



**CITY OF KENNEWICK**  
**PARADE, DEMONSTRATION OR STREET CLOSURE EVENT PERMIT**  
**APPLICATION**

Please return this completed permit, with the \$5.00 non-refundable permit fee, to:

City of Kennewick  
1010 E. Chemical Drive, (*mail to P.O. Box 6108*)  
**Kennewick WA 99336-0108.**

For information call (509) 585-4249. The completed permit must be submitted to the City of Kennewick **a minimum of thirty (30) days prior to the event** for consideration by the City. Please type or print, except for the required signature, the information to be filled in. Incomplete permits will be returned to the applicant. By filling out and signing this permit, the event sponsor agrees to all permit terms and conditions.

Use of City parks and other facilities may require the issuance of a separate permit in addition to this permit. If this is the case, please call (509) 585-4249 for information.

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

Nature of Event: \_\_\_\_\_

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

Event Sponsor/Organization: \_\_\_\_\_

Sponsor's Contact Person(s): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Attach a detailed map of the event area that shows as a minimum the following, if applicable:

- Street(s) to be closed, show side streets, driveways, etc. that may be affected by the closure.
- Use and number of traffic control devices (barricades, cones, signs) and their locations.
- Staging area(s).
- Start, finish points and lengths.
- Parking area(s).
- Aid, water, rest stations, first-aid stations, etc.
- Number and location of Washington State Certified Flaggers and/or Police Officers.

Estimated Number of participants: \_\_\_\_\_

Will food be dispensed? \_\_\_\_\_ If so, a Health Permit is required.

Will a vendor dispense food? \_\_\_\_\_ If so, a current City of Kennewick Business License is required for each vendor.

Name of Vendor(s): \_\_\_\_\_

Provide or describe your clean-up plan: \_\_\_\_\_

Please provide any additional information or details that would be of importance in planning and/or the city's review of your event: \_\_\_\_\_

The consideration for issuance of the permit the Event Sponsor or his/her authorized representative hereby agrees to all terms and conditions of the permit:

**TERMS AND CONDITIONS**

1. The Event Sponsor shall indemnify, hold harmless and defend the City of Kennewick, Washington, its officials, agents, and employees from the payment of any sum or sums of money, and from all claims, actions, or suits, including defense costs, growing out of injuries to persons, including death or property damage, caused by or resulting from the event. It is recommended the Event Sponsor provide liability insurance for the event with the City of Kennewick being additionally insured.
2. Once approved by the City, this permit shall only be effective for the Event on the approved Event Date and Time.
3. If required, traffic control plan(s) must be submitted by the Event Sponsor and be approved by the Traffic Engineering Division and Police Department a minimum of ten (10) days prior to the event.
4. All traffic control devices and their use shall be in accordance with the latest revisions of the Manual on Uniform Traffic Control Devices as adopted by the State of Washington.
5. The Event Sponsor shall be responsible for the proper placement, positioning, installation, maintenance and removal of all the item(s) prior to, during, and following the event.
6. Emergency access must be maintained throughout the event area at all times.
7. All landowners, businesses, residents and transit service having direct or sole access to the street(s) to be closed must be notified prior to the event by the Event Sponsor and an acceptable means of access must be maintained for those landowners, businesses, and residents requesting access during the event.
8. If applicable, written permission from landowners or businesses to use their parking lots for parking by event participants, workers, support personnel, onlookers, etc. No parking shall be allowed on any unpaved lot unless prior written permission is obtained from the landowner and the area is cleared of any hazards and debris and appropriate dust control measures are provided for the event. Following the event, the Event Sponsor must provide long term dust control measures for all unpaved areas used for parking per the Benton County Clean Air Authority requirements.
9. If determined by the City, the Event Sponsor shall be responsible for providing a minimum of two notices in the local paper(s) about event and road closures. One notice shall be provided a maximum of seven (7) days prior to the event and a second notice shall be on the event day.
10. The Event Sponsor shall maintain good order amongst participants as well as spectators and crowds viewing the event.
11. If, in the sole determination of the City, the event becomes unruly, a public disturbance or there is a danger to the public, the City may immediately revoke the permit and close the event. If in the City's sole determination, it finds that any terms or conditions of the permit are being violated, the City may revoke the permit and close the event. All costs incurred by the City because of the canceling, stopping or closing of an event shall be the responsibility of the Event Sponsor.
12. The City reserves the right to add, delete or change conditions, close, stop or disband the event if the City determines it is necessary to protect general health, safety or welfare of the public.
13. The Event Sponsor is responsible for the costs to stage the event including traffic control, signs, barricades, cones, flaggers, police officers, set-up, clean-up, insurance, parking, dust control, notices, etc.
14. The Event Sponsor shall adhere to all other additional terms and conditions as determined by the City after its review of the permit, as indicated in the City's approval.

**By signing this permit, I certify that I have read, understand, and agree to abide by all the terms and conditions of the permit.**

\_\_\_\_\_  
Event Sponsor (Print or type name)

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Address (Print or type)

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Other Contact Phone Number

\_\_\_\_\_  
Date

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PUBLIC WORKS OFFICE STAFF:

Permit received from: \_\_\_\_\_

Permit received by: \_\_ \_\_\_\_\_

Date received: \_\_\_\_\_ Fee received: \_\_\_\_\_ Date routed: \_\_\_\_\_