Event Request on City Property

Please submit the permit request at least 30 days prior to the event. Once an application is submitted, applicants will be notified by the City Administrator.

CONTACT PERSON INFORMATION

Name:_____ Email_____ Phone:_____

EVENT INFORMATION

Event Name: _____

Requested Location: _____

Estimated # of Attendees: _____

Event Date:_____ Start Time: _____ End Time:_____

Setup Date:_____ Setup Time:_____

Takedown/Cleanup Date:_____ Takedown/Cleanup Time:_____

Will City of Washington electricity be used? ___ No ___ Yes

Are you requesting road closures? If yes, please list specific streets, parade route, starting/ending point, etc.

Describe your event:

Rules of Use

- Alcoholic beverages are not permitted on City property.
- No drugs or illegal substances permitted on City property.
- Property must be cleaned after use (trash picked up, etc.).
- Attaching signs or other items to light posts, benches, trees, etc. is prohibited.
- Tents or canopies must be properly anchored using weighted ballasts.
- In the event of high winds, all tents and canopies are prohibited.
- Bounce houses or similar inflatable activities are prohibited unless approved by the City. If approved, you must provide minimum of $1,000,000 event insurance and list the City of Washington as additional insured.
- For-profit vendors must post a copy of valid Business License.
- City property is available at no cost for local community events.
- Eligible entities are local government agencies, non-profits, civic organizations and churches.
- Non-profits serving food must provide tax exempt letter or other valid documentation of non-profit status.
- Do not dig holes for any reason.
- Food and merchandise vendors not permitted to setup within 20' of an open business entrance unless the business has granted permission.
- Activities that may damage the lawn/park/landscaping are restricted.
- The City reserves the right to suggest an alternative date and/or time if deemed appropriate.

I have read the Rules of Use and agree to abide by them. I understand that failure to comply may result in cancellation of the scheduled event and/or result in the denial of future event requests. This event request is accurate to the best of my knowledge.

Signature:

Contact City Administrator, Jerry deBin, at jdebin@wga.gov or 706-678-3277 for more information.