



City of Olympia, Washington

2009 Festival Event

Application for Use of City Property

Use the attached form to request permission to hold all or part of an outdoor community festival on City of Olympia property (streets and parks).

To be considered, your event must:

- Be sponsored by a non-profit organization that is registered as such with the Washington Secretary of State.
- Operate no longer than five (5) days in duration, and held no more than once per year.
- Open to the public, without any admission charge.

To give adequate time for review and facility reservation, your application must be submitted at least ninety (90) days prior to the first day of proposed event use.

If your proposed activity is not an outdoor community festival event and you wish to request use of City property, contact:

- Olympia Parks, Arts and Recreation Department, (360) 753-8380, for information about private rentals and other reservations at City parks (including Percival Landing and The Olympia Center);
- Olympia Police Department Traffic Division, (360) 753-8419, for street closures for parades, demonstrations, marches, and block parties.

To reserve use of Heritage Park/Capitol Lake, Sylvester Park, Marathon Park, and the Capital Campus, contact the Washington State Department of General Administration, (360) 902-8881.

Except for events organized and sponsored by Olympia City government, prior year event hosting does not guarantee current or future year permitting. The City will not permit other event use of City property in downtown Olympia the same days as Spring and Fall Arts Walk.

Due to negative impact on adjacent businesses, beginning in 2009, the City will only allow event street closure of Water Street/7th Avenue adjacent to Heritage Park for Capital Lakefair which has used that space for decades and is too large to be fully accommodated at Heritage Park.

APPLICATION FILING: Mail original, signed/dated application, with attachments, to: City of Olympia Executive Office, PO Box 1967, Olympia, WA 98507-1967; or deliver to Olympia City Hall, 900 Plum Street SE, Olympia, Washington.

Questions? Contact Cathie Butler, (360)753-8361, cbutler@ci.olympia.wa.us.



City of Olympia, Washington 2009 Festival Event Permit Application

Event Name

Event Website Address

Event Sponsor Name and Address (must be a registered non-profit organization)

Requested Property

(Note: There is a \$50 per block per day street usage fee to be paid at the time of permit issuance.)

Dates and Hours of Event Operation, and Average Number of people expected each day

Dates and Hours of Event Set Up

Dates and Hours of Event Dismantling

List event activities that will take place on the requested City property (attach a map showing the location and proposed layout of your activities).

Who is the primary contact for your event and how do we reach them?

Name:

Address, include zip code:

Phone number:

Cell phone for emergency contact during the event:

Email:

Who is the back-up contact for your event and how do we reach them?

Name:

Address, include zip code:

Phone number:

Cell phone for emergency contact during the event:

Email:

City Services Requested

(Note: City staff will review the requests and notify the primary contact whether or not staff/supplies are available as requested and any conditions. Event sponsor will be billed for staff overtime, utility charges, and out of pocket expenses related to the event).

Check ALL City services that are requested:**STREET CLOSURE:**

_____ Drop-off _____ (#) signs and _____ (#) barricades for event sponsor to _____ close streets.

_____ Street closure done by City staff.

(Note: depending on potential risk, the City may require that street closure is done by City staff).

SITE CLEAN-UP:

_____ Before event site and/or litter clean-up by City staff.

_____ During event site and/or litter clean-up by City staff.

_____ After event site and/or litter clean-up by City staff.

Describe the nature of the requested clean-up services:

UTILITIES:

_____ Water at the event to be used for the following purpose(s):

_____ Recycling, including City of drop off clear-stream recycling containers to place throughout the event; and advance drop-off and placement of dumpsters for recycling and removal/disposal of recyclable materials after the event.

_____ estimated number of containers needed; Included should be one clear stream recycling container per beverage vendor.

_____ Garbage pick-up, including advance drop-off and placement of dumpsters and collection/disposal of garbage during or after the event.

If the City is not providing garbage/recycling services, describe how to you intend to dispose of debris/garbage/recycling generated at your event.

PUBLIC SAFETY:

_____ Crowd and/or traffic control provided by Olympia police department.

(Note: for public safety, the City may require event sponsor to pay for and/or provide specific public safety services). Describe nature of police services requested:

OTHER:

List other requested City services, supplies, and/or equipment that apply to your event:

Information about your Event Logistics

FOOD:

Will you be serving and/or selling food at your event? _____ yes; _____ no

If yes, will anyone associated with your event be cooking or warming the food on site?
_____ yes; _____ no

How many food vendors to your expect? _____

Note: Cooking booths will require a Fire Marshall inspection and temporary fire permit, in addition to Health Department inspections and permitting.

TENTS:

Will there be tents set up at your event? _____ yes; _____ no

Where will you be placing the tents, and how will you secure them?

Note: _ peg, stakes, spikes, etc may not be driven into City streets/sidewalks. Tents greater than 200 square feet and canopies greater than 400 square feet require a Fire Marshall inspection and temporary fire permit.

AMPLIFIED MUSIC:

Will you have amplified music at your event? _____ yes; _____ no

ELECTRICITY:

Is electricity needed for your event on City property? _____ yes; _____ no

If yes, describe how you intend to provide it.

GREY WATER:

Will you be disposing of grey water (wash water) at your event? _____ yes; _____ no

If yes, describe how you intend to dispose of it. (Note: grey water (wash water) may NOT be dumped down City storm drains).

FREE SPEECH:

Describe how you intend to accommodate free speech at your event.

RECYCLING PLAN:

The City of Olympia is committed to reduce waste and increase recycling. Please describe how you intend to minimize waste and encourage recycling or composting of waste generated by your event.

OTHER INFORMATION:

Provide any other pertinent information about your event and your request to the City. Use additional sheets of paper if necessary.

ATTACHMENTS:

I have attached:

- A map or maps showing the requested event location and site layout.
- A print out from the Secretary of State's website of the current non-profit corporation registration status for the event sponsor.
- If applicable, a list with names and addresses of all business/property owners notified that a street closure request is being made to the City for a festival event and a copy of the notification letter.
- A check for \$50 payable to the City of Olympia for a Community Event Business License, if not already obtained for 2009.

ACKNOWLEDGEMENT AND SIGNATURE:

I have read the complete application packet. To my knowledge, the information provided in this application is accurate and complete. I understand that the City of Olympia may request additional information in order to fully assess health, safety and welfare implications of the use of City property for the proposed event.

If a permit is issued, I and the event sponsor and all persons associated with implementing the event agree to abide by any and all reasonable conditions imposed by the City of Olympia related to the festival event.

I understand that once filed with the City, this application is a public document and that the City intends to post it on the City of Olympia website.

Signature: _____ **Date:** _____

Printed signature name:

Relationship to the Sponsoring Organization:

Phone number:

Email: