



Port of Walla Walla
310 A Street
Walla Walla, WA
99362

Phone: (509) 525-3100 Fax: (509) 525-3101

This is a request to utilize roads or property under the jurisdiction of the Port of Walla Walla. **The fee for this permit is \$20.** Please make checks payable to the Port of Walla Walla. Processing will commence upon receipt of payment of processing fee.

This permit is available at the Port of Walla Walla office or online at [Link TBD]

SPECIAL EVENT PERMIT APPLICATION

Primary Contact: Cell Phone:

Secondary Contact: Cell Phone:

Name of Organization: Business Phone:

Name of Event:

Start Time: End Time: Application Submission Date:

Address of Applicant:

Email Address: Date(s) of Event:

Name of Emergency Medical Services Provider:

Dates of News Release: Expected Number of Participants:

All signing requirements and traffic control meets MUTCD, WA State Bicycle Racing Guidelines, RCWs and Rules of Road. **(Be sure to attach a copy of your Traffic Control Plan)** Yes No Expected Number of Participants on the Road at any One Time:

Map Included?

Participant entry form includes indemnification and hold harmless clause on behalf of Port of Walla Walla. **(Attach Copy)** Yes No Number of Traffic Control Personnel On Site:

Certificate of Insurance Attached? (naming Port of Walla Walla as additional insured) Yes No Fire District Notified of the Event? Yes No

Certificate of Insurance—Liquor Liability? (If Alcohol is being consumed on premises) Yes No Law Enforcement Notified of the Event? Yes No

As Per the Special Events Policy (5/12/2015): The minimum Permit Fee for events sponsored by individuals or entities involving 1-99 participants shall be \$150.00, plus \$1.50 or more for each individual participant if a fee is charged to participate in the event. The minimum Permit Fee for events sponsored by individuals or entities involving 100 or more participants shall be \$200.00, plus \$2.00 or more for each individual participant if a fee is charged to participate in the event. The minimum Permit Fee, including the fee charged for each individual participant, may be adjusted in the sole discretion of the Port depending on the nature of the event, the level of participation and the entry fee to be charged by the sponsor. All Permit Fees shall be paid 30 days in advance of the event, using an estimate of the anticipated number of participants, with a final payment adjustment based on the actual number of participants to be made by the sponsor to the Port within 10 days following the conclusion of the event. All Permit Fees are due and payable to the Port in addition to the required, non-refundable Application Fee.

Check Here if there is a fee for participating in the Event.

Total Special Event Fee:

Special Event Fee Included?

Yes No

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Applicant/organization indemnifies and holds harmless the Port of Walla Walla from any suit, claim or action for injury or death or other cause of property damage arising from the issuance of this permit. Applicant certifies that the information given herein, including all submittals and attachments is true and correct to the best of his/her knowledge. Applicant understands that conditions may be placed on this request if approved.

Signature:

Print Form

(Revised 6/26/2015)

Printed Name:

Events with Bicycles must fill out page three of this permit and attach a traffic control plan. Other events may be required to submit a traffic control plan as well.

Port Use Only

- | | | | |
|--------------------------------------|---|--|---|
| Application Permit Fee Paid? (\$20) | <input type="checkbox"/> Yes
<input type="checkbox"/> No | Special Event Fee of \$ <input type="text"/> | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| Fire District Notified? | <input type="checkbox"/> Yes
<input type="checkbox"/> No | Certificate of Insurance Attached; Port named as additional insured. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| Law Enforcement Notified? | <input type="checkbox"/> Yes
<input type="checkbox"/> No | Certificate of Insurance for Liquor Liability if required. Port named as additional insured. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| Traffic Plan Attached? (If required) | <input type="checkbox"/> Yes
<input type="checkbox"/> No | | |

Approved:

Date:



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This page must be submitted for bicycle events. Please be as clear and accurate as possible to avoid delays in processing.

BICYCLE SUPPLEMENT (Page 3)

Sanctioning Organizations:

Please check all that apply:

Enclosure(s)

- Totally Open Racecourse
- Partially Open Racecourse
- Totally Closed Racecourse
- Rolling Enclosure
- Protected Enclosure
- Caravan
- Other (Explain Below)

Race(s)

- Criterium
- Time Trial
- Road Race
- Stage Race
- Cyclocross
- Mountain Bike
- Multi-Sport Time Trial
- Multi-Sport Road Race
- Other (Explain Below)

Racecourse(s)

- Point to Point
- Circuit
- Out and Back
- Rolling Enclosure
- Other (Explain Below)

Traffic Control Plan Attached

Race Date:

Time:

Race Type:

Start Location:

Finish Location:

Race Date:

Time:

Race Type:

Start Location:

Finish Location:

Race Date:

Time:

Race Type:

Start Location:

Finish Location:

Race Date:

Time:

Race Type:

Start Location:

Finish Location:

Race Date:

Time:

Race Type:

Start Location:

Finish Location: