

Permit #:

## WHITMAN COUNTY SPECIAL EVENT PERMIT

For the Purpose of: _____	
Applicant's Name: _____	
Applicant's Address: _____	
Phone: _____	Fax: _____
Event Date(s) _____	Event Times: _____
Event Location ( <b>List <u>all</u> roads involved</b> ): _____	
Event Insurance: Yes: _____ Not Applicable : _____	
Insurance required for any event that takes place <b>ON</b> the County Road; i.e., 10K Run, Bike Race, etc.	

**This permit does not authorize closing of ANY county road. It merely permits the applicant to hold an event on a county road or in county road right-of-way.**

1. Is the event on a State Route? Yes \_\_\_\_\_ No: \_\_\_\_\_  
SR # \_\_\_\_\_ If yes, Letter from DOT \_\_\_\_\_
  
2. Is the event on a County Road: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please list all county roads. \_\_\_\_\_  
\_\_\_\_\_
  
3. Contact Sheriff's Department Regarding Traffic Control. (509-397-6266). Date \_\_\_\_\_  
Event coordinator must ensure that all traffic control meets WA state standards for proper road signage, high visibility clothing, hand held signs, etc.
  
4. Will food be served? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Menu: \_\_\_\_\_  
Commercially prepared food that requires no temperature control and is individually packaged does not require a permit. Examples would be candy bars and chips. Soft drinks, coffee, and tea are also non-potential hazards. A temporary Food Service Application Form and permit must be completed for all other food. Contact the Whitman County Health Department. (509) 397-6280.  
Permit # \_\_\_\_\_ **Vendors must provide a copy of their permit to Public Works.**
  
5. Restrooms must be provided within 200 feet of food service. There are no requirements regarding the number of facilities provided.
  
6. Will you be erecting a tent or canopy for this event? Yes \_\_\_\_\_ No \_\_\_\_\_  
Any tent of 200 sq. ft. or a canopy of 400 sq. ft. or more requires a building permit.  
Building Permit # \_\_\_\_\_

Fire codes must be met regardless of whether or not a building permit is issued. A fire lane and number of extinguishers varies with the size of the tent and will be addressed when applying for the building permit.

7. To the extent of applicable liability insurance purchased for this event, above named applicant shall save, keep, and hold harmless Whitman County, its officers, agents, employees and volunteers from all dangers, costs, or expenses in loss or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of any willful or negligent act or omission of applicant, or any of applicant's employees or members. Whitman County will not be held liable for any accident, loss, or damage from said event.

8. Applicant agrees to have the following hold harmless agreement as part of each application and to have each event participant sign an application bearing the same.

**"Participants shall save, keep, and hold harmless Whitman County, its officers, agents, employees, and volunteers from all damages, costs or expenses in loss or equity that may at any time arise or be set up because of damages to property or personal injury received by any act or omission of the participant as related to this event. Whitman County will not be held liable for any accident, loss, or damage which may occur as a result of this event."**

The applicant's obligation to indemnify and hold harmless hereunder shall not be limited to, per claim or in aggregate, the amount of insurance purchased for this event. *A certificate of insurance will be issued to Whitman County, stating that Whitman County its officers, agents, employees, and volunteers as named insured.*

9. Applicant agrees that it is using this location within Whitman County without warranty by Whitman County as the adequacy of said location(s) for said event in regard to maintenance, traffic control, or obstacles.

10. Applicant shall provide \$ 1,000,000.00 liability insurance for said event (if applicable).

**11. Applicant shall provide all guards, monitors, signs and traffic control and other safety devices required for said event. Safety provisions and plans shall be coordinated with the Whitman County Sheriff's Office.**

**12. Applicant agrees to be responsible for all clean up required as a result of said event. Any alteration or modification to the county road or right of way shall be restored to its original condition upon completion of special event.**

WHITMAN COUNTY

Conditions Accepted by Applicant

\_\_\_\_\_  
W. Mark Storey  
Public Works Director/County Engineer

\_\_\_\_\_  
Applicant's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CC: Operations Manager, District Supervisor, Sheriff's Office, Building Department, Health Department