



Special Event Permit

Permit No. _____

City of Longview | Phone: 360.442.5200 | Fax: 360.442.5953 | www.mylongview.com
Application must be made a minimum of **60 days** prior to event (30 if a prior annual event)

Contact Information

Organization/Sponsor	Address/City/State/Zip	
Contact Person	Phone	Email
As contact person, are you authorized by the Organization/Sponsor to act on its behalf? ☐ YES ☐ NO	Address/City/State/Zip (if different from above)	
	Phone	Email
Are there other individuals authorized to act on behalf of the Organization/Sponsor? ☐ YES ☐ NO If yes, please provide their name and contact information:		

Event Information

Event name		Date(s) of event		Estimated # of participants for the event
Start time AM / PM	End Time AM / PM	Setup Time AM / PM	Takedown Time AM / PM	Estimated # of volunteers for event
Is this an annual event? ☐ YES ☐ NO* Applicant may be required to collect approval signatures from neighboring or affected residents and/or business owners.				
Have you previously requested a permit for such activity? ☐ YES ☐ NO				If yes, approximate date?
Are participants required to pay a fee? ☐ YES ☐ NO			Are participants to make a donation? ☐ YES ☐ NO	
Will this event: Impede traffic? ☐ YES ☐ NO Follow traffic, pedestrian and bike laws? ☐ YES ☐ NO Utilize sidewalks only? ☐ YES ☐ NO				
Details of event (Please include a detailed map showing location of event and copies of any proposed brochures, posters, flyers, or mailings you desire to use to advertise this event. Additionally, please identify on the map where volunteers will be placed to assist with this event. Include additional pages if needed to fully explain details.)				

Type of Use

Type of use requested	
☐ Parade ☐ Street Closure ☐ Street Sale ☐ Athletic Run/Walk ☐ Block Party	
☐ Other: _____	
Where is use requested?	
☐ Park area*/where? _____	☐ Park building*/which one? _____
☐ Private property/where? _____	☐ Other _____
*Note: If planning to use a park area or building, please contact the Parks and Recreation Department at 360.442.5403 for any additional forms required for the use of a park area or building.	

Please check all that apply to this event:

- ☐ Requesting closure/impediment of a street or public right-of-way. (**Please attach a map and mark location.**)
- ☐ Requesting to erect structure(s)/tent(s). Number and location _____
- ☐ Planning to serve food/drink. If yes, including alcohol beverages? ☐ YES ☐ NO
- ☐ This event involves political or religious activity intended primarily for the communication or expression of ideas.
- ☐ Participants will be required to pay a fee.
- ☐ Participants will be asked to make a donation.

Permit holders are responsible for cleanup of debris in connection with their activities.

City Assistance Requested			
Police Department (example: traffic, patrol, security) - Explain		Traffic Division (example: street closure, signage, signal adjustment) - Explain	
Parks Division (example: facility availability, electrical, additional sanitation/garbage, restrooms) - Explain		Other - Explain	
Insurance Information			
The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. <u>After reviewing this application</u>, the City will determine whether you must obtain liability insurance.			
Agreement			
Depending on the type of event planned, you may be required to defend, indemnify and hold harmless the City, 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 injuries, 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 City. After reviewing this application, the City will determine whether you must indemnify the City and its agents. By my signature I state that I am authorized to obligate the above-titled Organization/Sponsor, including financially, for any statements or requests made herein.			
Applicant name (please print)		Applicant signature	
Organization/Title			Date
Add additional information on separate sheets as needed.			
City Use Only			
Other permits required in conjunction with this permit: ☐ Electrical ☐ Fire, Life & Safety ☐ Parks ☐ Other: _____			
Fees/Payments/Refunds			
	Fee	Initial	Date
Deposit(s)			
Permit(s)			
Facility Use/Rental(s)			
License(s)			
Admission Tax(es)			
Additional Costs			
TOTAL PAID			
TOTAL REFUND / DUE			
Proof of insurance required? ☐ YES ☐ NO		Bond required? ☐ YES ☐ NO	



WAIVER of LIABILITY

HOLD HARMLESS – Applicant shall defend, indemnify and hold harmless the City of Longview, its officers, officials, employees and volunteers 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 out of the acts or omissions of the applicant, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by applicant, participant, or member of the public, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Longview.

Organization/Title of Event: _____

Date of Event: _____

Name of Applicant (printed): _____

Signature of Applicant: _____

Date Signed: _____

City of Longview Special Event Organizer Code of Conduct Policy

Purpose:

The City of Longview is committed to maintaining a positive and cooperative environment for all community events. This Code of Conduct Policy establishes the standards expected of all event organizers to ensure successful and harmonious events that respect city staff, law enforcement, and the community.

Scope:

This policy applies to all individuals and organizations applying for permits to host special events within the City of Longview parks, facilities, streets, right of ways, and public spaces.

Code of Conduct:

1. Honesty and Transparency:

- Event organizers must provide complete and accurate information throughout the permitting process.
- Any changes to the event plan must be communicated promptly to the point of contact.

2. Respect and Professionalism:

- Event organizers must treat all city staff, law enforcement officers, and volunteers with respect and professionalism.
- Any form of disrespect, harassment, or abusive behavior will not be tolerated.

3. Collaboration and Cooperation:

- **Primary Contact Adherence:** Event organizers must work directly with their assigned permit point of contact and must not attempt to circumvent established procedures or processes for personal benefit. Organizers should direct all questions and concerns through this primary contact to ensure consistency and clarity in communication.
- **Interdepartmental Collaboration:** Event organizers must work collaboratively with all city departments involved in the event planning and execution. While organizers are encouraged to ask questions and seek clarification to their point of contact, they must not argue with determinations or requirements set forth by any department.
- **Transparent Information Sharing:** Information must be shared openly and accurately with point of contact to share with all relevant departments

to avoid misunderstandings and conflicts. Organizers must ensure that while they may need to work with multiple departments, they do not undermine or contradict the information provided by their designated point person.

4. Compliance with City Regulations:

- Event organizers must adhere to all city regulations, guidelines, and permit requirements.
- Non-compliance with city regulations may result in immediate revocation of the event permit and potential denial of future event permit applications.

5. Integrity in Communication:

- Event organizers must communicate truthfully and accurately with city officials and representatives.
- Misrepresentation of event details or intentional misinformation will result in disciplinary actions as outlined below.

6. Safety and Security:

- Event organizers must prioritize the safety and security of all participants, attendees, and city personnel.
- Cooperation with city law enforcement and emergency services is mandatory.

Consequences of Non-Compliance:

1. Warnings and Notices:

- Initial violations of this Code of Conduct may result in a written warning or notice from the city.

2. Revocation of Permit:

- Continued non-compliance or severe violations may lead to the immediate revocation of the event permit.

3. Denial of Future Permits:

- Organizers who fail to comply with this Code of Conduct may be denied the right to apply for or hold future events within the City of Longview.

Dispute Resolution:

1. **Written Appeal:** If an event organizer's permit is revoked or their future permit application is denied, they may submit a letter of appeal in writing to the City Manager within 10 days of receiving the notice of revocation or denial.
2. **City Manager Review:** The City Manager will review the appeal and make a determination. If the City Manager decides not to reverse the decision, the event organizer may proceed to the next step.
3. **City Council Appeal:** If the City Manager upholds the original decision, the event organizer may present their case to the City Council for a final review and determination.

Agreement: By signing below, the event organizer acknowledges and agrees to adhere to the City of Longview Special Event Organizer Code of Conduct Policy. Failure to comply with this policy may result in the consequences outlined above.

Event Organizer Name:
Signature:
Date:

City Official Name:
Signature:
Date:

Contact Information: For any questions or clarifications regarding this policy, please contact the City of Longview Public Works Department at 360-442-5200.

Note: This policy is subject to updates and revisions. Event organizers will be notified of any changes in a timely manner.