

# Event Permit Request

The City of Washington welcomes safe and responsible group gatherings (concert, rally, festival, etc.) on city-owned property. To ensure public safety, a special event permit must be obtained from the City Administrator at least two weeks before the proposed event. To request a permit, please complete this form. Thank you!

Requested Date of Event:

Location:

Expected/Estimated Attendance:

Are you a resident of the City of Washington? YES NO

## Contact Person Information

Name:

E-Mail:

Phone:

Address:

## Event Information

Set-up Date:

Setup Time:

Opening Time:

Closing Time:

Take Down and Clean up Time:

Describe your event: \*Please attach additional sheets as needed

Will City of Washington electricity be used? Yes No

**Are you requesting road closures? If yes, a map of requested closures must be included in your application.**

You must inform the Sheriff's Department, Fire Department, and Emergency Services about your event.

- The Sheriff's Department has been notified:

Signature of Sheriff's Office Representative

- The Fire Department has been notified:

Signature of Fire Department Representative

- Emergency Services has been notified:

Signature of Emergency Services Representative

- City of Washington has approved:

Signature of City Administrator

## Rules of use

- Alcoholic beverages are not permitted on city property.
- No drugs or illegal substances are 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.
- Any tents or canopies have to be properly anchored using weighted ballasts. Ask for the tent safety sheet for more details.
- In the event of high winds all tents and canopies are prohibited.
- Bouncy houses, or any blow up activities not allowed unless approved by the City AND must obtain one day event insurance and list the City of Washington as secondary insured. Minimum of \$1,000,000 coverage for day/days of event.
- All 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.
  - If serving food must provide tax exempt letter or other valid documentation of non-profit status.
- Downtown specific
  - You must notify downtown business owners of event.
  - No person shall drive stakes, posts, or any other device or dig holes for securing stakes, posts, poles or another device for any reason. Including to erect a tent, stage, or other structure.
  - Food and merchandise vendors will are not permitted within 20ft of active business entrance, unless the business has given permission.
  - Activities that could damage the lawn are restricted.
  - The city reserves the right to suggest an alternative time or day if deemed appropriate.

**I have read the rules of use, I understand them, and I hereby agree to follow them. Failure to comply with the rules of use will result in cancellation of the scheduled event and/or result in the denial of future event requests.**

**I/an organization representative will attend the council meeting to answer any additional questions.**

**I submit the above use request and deem the above event information accurate to the best of my knowledge.**

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Signature/ Title

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Date

For additional information, contact City Administrator Jerry deBin at [jdebin@wga.gov](mailto:jdebin@wga.gov) or 706-678-3277.

**ACKNOWLEDGEMENT AND ACCEPTANCE OF LIABILITY BY ORGANIZATION**

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Name of Person Signing: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Where Event/ Activity Will be Held: \_\_\_\_\_

Date/Time of Event/ Activity: \_\_\_\_\_

In order to hold the above described event/activity on the above named public property, the above named Organization and/or above named person agrees to defend, hold harmless and pay on behalf of the City of Washington, its employees, agents and contractors, any demands, claims or suits arising out of the above named event/activity. I acknowledge that this is not an essential service provided by the City of Washington.

I understand and acknowledge that the event/activity described above involves risks to those involved and/or participating. I understand that these risks known or unknown, anticipated or unanticipated may result in injury, death, illness, disease or damage to those involved and/or participating and to their property, or to other persons or their property.

I have authority to bind and enter into this Agreement on behalf of the above named Organization; and I understand that entering into and signing this agreement affects the legal rights and obligations of the Organization named above, and I have authority to do so on behalf of the above named Organization. I accept this and sign this agreement of my own free will. My signature indicates that I have read this entire document, understand it completely, acknowledge that it cannot be modified or changed in any way by oral representations, and agree to be bound by its terms.

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

Position/Title: \_\_\_\_\_