CITY OF PORTWASHINGTON EVENT PERMIT APPLICATION

All information must be filed with the City Clerk not less than 30 days prior to your event.

ORGANIZATION SPONSORING EVENT: ________________________________________ TYPE OF EVENT: __________________________

NAME OF EVENT: ________________________________________ DATE & TIMES OF EVENT: __________________________

NOTE: If holding a Run, the PWPD does not provide personnel to assist. Flag people are your responsibility.

CONTACT PERSON NAME: ____________________________ PHONE: __________________________

EMAIL: ____________________________

PERSON IN CHARGE OF THE EVENT & CELL PHONE NUMBER: __________________________

EVENT ROUTE/LOCATION: __________________________

INCLEMENT WEATHER PLAN: __________________________

WILL EVENT REQUIRE CLOSING OF CITY STREETS: YES  OR  NO

IF SO, WHICH STREETS DO YOU REQUIRE TO BE CLOSED: __________________________

DATE COORDINATED WITH CITY STREET DEPARTMENT: ____________ POLICE DEPARTMENT: ____________

PARK AND REC DEPARTMENT: ____________ DATE RETURNED TO CITY CLERK: ____________

WILL EVENT SERVE FOOD AND/OR BEER: YES  OR  NO

IF YES, NAME YOUR DISTRIBUTORS: __________________________

DO YOU REQUIRE PORTABLE BATHROOM OR WASH FACILITIES: YES  OR  NO

IF YES, NAME PROVIDER: __________________________

COMPANY PROVIDING TRASH REMOVAL: __________________________

DATE CLASS _____ LICENSE PERMIT FILED: ____________

DATE CERTIFICATE OF INSURANCE FILED WITH CITY CLERK: ____________

The event organizers are responsible for all coordination. Failure to follow the steps outlined above and coordinate with the applicable city agencies could result in a denial of your event permit.

Other notes: Per city ordinance several other things are important to your event.

1. Animals are not allowed in festivals: City ordinance 11.02.150
2. If your event is serving alcoholic beverages you must establish an enclosed area particular to the consumption of the beverages. You must provide personnel to monitor your enclosed area to ensure no alcoholic beverages purchased within your area are carried out of the area. City ordinance 11.07.00 pertains to open containers or alcoholic beverages on the public way.
3. If your event requires security, you are responsible for arranging that. The PWPD can give you the names of several security companies.
4. You are responsible for all clean up at the conclusion of your event.