



PARKS AND RECREATION DEPARTMENT  
PO Box 1960  
Buckley, WA 98321  
admin@cityofbuckley.com  
www.cityofbuckley.com

## Special Event/ Parade / Block Party Permit

Fees: \$25 Due at submittal

\$100 + All Other Fees (page 2) Due Prior to Event

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Date of Event: \_\_\_\_\_

Sponsor of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Coordinator/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Description:** \_\_\_\_\_  
\_\_\_\_\_

**Intended Audience:** \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ *One Sani or public restroom must be provided per 100 people*

# of Portable Restrooms: \_\_\_\_\_ Location of Portable Restrooms: \_\_\_\_\_

Will there be any overnight parking for your event? If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Event Set-Up Date/Time: \_\_\_\_\_ Break-Down Date/Time: \_\_\_\_\_

Event Start Date/Time: \_\_\_\_\_ Event End Date/Time: \_\_\_\_\_

Event Start Location: \_\_\_\_\_ End Location: \_\_\_\_\_

- Specify event location and/or parade or race route on map. (***Use Attachment A or provide map***)
- A traffic control plan is required for all events that impact streets. Copies of a traffic control plan map are available online or use Attachment A in this packet.
- List all streets, parking lots, etc. requested to be closed: \_\_\_\_\_

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**(Attach additional pages if needed to describe the event)**

**HOLD HARMLESS AND INDEMNIFY** – Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Buckley, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Buckley.

**Todays Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_

By signing here, you are agreeing to comply with all requirements.

**EVENT DETAILS – PLEASE CHECK YES OR NO (\*See fees Below)**

Y/N		Y/N		Y/N	
	Public Streets*		Special Park Maintenance*		Parking Lots*
	Parks*		Amplified Sound		Special Lighting
	Sidewalks*		Street Banner Hung*		Foothills Trail*
	Alcohol served		Live Animals		Hookup to City Power/Water*
	Use of Public Restrooms After Regular Hours*		Extra Portable Restrooms (May be required by the City of Buckley for larger events)		Retail/Sales Vendors
	Food Trucks/Food Vendors		Extra Garbage Receptacles*		Large Tents
	Traffic Control by Police*		City No Parking Signs/Barricades*		Main St Sound System <i>Must have Chamber Approval</i>
	Other:				

- Barricades Required for Street or City Parking Lot Closures: \$252 (\$63/HR X 4 HOURS).**  
**Weekend/ Overtime Rate:** Actual Costs- \$190 Minimum (\$95/H, minimum 2 hours)
- Fire Marshall Inspection (for large tents):** \$73 p/h
- Solid Waste:** Dumpsters/Garbage Containers– Must provide proof of outside contract.
- Block Parties:** A list of names, addresses and signatures of the homeowners that live on the section of the street to be closed for the Block Party and also any homeowners in the vicinity that may be affected by the street closure and/or Block Party, must be submitted with this application to indicate their compliance. See above for barricade information.
- Private Events held in City Parks:** Temporary Use Permit Fee- \$315  
**Multi Use Sports Court-** See City Rates & Fees
- Liquor Consumption/Permits:** If you are considering serving alcohol, you must apply for a liquor permit through the State of Washington Liquor Control Board for either the sale or consumption of alcoholic beverages <https://lcb.wa.gov/licensing/special-licenses-and-permits>. Also, you are required to have a security plan in place.
- Buckley Police provided security:** Events that require Police Officer presence- \$115 per hour
- Parade:** Street Sweeper- \$220/Hr x \_\_\_\_ HRS
- Food Sales:** If food is going to be sold or served, please contact Tacoma-Pierce County Health Department <https://www.tpchd.org/> to obtain the necessary permits.
- Mobile Vendors/Food Trucks:** All mobile vendors and/or food trucks **MUST** obtain a business license through the State of Washington with a City of Buckley endorsement. Please apply for a business license through the Washington State Department of Revenue <https://dor.wa.gov/open-business/apply-business-license>.
- Admin Fee-** All fees will be charged 12% administrative fee.

**CANCELLATION OF EVENT**

This permit may be cancelled by the city, fire, local police, Sheriff, and State Patrol at any time if, by reason of disaster, public calamity, riot or other emergency exigent circumstances, the City determines the safety of the public or property requires such immediate cancellation. The City may also cancel permit issued if it is found that the permit has been issued based upon materially false information or if the event exceeds the scope of the applicant and/or fails to comply with any condition of the permit.

Todays Date \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

**Applications must be submitted at least 60 days in advance.**

**Late Applications are subject to \$25 expedited fee.**

Applications can be submitted up to 1 year in advance from the date of the event.

**Please Return Completed Application Form with the \$25 submittal fee to:**

City of Buckley Parks & Recreation Department  
PO Box 1960  
Buckley, WA 98321

Submit Online: [admin@cityofbuckley.com](mailto:admin@cityofbuckley.com)

In person: 933 Main Street, Buckley, WA 98321

Questions: Contact (360) 761-7814

WHEN APPROVED, **ORIGINAL SENT TO APPLICANT**

**COPY TO Y CITY CLERK - CITY ADMINISTRATOR - PUBLIC WORKS DIRECTOR - DISPATCH - APPROVING DEPT.  
DIRECTORS**

## CITY OF BUCKLEY SPECIAL EVENT INFORMATION

The purpose of this event application is to help the City of Buckley make your event successful. Some events are small enough to use existing spaces and resources. Others are large enough to require scheduling special use of City resources. We are here to assist you with portions of your event that may require resources owned by the City of Buckley as well as to navigate the impacts your event may have on existing residents and businesses.

### DOES MY EVENT REQUIRE A PERMIT?

The following special events require an event permit:

- Any event that requires a street closure (ex: parades/block parties/ farmers market)
- An event held on City property including parks, streets, sidewalks or City parking lots. If your event changes the normal, everyday use of this space for the public and/or includes major components such as: power, tents, special tables, inflatables, or amplified music.
  - Current park spaces are available on a first-come, first-serve basis. Normal uses, such as birthday parties, family picnics, etc. do not require any kind of permit.
- Events held solely on private property, that is not regularly permitted to hold special events, and may impact the surrounding area will require a permit. Including:
  - Event that requires City Power and/or utilities (ex: food trucks)
  - Event that changes the primary use of the space (ex: residential or vacant land to commercial)
  - Event that includes large tents (Fire Marshall approval required)
  - Events that are open to the broader public

### INSURANCE REQUIREMENTS

You are required to provide evidence of insurance coverage\* in the amount of \$1,000,000 naming the City of Buckley as an additional insured for these events, including, but not limited to the following:

• Parades	• Street Fairs	• Fun Runs
• Bicycle Races	• Wine Walks	• Car Shows

Additional Insured Endorsement shall be included with the certificate of insurance (CG 2010 series or equivalent). Please have your insurance agent add the following wording:

*The City of Buckley, its officers, officials, employees, volunteers and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the permittee in connection with this Special Events Permit.*

**Amusement ride vendors and food vendors must also provide insurance naming the City as additional insured.**

Please provide a copy of the insurance certificate and the endorsement form either with this application or send to [info@cityofbuckley.com](mailto:info@cityofbuckley.com)

## ATTACHMENT A

Please use this map **or** attach an additional map to show the total area impacted by your event and permit request if applicable to your event.

Clearly highlight all streets you are requesting to close and indicate the areas where closures will occur.

Please place an **X** at the start and end points of street closures.

