

CLALLAM COUNTY  
PARKS, FAIR & FACILITIES DEPARTMENT (PFF)

**SPECIAL OCCASION PERMIT (SOP)**

**APPLICATION FOR USE OF  
PUBLIC PARK/FACILITY**

**Application Instructions:**

Complete attached paperwork and sign as indicated. Return all sheets to the Parks, Fair & Facilities Department at 223 E. Fourth St., Suite 7, Port Angeles, WA 98362. The SOP will be reviewed and returned with appropriate signatures or, if not approved, the reason for denial.

*Please print*

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

Park/Facility Requested: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Organization (hereafter "Permittee"): \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Dates requested: \_\_\_\_\_ from \_\_\_\_\_ AM AM  
PM to \_\_\_\_\_ PM

Number of persons: \_\_\_\_\_ Admission or Registration Fee (if applicable) \_\_\_\_\_

Explain use of profits and other pertinent information: \_\_\_\_\_

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

**This section for office use only:**

Approved: YES NO

Fee to be paid: \_\_\_\_\_

Assurance Bond: \_\_\_\_\_

Insurance Required: YES NO (See General Requirements for amount)

\_\_\_\_\_  
R. Donald Crawford, CGM, Director  
Clallam County Parks, Fair & Facilities

**CLALLAM COUNTY  
PARKS, FAIR & FACILITIES DEPARTMENT (PFF)**

# **GENERAL REQUIREMENTS**

**General Requirements:**

1. **Permittee shall provide County with insurance certificate indicating that the program/event is covered by a responsible insurance carrier and the County is named as a co-insured for the event. Insurance limits shall be a minimum of \$500,000 liability coverage.** The insurance certificate shall be submitted to the parks office a minimum of 10 days prior to the event or the permit will be terminated.

In the event the Permittee is a government organization/agency and is either self-insured or a member of a risk pool, an additional insured endorsement will not be required. However, in such an event, the Permittee must provide proof of coverage and that it has the minimum liability coverage required by the permit.

In all cases, the Permittee's insurance shall be primary and noncontributory.

2. Permittee will provide all barricades, barriers, and safety fences, as necessary. A map of the location of these items in relation to the event location shall be presented to the County. Event organizers will be responsible for notifying the public, adjacent residents and business owners as to this event. This may require publication of notice in the local newspaper or some other general-notification method. The night prior to the event or early the date of the event the organizers shall place barriers and adequately sign the parking lot(s), as to the areas of use and non-use and shall provide litter receptacles and removal. There is no garbage service at the park/facility. (See attached)
3. In the event of damage to County's premises or equipment caused by Permittee negligence, Permittee will accept the County's cost estimate of the repair or replacement and make prompt payment to the County.
4. Permittee shall police the area and pick up all litter and debris left or caused by its users or spectators immediately after the conclusion of the event. Event organizers will be responsible for providing or reimbursing for adequate garbage disposal during the event.
5. Permittee shall remove any advertising signage or other temporary features placed for the event at the event conclusion. All signage shall be posted without damage to facilities or vegetation. No permanent markings or paints shall be used on any road, parking lot, building, etc.
6. Permittee shall be responsible for the actions of their members, suppliers, attendees, observers, members of the public, etc., and keep traffic in and out of parking lot(s) flowing smoothly and controlled. (Remember, this is a Public park/facility and other users will likely be present during event.)
7. This permit does not cover any road or street closures, special road or street crossings, required signage, or other County or City road or street related activities. Any/all closures or modifications shall be approved through the appropriate agency with jurisdiction.
8. All County park/facility Ordinances, policies, State and local laws, posted signage, etc., shall be followed and will be strictly enforced. If multiple electrical extension cords or temporary power sources are used, a permit and inspection from either the Building Official or the Washington State Department of Labor & Industries, Electrical Division, will be required. Temporary bandstands, bleachers, platforms, stands, or

stages will require inspection by the Building Official and Fire Marshal/District. If required by law, any food cooking preparation and food handlers will need permits from the County Health Department.

**Additional Requirements/Instructions:**

(Note: Additional requirements and a facility map may be added.)

**CLALLAM COUNTY  
PARKS, FAIR & FACILITIES DEPARTMENT  
HOLD HARMLESS INDEMNITY WAIVER**

**RELEASE OF CIVIL CLAIMS AND  
INDEMNITY AGREEMENT**

For and in consideration of being permitted to use Clallam County Parks, Fair, and Facilities Department (Parks Department) facilities;

I, \_\_\_\_\_,  
(Print your full name)

representing, \_\_\_\_\_,  
(Print name of organization)

for myself, my heirs, assigns or other successors in interest, do hereby release and forever discharge the Parks Department, Clallam County, its officers, agents, employees, and departments from any and all liability for all existing and future claims, damages, and causes of action of any nature whatsoever which I may have or which may cause injury to me or which may otherwise arise as a result of my being a permissive user of the Clallam County Park facilities, and I do hereby waive any claim against the Parks Department, Clallam County, its officers, agents, employees, and departments for personal injuries, loss of service, or medical expenses of whatever nature which might arise during or as a result of my being a permissive user of the facilities.

Furthermore, I do agree that I will forever protect, defend, hold harmless and indemnify the Parks Department, Clallam County, its officers, agents, employees, and departments against any and all claims for damages, judgments, or liabilities by third persons that may occur as a direct or indirect result of my using the Clallam County Park facilities, including those resulting directly or indirectly from my acts or omissions, from the indemnitee's acts or omissions, or any combination thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_