



Application Date _____

CITY OF PORTWASHINGTON EVENT PERMIT APPLICATION

All information must be filed with the City Clerk not less than 30 days prior to your event.

ORGANIZATION SPONSORING EVENT: _____ TYPE OF EVENT _____

NAME OF EVENT _____ DATE & TIMES OF EVENT: _____

NOTE: If holding a Run, the PWPd does not provide personnel to assist. Flag people are your responsibility.

CONTACT PERSON NAME: _____ PHONE _____

EMAIL _____

PERSON IN CHARGE OF THE EVENT & CELL PHONE NUMBER _____

EVENT ROUTE/LOCATION: _____

INCLEMENT WEATHER PLAN: _____

WILL EVENT REQUIRE CLOSING OF CITY STREETS: YES OR NO

IF SO, WHICH STREETS DO YOU REQUIRE TO BE CLOSED: _____

DATE COORDINATED WITH CITY STREET DEPARTMENT: _____ POLICE DEPARTMENT: _____

PARK AND REC DEPARTMENT: _____ DATE RETURNED TO CITY CLERK: _____

WILL EVENT SERVE FOOD AND/OR BEER: YES OR NO

IF YES, NAME YOUR DISTRIBUTORS: _____

DO YOU REQUIRE PORTABLE BATHROOM OR WASH FACILITIES: YES OR NO

IF YES, NAME PROVIDER: _____

COMPANY PROVIDING TRASH REMOVAL: _____

DATE CLASS _____ LICENSE PERMIT FILED: _____

DATE CERTIFICATE OF INSURANCE FILED WITH CITY CLERK: _____

The event organizers are responsible for all coordination. Failure to follow the steps outlined above and coordinate with the applicable city agencies could result in a denial of your event permit.

Other notes: Per city ordinance several other things are important to your event.

1. Animals are not allowed in festivals: City ordinance 11.02.150
2. If your event is serving alcoholic beverages you must establish an enclosed area particular to the consumption of the beverages. You must provide personnel to monitor your enclosed area to ensure no alcoholic beverages purchased within your area are carried out of the area. City ordinance 11.07.00 pertains to open containers or alcoholic beverages on the public way.
3. If your event requires security, you are responsible for arranging that. The PWPd can give you the names of several security companies.
4. You are responsible for all clean up at the conclusion of your event.