

CITY OF WASHINGTON
COMMUNITY PAVILION
SPECIAL EVENT APPLICATION
2023



Thank you for your interest in the City of Washington's Community Pavilion

[The Rental Fee for the Community Pavilion is \\$750 per day and a Security Deposit of \\$200 is required.](#)

[A reduced rate of \\$600 per day is available for non-profit organizations based on availability.](#)

Please complete the attached Special Events Application and return it to my office. You will be notified within 7 to 10 working days as to whether your application has been approved or denied.

Christy Bean Rowing
Director, City of Washington Citywide Development Corporation
273 South Main Street, Washington PA 15301
Crowing@pcrg.org

8. Billing

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

9. Event On-Site Contact Person (Name & Title): _____

Phone Numbers: Office: _____ Cell: _____ Fax: _____

C. EVENT DESCRIPTION & HISTORY

10. Please describe the event to be held in as much detail as possible. Attach additional sheets if necessary.

Has this Event been held in Washington or any other city previously? Washington Other

Recent History:

<u>Date</u>	<u>Event Name</u>	<u>Neighborhood</u>	<u>City</u>	<u>Attendance</u>
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PUBLIC SAFETY REQUIREMENTS

All services for Police, Fire, and EMS are at an additional cost and not included in the rental fee

12. **Washington Police:** What services are requested from the Washington Police? All road closures must be filed with the Washington Police Department and Penn DOT in addition to this application. A copy of the road closure approval from Penn DOT must be forwarded to crowing@pcrg.org

Road Closures Security

What Service are requested: _____

What are your security plans for the event?

Hiring Off-Duty Washington Police
 Private Security Firm Other:

13 **Washington Fire Department:** Some aspects of an event may require additional permits from the Washington Fire Department.

14. **Emergency Medical Services:** Are you using EMS for your event?

- Yes No

If Yes, what services will you be using. _____

EMS coverage is required at all 5K and larger races. EMS is also required for any events with over 5,000 combined participants & spectators.

E. DEPARTMENT OF PUBLIC WORKS

All services for the Department of Public Works, whether or not identified or requested in this application, are at an additional cost and are not in rental fee.

15. Barricades, Fencing, and other services:

- a. Are you closing any roadways for your event: Yes No

If Yes, please list the exact location and number of barricades or fencing needed at each location. Attach additional sheets if necessary.

16. Clean Up Plan: Please list your clean-up plans below.

17. Recycling: Events that expect 200 or more individual guests per day are encouraged to recycle beverage containers such as glass, plastics, aluminum & steel cans (co-mingled material), and corrugated cardboard

- a. How will recycling be provided at your event? (Check ONE only)

We do not expect to have more than 200 individual guests per day

Private/hauler contractor

Contractor name: _____

Self-collection with own or rented containers

Location/Company where materials will be taken: _____

Self-collection with City-owned containers

18. Banners and Signs: Are you requesting to display banners or signs at your event?

- Yes No

Signs are not permitted on trees, light poles and permanent sign posts.

H. VENDING / SALES / ALCOHOL

25. Vending & Sales: Are you having anything for sale or distributed at your event?

Yes No

a. If Yes, please list items: _____

26. Is alcohol (beer/wine/liquor) being served, sold, distribute, or consumed at your event?

Yes No

a. If Yes, check all that apply: Beer Wine Liquor

To Purchase an Alcohol Permit from the City of Washington, you must complete an application form at least 30 days before your event. The person who purchased the permit must be at least 21 years old and take full responsibility that participants adhere to State and Local laws with regard to the consumption of alcohol. The Alcohol Permit is \$50.00, and ID is required. See the City of Washington website for more information regarding the Alcohol Permit.

A copy of your Pennsylvania liquor license must be attached to this application. Extension of premises permits are required through the Liquor Control Board. All requests must be submitted to the LCB at least 30 days in advance.

G. MISCELLANEOUS INFORMATION

Restrooms are available at the pavilion. You are responsible for the opening and closing of the restrooms at the close of your events. Should the restrooms experience a maintenance issue during the event, they are to be closed for the remainder of the event. We are not able to provide maintenance or cleaning during the event.

The restrooms will be cleaned before the event and stocked with supplies. There will not be cleaning during the event. Should they become inhospitable, please close them for the remainder of the event. The first business day after the event, they will be expected for excessive debris. If the restrooms are found to be excessively dirty – you will incur an additional cleaning fee.

You are responsible to make sure the restrooms are monitored during you event and securely locked at the close of the event. Any damage will result in additional fees and may exclude you from renting the pavilion in the future.

INSURANCE & INDEMNIFICATION

Due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions:

1. All Athletic Competition Events.
2. Any Special Event involving animal (s), fireworks, automobile (s) or other vehicle (s), including but not limited to, or motorcycles, or the sale of food.
3. Where required, the Applicant shall maintain insurance in the amount specified below to cover the entire duration of the Event. The Applicant shall attach a certificate of insurance duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company, evidencing the following minimum coverage(s) and specifically identifying The City of Washington as an additional insured, which insurance shall be non-cancelable, except upon thirty (30) days prior written notice to the City of Washington:

General Liability	Individual Occurrence	Aggregate
Bodily injury, including death	\$500,000.00	\$1,000,000.00
Property damage	\$ 50,000.00	\$ 100,000.00

All policies must be made on an occurrence basis. Claims-made policies are not acceptable.

- a. Liquor Liability. Where the Applicant seeks to hold an event involving the sale of alcoholic beverages and has otherwise been granted all necessary permits for such purpose, he/she/it shall provide and maintain a policy or policies of Liquor Liability Protection with limits of not less than \$1,000,000. Such insurance shall be evidenced on the certificate of insurance provided to the Mayor's designee with this Application.

Is insurance required for this event? Yes No

Indemnification statement:

Where insurance is required, the Applicant when filing a permit application shall represent, stipulate, contract and agree that it will indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the Applicant's activities authorized by the Special Event Permit. **Is this indemnification statement required for your event?** Yes No

ACCEPTANCE OF TERMS

PLEASE READ EACH OF THE FOLLOWING STATEMENTS AND INITIAL EACH BLANK SPACE TO CONFIRM YOUR UNDERSTANDING OF THE FOLLOWING TERMS AND CONDITIONS THAT APPLY TO ALL EVENTS APPLIED FOR THROUGH THIS APPLICATION:

APPLICANT UNDERSTANDS THAT ALL COSTS FOR POLICE, FIRE OR PUBLIC WORKS OR OTHER CITY OF WASHINGTON EMPLOYEES PERFORMING WORK EXPRESSLY REQUESTED BY APPLICANT IN ASSOCIATION WITH THE PERMITTED EVENT MUST BE PAID IN ADVANCE, IF CHARGES ARE TO BE INCURRED.

APPLICANT UNDERSTANDS THAT A COPY OF THE APPROVED PERMIT FOR THIS EVENT MUST ALWAYS REMAIN ON-SITE FOR REVIEW.

APPLICANT UNDERSTANDS THAT IF APPLICANT'S EVENT INVOLVES THE CONSUMPTION OF ALCOHOL, APPLICANT MUST OBTAIN PROPER PERMISSIONS FROM THE LIQUOR CONTROL BOARD BEFORE APPLICANT'S APPLICATION CAN BE APPROVED.

APPLICANT UNDERSTANDS THAT THE CITY OF WASHINGTON IS NOT ABLE TO OR RESPONSIBLE FOR PROVIDING AMENITIES SUCH **AS** PORTABLE RESTROOMS, SOUND SYSTEMS, TABLES, CHAIRS, OR SUPPORT MATERIALS OR SERVICES OUTSIDE OF THOSE AGREED **TO** IN THIS APPLICATION.

APPLICANT UNDERSTANDS THAT IT IS REQUIRED TO SECURE PORTABLE RESTROOMS, TRASH CONTAINERS, AND ALL OTHER AMENITIES REQUIRED BY THIS APPLICATION TO SUPPORT THE EVENT.

APPLICANT UNDERSTANDS THAT ANY DAMAGE OR PERSONAL INJURY OCCURS DURING THE USE OF THE COMMUNITY PAVILION, **APPLICANT** WILL BE HELD RESPONSIBLE. APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF WASHINGTON **FROM** ANY AND ALL CLAIMS ARISING FROM PERSONAL INJURY AND ANY AND ALL DAMAGE TO THE COMMUNITY PAVILION OR THE SURROUNDING AREAS DIRECTLY CAUSED BY THE APPLICANT, ITS GUESTS OR VENDORS IN CONNECTION WITH THE EVENT.

APPLICANT UNDERSTANDS THAT IT IS RESPONSIBLE TO PAY FOR REPAIRS TO THE PAVILION OR CITY PROPERTY FOR DAMAGE CAUSED BY APPLICANT'S EVENT, AS ASSESSED BY THE PUBLIC WORKS DIRECTOR.

IF INSURANCE IS REQUIRED BY THE TERMS OF THIS APPLICATION, APPLICANT MUST SUBMIT A CERTIFICATE OF INSURANCE **NAMING** THE CITY OF WASHINGTON AS ADDITIONAL INSURED TO THE OFFICE OF THE MAYOR NO LATER THAN 10 DAYS PRIOR TO THE EVENT. A PERMIT WILL NOT BE ISSUED IF AN ACCEPTABLE CERTIFICATE OF INSURANCE IS REQUIRED AND IS NOT RECEIVED.

APPLICANT'S APPLICATION WILL NOT BE REVIEWED IF I HAVE NOT SUPPLIED A PAYMENT OF \$350/DAY AND A ~~(\$200)~~ **SECURITY** DEPOSIT. THE SECURITY DEPOSIT WILL BE REFUNDED AFTER THE EVENT PROVIDED THERE IS NO DAMAGE TO THE **COMMUNITY** PAVILION OR SURROUNDING AREA AND ALL TRASH, DEBRIS AND EQUIPMENT HAVE BEEN REMOVED NO LATER THAT 8:00 AM THE DAY FOLLOWING THE SCHEDULED EVENT.

IF APPLICANT CANCELS ITS EVENT, APPLICANT MUST NOTIFY THE CITY AS EARLY AS POSSIBLE SO AS TO CUT DOWN ON ANY COST RECOVERY. APPLICANT WILL BE CHARGED FOR CITY SERVICES PROVIDED IN ADVANCE OF THE EVENT UP THROUGH THE TIME OF NOTIFICATION.

APPLICANT HAS CAREFULLY READ ALL OF THE ABOVE INSTRUCTIONS, RULES, REGULATIONS, BOTH HERE AND ON ALL THE PAGES IN **THIS** APPLICATION AND AGREE TO ABIDE BY THE REQUIREMENTS CONTAINED THEREIN.

APPLICANT (LEGAL NAME OF THE INDIVIDUAL OR

ORGANIZATION): _____

NAME OF AUTHORIZED SIGNING PARTY IF THE APPLICANT IS AN ORGANIZATION

(PRINT): _____

TITLE/POSITION: _____

SIGNATURE: _____

