



# TOWN OF LA CONNER SPECIAL EVENTS APPLICATION

204 Douglas Street / P.O. Box 400, La Conner, WA 98257 Phone: (360) 466-3125 Email: Adminclerk@townoflaconner.org

Date of Application: \_\_\_\_\_  
Special Event Applications must be received at least 45 days in advance

**Applicant/Primary Contact** (Please only one designated event representative in communication with the Town of La Conner):

Name: \_\_\_\_\_  
Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Sponsoring Organization:**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

**Property Owner** (Unless Property Owner is Town of La Conner):

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

Have you been granted permission by the property owner? Yes \_\_\_\_\_ No \_\_\_\_\_

Special Events on private property (unless owner is the Town) require a written letter or email to the Town stating you have permission to have your event on their property. Please include this information with your application.

Name of Event: \_\_\_\_\_

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

Event Operating Time(s): \_\_\_\_\_

Setup Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

Approximately how many participants are you expecting? \_\_\_\_\_

**Purpose and Description of Event:** (Please include a description any activities at the event):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Event:** \_\_\_\_\_

\_\_\_\_\_

Will you be using decorative lighting? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, you will need to comply with La Conner Municipal Code Chapters 2.100 and 2.110. Please provide the following information:*

- Describe the location of the lighting you intend to use \_\_\_\_\_  
\_\_\_\_\_
- Describe the type of lighting you intend to use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Community Impact**

### TOWN STREETS:

- ☐ Blocked (Barriers, or blockage of more than one hour)
- ☐ Blocked (Less than one hour)

Explanation: \_\_\_\_\_

- ☐ Parades (Route, etc.)

*-Please provide a detailed map of the planned route.*

*-All parades must arrange for the Sheriff's Department and Fire Department to assist to block roads and it is up to the **applicant to make these arrangements** (any new parade needs approval from Town for this prior to arranging with Sheriff's/Fire Departments) and report this information to Town Hall.*

*-All parades require **prior approval** with the **Public Works Director:***

***Brian Lease - publicworks@townoflaconner.org***

- ☐ Will event require street markings? If so, please describe in detail: \_\_\_\_\_

*\*Events effecting the Town Streets (including street Markings) require **prior approval** with the **Public Works Director:***

***Brian Lease - publicworks@townoflaconner.org***

- ☐ Walk/Run/Bike Route Please provide a detailed map of the planned route and mark above if needing street closures.

*\*Events effecting the Town Streets (including street Markings) require **prior approval** with the **Public Works Director:***

***Brian Lease - publicworks@townoflaconner.org***

- ☐ Other Street Impact (please explain) \_\_\_\_\_

### PUBLIC FACILITIES IMPACT

- ☐ Park
- ☐ Buildings
- ☐ Docks, Piers, Floats
- ☐ Other \_\_\_\_\_

### TOWN PERSONNEL IMPACT

- ☐ La Conner Detachment (Skagit County Sheriff)-Estimated Hours \_\_\_\_\_
- ☐ Street Dept-Estimated Hours \_\_\_\_\_
- ☐ Fire Department
- ☐ Other (please explain) \_\_\_\_\_

### OTHER

- ☐ Local Merchants
- ☐ Town Equipment
- ☐ Will your event be using an amplifier or microphone? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, then please describe: \_\_\_\_\_
- ☐ Will your event have animals? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, you will need to comply with La Conner Municipal Code Chapter 6. 50.
- ☐ Will event include food? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, then please describe the food and cooking methods if any: \_\_\_\_\_
- ☐ -Any open flames? Yes \_\_\_\_\_ No \_\_\_\_\_ -Compressed Gas Cylinders Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Will event include liquor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, then a Special Occasion License or MAST permit are required.
- ☐ Will items be offered for sale? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, then either a Town of La Conner Endorsement/Business License or Peddler's License may be required.

- ☐ Will event have vendors? Yes\_\_\_\_No\_\_\_\_ *If yes, then please provide a list of vendors. A Town of La Conner Endorsement/Business License or Peddler's License may be required.*
- ☐ Coordinate recycling container distribution and pickup with Skagit County
- ☐ Will there be any electrical or power requirements for the event? Yes\_\_\_\_No\_\_\_\_  
*If yes, then please describe:* \_\_\_\_\_
- ☐ Will you want a banner for your event? Yes\_\_\_\_No\_\_\_\_  
\*Town Council approval is required for all event banners. Banners need to go through formal approval process only once unless changes have been made to the approved banner. This is a separate approval from this application's approval.  
-Do you need Town Council approval for your banner? Yes\_\_\_\_ or  
No, my banner was already approved by Town Council on \_\_\_\_\_ date and has not changed since it's approval.  
*The Following information is needed for new banners only requiring approval:*  
-Banner size: \_\_\_\_\_ -Location of banner: \_\_\_\_\_  
-My banner is mounted via \_\_\_\_\_  
-I would like my banner up from \_\_\_\_\_ through until \_\_\_\_\_  
\*Please note banner display lengths are on a first come first served basis and the above range is not guaranteed. Please see "Banner Display Limitations" for more information.  
-Please email a photo of your banner or rendering to [adminclerk@townoflaconner.org](mailto:adminclerk@townoflaconner.org)

**Per the La Conner Municipal Code event banners must follow the follow rules:**

- Banner Message and Content: event name and date; Secondary content: sponsor logos only – fonts must be 50 percent of primary content font; There should be no commercial content through sponsorship identity.
- Banner Display Limitations: The banner may be displayed a maximum of three weeks prior to the event. Where time conflicts occur, the town council will decide the priority display of the banners. Installation and Removal. All banner installations and removal will be conducted by the public works department staff.
- Please Note:** Banners must be installed and removed by the public works department staff during public works working hours: Monday – Friday 7am – 3:30pm excluding holidays. Banner Installation/Removal outside of Public Works operating hours will require at \$250 fee.

**EVENT ADVERTIZING**

**\*Not a requirement for the Special Event Application.**

Optional Event Advertising: Adding your event to the La Conner Chamber of Commerce website calendar. Town suggests holding off on submitting this until you have received approval from the Town for your Special Event.

La Conner Chamber of Commerce website calendar:  
<https://members.lovelaconner.com/events/public-submission>

**Note:** *The following documents may be required in addition to the Application:*

- General Liability Insurance which names Town of La Conner as Additional Insured Endorsement
- Hold Harmless Agreement
- Traffic Plan
- Parking Plan
- Town of La Conner Endorsement/Business License
- Peddler's License
- Letter/email showing permission from Property Owner

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Once this application is received it will be reviewed by the Town of La Conner. Prior to approval or denial, a meeting with the applicant may be held to discuss concerns of any of the parties. Additional supporting documents or information which may help the Committee make a decision should be attached to this completed form.

***Applications can be submitted with any supporting documents to Town Hall or emailed to: adminclerk@townoflaconner.org***

**Requests for a Special Events must be submitted to Town Hall at minimum of at least 45 days in advance.**

Events are not approved until applicant receives an email notifying them of the committee's decisions. Special Event Applications can be approved, approved with conditions, and denied. Decisions of the Special Events Committee may be appealed to the Town Council.

I, \_\_\_\_\_ HAVE READ THE ABOVE SPECIAL EVENT APPLICATION THOROUGHLY AND IN ITS ENTIRETY AND BY SIGNING BELOW CONFIRM MY UNDERSTANDING OF THE POLICIES, PROCEDURES, AND RULES AND REGULATIONS REQUIRED FOR HAVING A SPECIAL EVENT IN TOWN OF LA CONNER. ADDITIONALLY, I DO CERTIFY THAT THE INFORMATION I PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**TOWN HALL OFFICE USE ONLY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Detachment Officer

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Administrator

**Your Event Has Been:**

☐ Approved

☐ Approved but with the following

Conditions: \_\_\_\_\_

☐ Denied

Reason for denial: \_\_\_\_\_



## **TOWN OF LA CONNER HOLD HARMLESS AGREEMENT**

THE UNDERSIGNED, \_\_\_\_\_, of \_\_\_\_\_,  
Washington, hereby agrees to indemnify and hold the Town of La Conner, it's employees,  
elected officials, insurers and volunteers harmless from and against any and all claims, suits,  
actions, or liabilities for injury or death of any person, or for loss or damage to property, which  
arises from any activity, work or thing done, permitted, or suffered by User in or about the  
Rights of Way, except only such injury or damage as shall have been occasioned by the sole  
negligence of the Town, whatsoever, arising from \_\_\_\_\_

\_\_\_\_\_ on the Rights of Way of the Town of La Conner, and to defend the  
Town against any claim and/or pay any judgment related in any manner to the approval and/or  
conduct of such event.

The undersigned further agrees to conduct said event in a safe manner, so that it is not a hazard  
to pedestrian or vehicular traffic, and to conform to all zoning, traffic and safety ordinances of  
the Town of La Conner.

The undersigned further agrees to remove debris and/or barricades on or before  
\_\_\_\_\_, or immediately in the event it should be deemed by the Town  
Public Works Director to be hazardous to the health, safety and welfare of the Town.

***Insurance Requirements:***

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with use of the Premises.

User shall provide a certificate of insurance evidencing *General Liability* insurance covering the event, products-completed, operations and contractual liability.

The Town shall be named as an insured on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the Town. Any insurance, self-insurance, or insurance pool coverage maintained by the Town shall be excess of the Lessee's insurance and shall not contribute with it.

The User shall provide a certificate of insurance evidencing the required insurance before using the premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A;VIL

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

For: \_\_\_\_\_