

Date filed with Clerk of the Board: _____
(not less than 90-days prior to the first scheduled day of the festival)

Date of hearing by Board of Commissioners: _____
(within 30-days of filing)

Approved Denied

\$2,500 fee received ☐

FESTIVAL PERMIT APPLICATION/CHECKLIST (Clallam County Code 15.08, Festivals)

Applicant: _____

Address: _____

Telephone: _____ e-mail: _____

Type of Event:

Location of Event:

Date(s)/Time(s) of Event: _____

Entry Fee: _____ Proceeds to: _____

Number of Attendees: _____ Minors Present? yes or no Alcohol Service? yes or no
circle one circle one

Food Service? yes or no Provided by: _____
circle one

BOARD OF COMMISSIONERS	Approved	Conditional*	Denied
Financial Statement			
Description of business organization of applicant			
Names and addresses of all individuals or entities having a 10 percent or more proprietary interest in the festival (attach separate sheet)			
Principal place of business of applicant			
Legal description of the land to be occupied including name and address of owner			
Document showing consent of owner			
Scheduled performances and program			
Written statement of applicant that all state and local law enforcement officers, fire control officers, and other necessary governmental personnel have free access to the site			
Names and mailing addresses of all real property owners within 1,000 yards of the festival site			
Written statement that applicant is familiar with and will abide by the provisions of CCC 15.08, Festivals			
Verification of the applicant warranting the truth of the matters set forth in the application			
Notice of hearing mailed to each property owner within 1,000 yards of event site			

BOARD OF COMMISSIONERS (continued)	Approved	Conditional*	Denied
Evidence of liability insurance not less than \$100,000 bodily injury per person with Clallam County named as additional insured			
Evidence of liability property damage insurance policy of \$500,000 with Clallam County named as additional insured			
Following approval, cash deposit or surety bond as determined by Administrator			
Other			
HEALTH AND HUMAN SERVICES/ENVIRONMENTAL HEALTH			
Submission of plans			
Site			
Written confirmation from health officer documenting review and approval of plans for site and development			
Water supply			
Sewage disposal			
Food preparation and food service facilities			
Toilets and washing facilities			
Solid waste			
Insect and rodent control			
Shelter			
Dust control			
Lighting			
Emergency medical facilities			
Emergency air evacuation			
Attendant physicians			
Communication systems			
Bathing areas required by WAC			
Noise			
Access			
Fire protection			
Other			
SHERIFF			
Written confirmation to Board of Commissioners that traffic control and crowd protection policing have been contracted for			
Verify one enforcement officer per 150 in attendance for traffic and crowd control			
Receipt of names and addresses of all traffic and crowd control personnel			
Verify not less than 30 percent of traffic and crowd control are commissioned deputy sheriffs			
Verify one regularly commissioned deputy sheriff employed by the County for every 1,000 in attendance			
Verify arrangements for payment of or reimbursement for all traffic and crowd control personnel, parking control personnel, and law enforcement officers			
Written confirmation that sufficient access roads are available for ingress and egress			

SHERIFF (continued)	Approved	Conditional*	Denied
Other			
PUBLIC WORKS/ROADS			
Written confirmation that sufficient access roads are available for ingress and egress			
Parking on actual site or immediately adjacent thereto capable of accommodating one auto for every four persons estimated in attendance			
Verification that traffic patterns, signage, and detours have been sufficiently addressed			
Other			
FIRE DISTRICT			
Written confirmation that all fire prevention requirements have been complied with			
Other			

*Comments or Conditions: _____

Other permits and/or licenses may be required for this event.

This permit does not include permission to serve or allow consumption of alcoholic beverages or necessary permits for food handlers.

Signature of County Official _____ Date _____

Recommend: Approval or Denial (circle one)

WRITTEN PERMISSION TO ENTER FESTIVAL SITE – 30-days prior to event for inspection

In compliance with CCC 15.08.160, I hereby permit law enforcement and public health and fire control officers of the county to come upon the site for which the permit has been granted for the purpose of inspection and enforcement of the terms and conditions under which the permit is granted.

Signature of applicant/promoter

Signature of property owner

SWORN STATEMENT OF COMPLIANCE

In compliance with CCC 15.08.160, I hereby acknowledge that I have read Clallam County Code 15.08 and familiarized myself with the requirements. I agree that either my designated agent or I shall be on site at all times and be responsible for the operation of the festival and compliance with the rules and regulations.

I understand that failure to comply with the rules, regulations, and conditions set forth in 15.08 shall be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Signature of applicant/promoter

Signature of property owner