

# 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, payable at the time of application is \$500.00. Proof of commercial general liability insurance in the amount of \$1,000,000.00 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.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Names and Telephone Numbers of Officers or Directors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and Telephone Numbers of Contact Persons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 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



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.  
Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.  
Building Services Department 425.455.1834.

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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 there from, 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, its 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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