



**B. SCOPE**

Will admission, fees or donations be collected, or any items, product or services sold? YES\_\_\_ NO\_\_\_

If YES, describe: \_\_\_\_\_  
\_\_\_\_\_

- *Attach entry and gate fee schedule if applicable:*

*Please check each activity that will occur at the proposed event and add additional activities not listed.*

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- Retail or wholesale sales
- Food sales Pre packaged: \_\_\_\_\_ Prepared on site: \_\_\_\_\_
- Non Alcoholic beverage sales  
Describe serving container(s) \_\_\_\_\_
- Alcoholic beverage sales  
Describe serving containers(s) \_\_\_\_\_
- Alcoholic Beverages will be served and/or consumed but not sold.
- Carnival type rides
- Music Live: \_\_\_\_\_ Recorded: \_\_\_\_\_ Amplified/PA: \_\_\_\_\_
  - Describe number of musicians, group and type of music: \_\_\_\_\_
- \_\_\_\_\_
- Dancing or performances
- Tents, canopies, or other structures
- Portable or temporary electrical power
- Open flames including barbecues and propane fueled equipment
- Animal displays or demonstrations
- Motorized displays or demonstrations
- Equipment/vehicle displays & shows
- Aerial displays or demonstrations
- Competitive athletic events (runs, races, games)
- Dunk tanks, water balloons, or other water devices.
- Fireworks or pyrotechnics
- Other (Please describe)
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_
  - 4) \_\_\_\_\_
  - 5) \_\_\_\_\_

## C. DESCRIPTION & SUPPLEMENTALS

### 1. Submit a grounds set-up plan to include locations of:

- Temporary fence lines and admission gates
- Parking areas
- Vendor/exhibit/performance/display areas & fields
- Spectator viewing
- Portable toilet locations (*A port-a-potty must be provided by the renter based on event location, numbers attending and whether or not overnight camping is occurring.*)
- Garbage and dumpster locations
  - IMPORTANT NOTE: If bottled or canned beverages are sold or provided at your event, State law now requires vendors to provide recycling containers and to arrange for the transport and recycling of the containers.
- Public access and traffic flow
- Location of food and beverage service areas
- Power and utility distribution
- Security stations

### 2. Describe the following in narrative:

- Parking/traffic flow
  - Organization/person in charge of parking and traffic control
  - Anticipated number of vehicles
  - Off site parking plans
- Security and EMS planning
  - Number of security personnel and firm
  - Qualifications of personnel
  - Location and duties during event
- Sanitation and garbage disposal
  - Number of portable toilets and disposal plan
  - Number of dumpsters, garbage cans and disposal plan
  - Cleaning and maintenance plan during and after the event
- Utilities
  - Water and electrical distribution needs
  - Name and contact information of certified electrician
- Facilities and areas proposed to be used
  - Include all buildings, trails, and other public areas
- Describe all areas and locations where food and beverages are being served
- Animal control
  - Type of activities involving animals
  - Animal waste disposal and clean up plans
  - Will pets be allowed at the event?

### **RETURN COMPLETED APPLICATION AND SUPPLEMENTALS TO:**

**WHATCOM COUNTY PARKS & RECREATION DEPARTMENT  
3373 MOUNT BAKER HIGHWAY**

BELLINGHAM, WA 98226

FAX: 360-676-1180

[www.whatcomcounty.us/parks](http://www.whatcomcounty.us/parks)

## INSURANCE REQUIREMENTS Whatcom County Parks & Recreation Department

**-KEEP THIS PAGE FOR REFERENCE-**

Groups and organizations holding special events on park properties and facilities must file with the Whatcom County Parks and Recreation Department at least (30) days prior to the start of their event, a certificate of insurance giving evidence of adequate and proper liability insurance- including products liability when dispensing or supplying any confections, foods, liquors, or other beverages. Such insurance shall be provided by insurer(s) authorized to conduct business in the State of Washington.

Limits of bodily injury and property damage liability shall not be less than \$1,000,000 CSL.

Certificate of insurance must contain the following provisions:

***“It is agreed that the insured shall release, indemnify, defend, and hold harmless Whatcom County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney’s fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting or arising out of the performance under this agreement by contractor, its officers, employees, agent or assigns. Whatcom County does not waive, and specifically reserves its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Title 4 of the Revised Code of Washington.”***

Certificate must stipulate that coverage is provided at the location and for the event or activity permitted.

When occupancy is for a period of time in excess of one special event or occupancy, certificate must include the following stipulations:

***“In the event of cancellation of or any reduction of limits in the insurance as shown herein, this Company will give (10) days prior notice by mail to the party to whom this certificate is addressed at the address stated herein”***

Certificate to be signed by an authorized representative of the issuing Company.

- *Failure to provide the necessary certificate of insurance prior to the event will result in forfeiture by the Lessee of all fees paid, cancellation of the event, and nullification of this contract and all agreements.*

Revised 09/15/09