

# LAND USE PERMIT SPECIAL EVENT PERMIT APPLICATION



## Applicant/Sponsoring Organization

Name:	
Mailing Address:	
City, State, Zip Code:	
Phone:	
Email Address:	
Organization (if any):	
Contact Person "on site" day of event:	
Contact Person Phone number:	
Special Event Permit Fee \$25.00 Paid?	

## Event Information

Type of Event (Check all that apply)		
<input type="checkbox"/> Run	<input type="checkbox"/> Street Fair	<input type="checkbox"/> Private Party
<input type="checkbox"/> Walk	<input type="checkbox"/> Festival	<input type="checkbox"/> Other
<input type="checkbox"/> Parade	<input type="checkbox"/> Fireworks/Pyrotechnics	
Event Title:		
Event Date:		
Event Location:		
Time (include set up/clean-up):	Start:	End:
Publish to the City Calendar?	<input type="checkbox"/> Yes, publish it!	<input type="checkbox"/> No thank you

## Overall Event Description

Briefly explain event and activities:

## Parade/Street Closure Information

Name of Streets to be closed:		
	Between	and
	Between	and
	Between	and
	Between	and

Parade/Walk/Run Route Events must include a map with this application and indicate direction of traffic (floats or vehicles, walkers, runners, participants) flow. A hand drawn map is acceptable. It needs to be clearly marked with noted landmarks and street names. This section will be approved by the Public Safety Department and will be dependent upon staffing.

## Promotional Information

Please describe marketing and promotional effort for the event:
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### Things to Consider While Planning Your Event:

- What is your parking plan for this Event?
- Will traffic control be required?
- Consumption of Alcohol or Drugs is not permitted on City of Dillingham Lands.
- Do you have enough volunteers/staff to control the event and clean up afterwards?

## Rules and Regulations

- A non-refundable processing fee is required at the time the application is submitted to the City of Dillingham. Special Land Use Event Permits are \$25.00.
- Reservations may be made up to 6 months prior to an event.
- If the Event is open to the public, you can ask for it to be published on the City of Dillingham website community events calendar.
- A site map is required if you are requesting to close roads, have a parade, sponsor a walk or run Event.
- Road closure types of events will need additional approval from the Dillingham City Manager to be approved.
- Large scale events, and events requiring road closures, may require a Traffic Control & Staffing Plan.
- Only readily removable barricades (i.e., vehicles, cones, sawhorses) may be used for street closures.
- Emergency vehicle access must be always maintained.
- All debris, trash, tents, must be removed from the event site immediately after the event. Failure to do so will result in additional charges for removal and disposal of all materials/trash left at the site.
- Public restrooms are available only at the Dillingham Boat Harbor and are not always available. Please advise your event participants of the limitation of public restrooms.
- You must receive approval for your event before you promote, market, or advertise your event.
- Acceptance of your Special Land Use Event Permit Application is not a guarantee of the date, location, or an automatic approval of your event.
- Any City of Dillingham Department that may be affected by your event will be asked to review the application. Those departments may request you to apply for additional permits (example would be a burn permit), which could add additional time to the permit process.
- The Dillingham Volunteer Fire and Rescue Squad and Dillingham Police Department may review the Event Application for the following: route for emergency vehicle access, use of fireworks or open burns, or on-site fire suppression equipment.
- General Liability Insurance Coverage of one million (\$1,000,000.00) must be acquired before an event and maintained during the event, including set-up and clean-up periods. The standard proof of insurance is the ACRD certificate form. Coverage verification provided on an insurance companies certificate form is also acceptable. The name of the insured, the insurance carrier, the policy number and coverage of the limits must be stated on the certificate of insurance, as well as the effective and expiration dates of the coverage. The name on the insurance **MUST BE THE SAME ON THE PERMIT APPLICATION**. An endorsement of "The City of Dillingham, PO Box 889, Dillingham, AK 99576" as additional insured must be stated on the certificate of insurance, and filed with the Planning Department, withing seven (7) days prior to your event.

**Agreement and Signature**

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the person or organization listed on this application to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed):	
Signature:	
Date:	

**IN OFFICE USE**

**Distribute Application as Appropriate for Approval before issuing Permit**

Planning Dept.	Approved: _____ Yes _____ No	Signature:
City Manager	Approved: _____ Yes _____ No	Signature: