

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 Tenino Combined PTSA
(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) Angela Salisbury

Address 2731 Merideth Dr SW

City Tenino Zip 98589 Phone 360-513-4804

Signature ASalisbury Date 9/22/23

City Approval _____ Date _____

(9) Is any open flame going to be used within the structure? Yes ___ No X If yes, what precautions are to be taken to render it safe? _____


(10) What provisions have been made for sanitary facilities for persons using the premises?
None/NA

(11) Will you deposit with the City Clerk at or before the time of the special event/exhibition a surety or cash bond for \$500.00 (Ordinance # ___) conditioned upon holding the City harmless from all liabilities or causes of action? Yes _____ No _____

(12) Will you furnish evidence to the City Clerk at or before the special event/exhibition that a public liability insurance policy in the amount of not less than \$50,000 for one person and \$300,000 for any one accident will be in effect during the time the structure is to be occupied as a place of assembly? Yes _____ No _____ NA

(13) 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/exhibition 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 Chief has inspected the entire premises.

(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

Together with any supplementary information as may be required by the City of Tenino, this form must be filed with the office of the City Clerk, (Mailing – P.O. Box 4019, Tenino, WA 98589) 149 S. Hodgden Street, Tenino, WA 98589 not less than 60 days prior to the special event/exhibition date to insure proper processing.

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

Department approvals:

Administration: _____ **Finance:** _____ **Police:** _____

Fire Dept: _____ **Public Works:** _____ **Parks:** _____



City of Tenino
Parades/Special Events Application

149 S Hodgden St. South
P O Box 4019
Tenino, WA 98589
(360) 264-2368

Organization: Tenino Combined PTSA

Contact Person: Angela Salisbury

Address: 2731 Merideth Dr SW Tenino

Telephone 360-513-4804 Fax _____

Email a.salisburyrdh@gmail.com

It is respectfully requested that a special event permit be issued to the above named organization.

The following items of information are submitted:

- (1) Purpose of the special event/exhibition is: PTSA Trunk or Treat
- (2) Description of organizing group: Tenino School District PTSA
- (3) Date and time of special event/exhibition: Saturday Oct 28, 2022
- (4) There will be an estimated 1000+ persons, 0 animals, 0 floats, and 30-40 motor vehicles participating or engaging in the special event/exhibition.
- (5) Place, area, route or location, as applicable to the special event/exhibition: (Please attach a map or describe)
See attached map

- (6) What portion of the sidewalks and streets indicated will be occupied by the special event/exhibition: E Central Ave (Blocked at Custer and S. Stage St)
Shenidan (Blocked @ Sussex)

(7) Please provide 3 references and dates of last 3 events/exhibitions:

- 1) Trunk or Treat 2022
- 2) Twinkle Tour 2022
- 3) Fall Fest 2022

(8) Are any temporary structures going to be erected? Yes ___ No If yes, you must attach plans indicating clearly the (a) 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.

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#	

