is \$500 payable at the time of application. Proof of commercial general liability insurance in the amount of \$1,000,000 combined single limits per occurrence with an endorsement naming the Town of Hunts Point as an additional insured must be provided at the time of application.

**REQUIRED INFORMATION:** Date of Application \_\_\_\_\_

Description of the Event \_\_\_\_\_  
\_\_\_\_\_

Name and Address of the Sponsoring Organization \_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_ Email \_\_\_\_\_

Name and Telephone Numbers of Officers or Directors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and Telephone Numbers of Contact Person(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Activity \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Location of Activity \_\_\_\_\_

Number of Participants \_\_\_\_\_

I, \_\_\_\_\_ the duly authorized representative of \_\_\_\_\_

\_\_\_\_\_ make application for a Special Events Permit for the activity described above within the Town of Hunts Point. The sponsoring organization agrees to defend, indemnify and save

**TOWN OF HUNTS POINT**

harmless the Town, its appointed and elected officers and employees, from and against all loss or expense including but not limited to judgments, settlements, attorney’s fees, expert witness fees and costs by reason of any and all claims and demand upon the Town, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting 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 Town it appointed or elected officers or employees.

I further understand that a refundable deposit may be required to cover reimbursement to the Town for cost of clean-up.

Signed \_\_\_\_\_

Title \_\_\_\_\_



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**PROOF OF AGENCY/HOLD HARMLESS AGREEMENT**

Property Address \_\_\_\_\_

Permit Type \_\_\_\_\_ Permit Number \_\_\_\_\_

**PROOF OF AGENCY**

A proof of agency is required for the acceptance of any permit where the applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners who apply for permits on their own behalf do not need to complete this form. All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents. Each separate application must include an original, fully executed Proof of Agency/Hold Harmless.

**TO BE COMPLETED BY OWNER**

I, \_\_\_\_\_, as the owner of (print name of property owner or in case of corporation, LLC, LLP or partnership, company Chief Executive) the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
Signature of Property Owner/Chief Executive Date

\_\_\_\_\_  
Contact Address City State Zip Code

\_\_\_\_\_  
Phone Number Email Address

# TOWN OF HUNTS POINT

## TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

## HOLD HARMLESS AGREEMENT

A hold harmless agreement is required for the acceptance of any permit and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept an application without an executed Hold Harmless Agreement.

## TO BE COMPLETED BY OWNER

I, \_\_\_\_\_, as owner of  
(print name of property owner or, in case of corporation, LLC LLP or partnership, company Chief Executive)  
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspections, and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		