



City of Tenino

Special Events/Parade Application

149 Hodgden St. South – P O Box 4019
Tenino, WA 98589
(360) 264-2368
www.ci.tenino.wa.us

Special Events/Parade Permit

A Special Events/Parade permit must be obtained from the City of Tenino by any individual, organization or group that wishes to host an event that may impact City roadways or properties in Tenino.

Instructions for obtaining a permit

- Allow a minimum of forty-five (45) days for processing.
- Complete the Special Events/Parade Application form and mail or deliver with all necessary information and attachments.
 - Include a map of the route
 - Attach the event traffic control plan, or identify if City Services are needed.
 - Identify any specific services requested from the City.
- Fees for a permit are based on the level of service required for the City of Tenino during the event. Charges may include traffic control (Tenino Police), setting up cones (Tenino Public Works), etc.
- Submit the form and attachments to:

Tenino City Hall
149 Hodgden St S
PO Box 4019
Tenino, WA 98589

- Failure to submit a complete application may result in denial of the use of streets, facilities and/or services.

Questions?

Please contact City Hall Staff at (360) 264-2368 for more information.



City of Tenino

Special Events/Parades

149 Hodgden St. South – P O Box 4019
 Tenino, WA 98589
 (360) 264-2368
www.ci.tenino.wa.us

USER GROUP RESPONSIBILITIES

To hold a special event or parade in the City of Tenino , your Organization is responsible for:	Timeline:
Turning in a completed Special Events/Parade Application to the City of Tenino. (late requests will be considered on a space available basis)	45-60 days before the event
Providing proof of liability insurance to the City of Tenino (specific insurance guidelines are described on the contract page.)	At least two (2) weeks prior to the start of the activity
Notifying the City of Tenino of cancellation or changes.	When event is modified or cancelled

STAFF	TITLE	DEPARTMENT	PHONE	EMIAL
Troy Cannon	Public Works Director	Public Works	(360) 264-2368 (360) 561-1506	publicworks1@ci.tenino.wa.us
Denise Nelson Ronna Barnes	Admin Clerk Court Clerk	Administration	(360) 264-2368	denise@ci.tenino.wa.us ronna@ci.tenino.wa.us
Don Moody	Chief of Police	Police	(360) 264-2626	dmoody@ci.tenino.wa.us



City of Tenino

Special Events/Parades

149 Hodgden St. South – P O Box 4019
Tenino, WA 98589
(360) 264-2368
www.ci.tenino.wa.us

SPECIAL EVENTS/PARADE CONTRACT

I have applied for use as legal representative of Experience Olympia & Beyond (VCB)
(name of organization/group)

I hereby certify, on behalf of my organization, that we understand and agree:

- The User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises. The User shall provide a certificate of insurance to the City of Tenino evidencing general liability insurance covering premises, products-completed operations and contractual liability. The City of Tenino shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence. The insurance policy shall contain, or be endorsed to contain that the User’s insurance coverage shall be primary insurance as respect to the City of Tenino. Any insurance, self-insurance, or insurance pool coverage maintained by the City of Tenino shall be excess of the User’s insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using City of Tenino facilities.
- To defend, indemnify and hold harmless the City of Tenino, their 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 use of premises or from any activity, or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Tenino.
- That permission to use the facilities granted may be revoked or canceled at any time by the City of Tenino and our association will have no claim or right to damages reimbursement for any loss, damage, or expense resulting for revocation or cancellation.
- All parties acknowledge and agree that the City of Tenino reserves the right to revoke this Special Events/Parade Contact for a group/organization at any time.

I have read and understand all conditions, rules, and regulations specified in the Special Events/Parade contract. I am authorized to sign on behalf of the group listed above.

Name (please print) Moira Davin

Address 103 Sid Snyder Avenue SW

City Olympia, Zip 98501 Phone (360) 704-7544

Signature _____ Date _____

City Approval _____ Date 01/24/19



City of Tenino

Special Events/Parade Application

149 Hodgden St. South – P O Box 4019
Tenino, WA 98589
(360) 264-2368
www.ci.tenino.wa.us

Organization: Experience Olympia & Beyond

Contact Person: Ms. Moira Davin

Address: 103 Sid Snyder Avenue SW
Olympia, WA 98501

Telephone: (360) 704-7500 **Fax:** () -

Email: moira@experienceolympia.com

1. Purpose of the special event/parade is: Highlight the Bountiful Byways route, discuss referrals and all the locations along the way and Tenino's unique relationship
2. Description of organizing group Visitor's & Convention Bureau
3. Date(s) and time(s) of special event/parade TBD (last week of February)
4. There will be an estimated 50 persons, 0 animals, 0 floats and 0 motor vehicles participating or engaging in the special event/parade.
5. Place, area, route or location, as applicable to the special event/parade (please attach a map or describe) The Quarry House
6. What portion of the sidewalks and streets indicated will be occupied by the special event/parade N/A
7. Are any temporary structures going to be erected? **Yes / No** (circle one) If yes, you must attach plans indicating clearly: a) the type of construction, b) seating arrangements, c) aisle arrangements, d) structural details and calculations of the seats and supports and e) location of all exits.

8. Is any open flame going to be used within the structure? **Yes**(**No**)(circle one). If yes, what precautions are to be taken to render it safe? _____

9. What provisions have been made for sanitary facilities for persons using the premises?
N/A (will use Quarry House restrooms)
10. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00.
11. You will furnish evidence to the City Clerk at the time of application of a liability insurance policy as described in the Special Events/Parade Contract.
12. The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/parade permit issued, and to abide by all the rules and regulations of the City of Tenino. We agree that the structure shall not be used as a place of assembly until the Fire Marshal of Thurston Co. Fire Dist. 12 has inspected the entire premises.
13. This application shall be accompanied by a proposed Traffic Control Plan to be reviewed and approved by the Public Works Director.
14. The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

Signature of Applicant

Please answer all questions above. If they do not apply, put N/A. Thank You.

DEPARTMENT USE ONLY:

Department Approval:

Public Works Director: _____ Date: _____

Fire Marshal: _____ Date: _____

Chief of Police: _____ Date: _____

Administration: _____ Date: _____

Building Official: _____ Date: _____

Permit Approved / Denied (circle one) Date: _____

City Official: _____ Title: _____

PERMIT # 20 _____ - _____

Internal Use Only				
Amount	Description	BARS	TR #	Date
\$100.00	Fee	001..322.90.00		
\$500.00	Deposit	001..389.00.00.02		
	Refund	001..586.00.00.02	Ck#	