



## SPECIAL USE PERMIT APPLICATION

*This application must be submitted 30 calendar days prior to the requested event. If you require additional space to describe any event details, please attach all accompanying documents at the end of the application.*

### Applicant Information

**Event title:** \_\_\_\_\_

**Event organization:** \_\_\_\_\_

**Organization website:** \_\_\_\_\_

**Name of event coordinator:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

*If there is a different on-site/day-of contact, please provide the details below.*

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Is your organization a non-profit?** Yes No

*If yes, please include the Section 501(c)(3) number:* \_\_\_\_\_

**Date of application:** \_\_\_\_\_

Please attach the following:

- Site map or plan (base maps are provided at [www.keypenparks.com/special-use-permits](http://www.keypenparks.com/special-use-permits)).
  - Please list all desired locations to reserve, referencing the maps provided on the website above.
- Parking map or plan for participants and spectators
- Route map or plan (if applicable, include walk/run routes as well as vehicle routes for setup)
- All plans and maps must:
  - Be clear, legible, and reasonably to scale
  - Have North indicated by directional arrow
  - Indicate where parking volunteers will be stationed for overflow parking
  - All spaces and structures included, labeled, and described.
- If necessary, describe plans for on-site security, route/parking control, or medical assistance.

## Event Details

Date(s) of event: \_\_\_\_\_

Begin set up at: \_\_\_\_\_

Event end time: \_\_\_\_\_

Event start time: \_\_\_\_\_

Teardown concluded at: \_\_\_\_\_

Desired location of event: \_\_\_\_\_

Brief description of the event:

Is the event open to the public?  Yes  No

If no, do you want exclusive access to the space?  Yes  No

Expected number of attendees/participants/spectators: \_\_\_\_\_

Will there be an admission/entrance fee charged?  Yes  No

If yes, how much? \_\_\_\_\_

Has this event happened on Key Pen Parks property before?  Yes  No

If yes, what year and what park? \_\_\_\_\_

What changes to the event have been made for this year?

Will the event involve vendors?  Yes  No

If yes, please describe.

*Describe event promotion methods and provide links:*

**Website:** \_\_\_\_\_

**Facebook:** \_\_\_\_\_

**Instagram:** \_\_\_\_\_

**Other:** \_\_\_\_\_

## Operations

Will the event include any of the following?

*If you require more space to elaborate on your event, please attach all details on a separate sheet at the end of this application.*

|  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Signs</b><br># of: _____<br>Type/size range:<br><br>Location:  | <input type="checkbox"/> <b>Entertainment</b><br>Description:<br><br><input type="checkbox"/> <b>Sound amplifying device</b><br>Description of use:<br><br><input type="checkbox"/> <b>Stages</b><br># of: _____<br>Description of purpose and layout:   | <input type="checkbox"/> <b>Tents/Canopies</b><br># of: _____<br>Size range:<br><br><i>All tents/canopies must be weighed down by at least 25lbs on each leg.</i>  |
| <input type="checkbox"/> <b>Athletic activity</b><br>Description:<br><br>Will event attendees register for/pay a fee to participate in an athletic activity? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><i>You may be required to provide insurance for your events that covers athletic participation.</i> | <input type="checkbox"/> <b>Portable Restrooms</b><br># of non-ADA: _____<br># of ADA compliant: _____<br><br><i>If you are hosting an event that is expecting 100 people or more, you will be required to procure portable toilets. Portable toilets must be indicated on the site map and a representative of the contracted event must be present when the toilets are delivered to ensure placement in the agreed upon area.</i> | <input type="checkbox"/> <b>Food/Beverages</b><br>Will there be a fee for these items? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, how much? _____<br><br>What type of food will be served? _____<br><br>What are the means of food preparation? _____<br><br>Will there be alcohol at this event?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Quantity and type of alcohol to be served: _____<br><br>If yes, please describe your plan for controlling the alcohol service area, including whether you will use volunteers or paid security (with the name of the company) monitors, and then the number of monitors that will be used.<br><br><i>If you are looking to distribute alcohol at your event, please review the Special Use Event – Alcohol Beverage Information Sheet on <a href="http://www.keypenparks.com/alcohol-rules">www.keypenparks.com/alcohol-rules</a>.</i> |
| <input type="checkbox"/> <b>Other</b><br>Description:  |  | (This cell is empty in the original image)   |

## Rules and Indemnification

Review insurance and permit requirements on our website: [www.keypenparks.com/special-use-permits](http://www.keypenparks.com/special-use-permits).

- A. Once your permit is approved, Key Pen Parks will send you a contract.
- B. Certificate of Liability of insurance with endorsements must be provided and will include coverage for the date(s) of your event.
  - i. General Liability insurance covering premises, product-completed operations, and contractual liability. Key Pen Park's shall be named as an additional insured on Organization's General Liability insurance policy. The General Liability insurance shall be written with limits of no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. General Liability insurance shall include coverage for participant liability with limits of not less than \$2,000,000 per occurrence.
- C. Do not market the event as occurring on Key Pen Parks property until the permit is approved.
- D. Vendors must secure a temporary food permit to serve or sell food during an advertised, public event. *Tacoma-Pierce County Health Department: 253-798-7677; [www.tpchd/food/](http://www.tpchd/food/)*
- E. If you anticipate a high volume of traffic for this event, meaning 200 vehicles or more to enter/exit the park at any time during the event, it will be the event host's responsibility to contact the Washington State Police (WSP) to secure a Traffic and Super-load Escort Agreement.
  - i. Contact: Holly White, Contracts Specialist
    - [holly.white@wsp.wa.gov](mailto:holly.white@wsp.wa.gov) or (360) 596-4076
- F. Pre-Event (Required for all events)  
The Special Use event coordinator must walk through the event space in the park with a representative from Key Pen Parks to determine the condition of the area and confirm layout plans.

Rental groups will be expected to reimburse Key Pen Parks for any of the following:

- i. Lost or damaged equipment.
- ii. Any area requiring additional cleaning.
- iii. Vandalism.

### **Additional permitting is the responsibility of the Event Host/Permittee.**

Host/Permittee shall obtain and keep in force all additionally required permits, licenses, permissions, consents, and approval required by governmental agencies or third parties in connection with activities performed under the Permit. *Application for permits shall be at the sole risk, cost, and expense of the Host/Permittee. Host/Permittee is solely responsible for determining what permits are required and obtaining required permits.*

**Key Pen Park rules ([www.keypenparks.com/rules](http://www.keypenparks.com/rules)) are available for your review on our website and are also posted at our parks. Here are some additional rules for events:**

- All KPP parks are open to the public. Special Use Permits do not guarantee exclusive or private use.
- All garbage must be contained and will be removed from the park following events, either by the park or renter, depending on contract agreement.
- No generators larger than 3,500 watts.
- No driving into 360 Trails, on trails, fields, playgrounds, or sidewalks at any of our parks or the multi-purpose field at Gateway Park; all support equipment must be walked into these areas unless prior authorization is granted.
- Event must stay within designated Special Use area as defined on park map the pre-approved site plan – no exceptions.
- Event participants are required to obey all Park Rules, Washington State RCWs, and traffic laws.
- All tables/chairs/tents and any other equipment must be removed at the end of the event or the end of the day, whichever comes first.
- Park property must be left in the condition in which it was found.

- The sale, distribution and consumption of alcohol is dependent on your contract and proper permitting. [www.keypenparks.com/alcohol-rules](http://www.keypenparks.com/alcohol-rules).
- Smoking, vaping, and street drugs/intoxicants are prohibited.
- All other Special Use Permit procedures and guidelines apply.
- No open flame campfires.
- Altering, damaging, or removing vegetation, park property, or park facilities is prohibited.

**Indemnification**

Depending on the service you are providing, you may be required to defend, indemnify and hold harmless the District, its agents, employees, and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization’s employees or third parties on account of personal injuries, bodily injury, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the District. After reviewing this application, the District will determine whether you must indemnify the District and its agents.

*By signing below, applicants agree to comply fully with the conditions and requirements of this Special Use Permit and represent and warrant under penalty of perjury under the laws of the States of Washington that applicants have all the necessary authority and approvals to execute this permit. Any deviation from the final permit conditions may result in termination of the permit, even during the event.*

**Signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Submit a completed Special Use Permit Application to:**

[trielle@keypenparks.com](mailto:trielle@keypenparks.com)

*or*

Key Pen Parks  
Attn: Events  
5514 Key Peninsula Hwy NW  
Lakebay, WA 98349

Questions?

*Call our main office (253) 884-9240.*

For Office Use Only

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved  Denied