



City of McCleary
Home of the McCleary Bear Festival

SPECIAL EVENT APPLICATION

(Supplemental Park Permit)

1.0 GENERAL INFORMATION

1.1 Name / Nature of Event: _____
(A description of the event or name of annual event)

1.2 Organization (if applicable) _____

1.3 Contact Person: _____

1.4 Mailing Address: _____
Street City, State Zip code

1.5 Telephone Number: _____ Cell Phone _____

1.6 Email address: _____

1.7 Onsite contact person, (if different than 1.3) _____

1.8 Telephone Number: _____ Cell Phone _____

2.0 EVENT INFORMATION

(Please describe on a separate attachment if answering YES to any of the following questions)

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Concert / Live Music | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Sale / Expo | <input type="checkbox"/> Tournament | <input type="checkbox"/> Race / Walk |
| <input type="checkbox"/> Parade / Procession | <input type="checkbox"/> Other _____ | |

2.1 What type of permit are you applying for? Special Event Global Special Event

2.2 Will you charge an Admission Fee? YES NO \$ _____

2.3 Proposed Date(s) of Event: _____

2.4 Estimated Attendance per day: _____

2.5 Starting Time: _____ (Including set-up time)

2.6 Ending Time: _____ (Including clean-up time)

2.7 Exact location of Event: (Map required if your event is on City Property or more than one parcel)

2.8 Will your event involve the use of a City Park? YES NO

2.9 Will your event be publicized and/or open to the public? YES NO

- 2.10 Will your event be considered a rally, play, musical event, art show, or other type of show or exhibition? YES NO
- 2.11 Will your event involve the placement of signs stages, booths, platforms, sculptures and other art works, or other similar structures in the park? YES NO
- 2.12 Will you be selling or offering for a donation any goods, wares, merchandise, food or beverages? YES NO
- 2.13 Are you planning to have amplified sound at your event? YES NO
- 2.14 Do you plan to possess or consume any alcoholic beverages at this event? YES NO
- 2.15 Do you plan to sell alcoholic beverages at this event? YES NO
- 2.16 Are you planning on closing any City Streets in conjunction with this event? YES NO
- 2.17 Are you planning on utilizing a generator for this event? YES NO

Please identify any personnel, services or equipment you are requesting to be provided by the City of McCleary (an additional fee may be assessed for such services or equipment per MMC 12.28)

3.0 REQUIRED ATTACHMENTS / SUPPLIMENTALS

The following items may be submitted along with this application:

- 4.1 Detailed Map of the Special Event (if required: See Section 2.7) N/A Check if attached
- 4.2 Flyer promoting/describing the event with contact information. N/A Check if attached
- 4.3 Written authorization from host organization to act on their behalf? N/A Check if attached
- 4.4 If event is completely on, or any portion is to be on private property, written authorization to conduct event on said property, including dates and times. N/A Check if attached
- 4.5 A list of any street/course monitors that will be employed during the event. N/A Check if attached
- 4.6 Supplemental information resulting from "YES" answers in Section 2.0. N/A Check if attached

The following items must be submitted before the permit will be issued:

- 4.7 Special event temporary business license application. (Ref. MMC12.28.020) Provided prior to permit issuance Check if attached
- 4.8 Global special event temporary business license roster. (Ref MMC12.28.010) Provided prior to permit issuance Check if attached
- 4.9 Indemnification Agreement. (Ref MMC 12.28.090) Provided prior to permit issuance Check if attached
- 4.10 Insurance Certificate. (Ref MMC 12.28.090) Provided prior to permit issuance Check if attached
- 4.11 Payment for estimated City expenses. (Ref MMC 12.28.110) Provided prior to permit issuance Check if attached

For Official Use Only

- Approved
- Approved w/ Conditions
- Denied
- Reviewed by _____

Fee Paid \$ _____

Fee Received by / Date _____