2017 Street Closure Application

Use this application to request street closure for a parade, marathon, march, political rally, etc., or use of a City sidewalk for a walk/run/march event. If your activity is part of a festival or event (such as Lakefair, Pride Festival, etc.), use the City's Festival and Event Permit Application form instead of this one.

Complete and return to:
Kellie Purce Braseth, Strategic Communications Director
Olympia City Hall, PO Box 1967, Olympia WA 98507-1967
Email: **kbraseth@ci.olympia.wa.us**
Phone: 360.753.8361

EVENT ROUTE MAP WITH CLEARLY MARKED STREETS MUST BE ATTACHED.

Event Date and Time (Beginning to End):
Event Name:
Who is the primary contact for your event and how do we reach them? Name: Address, include zip code: Phone number: Cell phone for emergency contact during the event: Email:
Who is the back-up contact for your event and how do we reach them? Name: Address, include zip code: Phone number: Cell phone for emergency contact during the event: Email:
Event Website Address:
Sponsoring Organization Name and Address:
Estimated Number of Event Participants, including event volunteers:
Estimated Number of Event Spectators:

Staging Area Location and Time:

Start Time:

Finish Area Location and Time:

What kind of Public Safety services might be needed?

____ Crowd and/or traffic control provided by Olympia police department.

____ Olympia Police Explorer services.

What kind of Public Works/street barricade services might be needed:
Sign, cone and barricade drop-off depends on whether City has any available for event use. If supply is low, event sponsor may need to rent or acquire some elsewhere.

_____ Sponsor requests that City drop-off _____ (#) signs; _____ (#) cones; _____ (#) barricades. Sponsor will use the signs, cones, barricades to close off the street, and will place them in the drop off location after the event for pick-up by City staff. Note: Depending on potential risk, City may require that street closure is done by City staff.

____ Street closure done by City staff. Estimated number of ____ signs; ____ cones; ____ barricades.

Waste Management:
Please describe how your event will provide garbage and recycling for the public and participants on your parade route or at your event. How will you manage any waste generated? *I.e. Dedicated staff, special collection containers, advance set up of additional City collection, etc.*

Will you be providing recycling for the public and participants during the event? If so, please provide your detailed plan.

Event Description:

ACKNOWLEDGEMENT AND SIGNATURE:

To my knowledge, this application is accurate and complete. I understand that the City of Olympia may request additional information in order to fully assess health, safety and welfare implications of the use of City property for the proposed festival or event.

I understand that the event sponsor may be required by the City to:

- Provide the City with an endorsed Certificate of Liability Insurance naming City of Olympia as Additional Insured, minimum amount of insurance $1 million.

- Reimburse City of Olympia for staff overtime costs associated with the event, eg Police services, Public Works services to close streets, etc.

I understand that once filed with the City, this application is a public document.

Signature: _____ **Date:** _____

Printed signature name:

Relationship to the Sponsoring Organization:

Phone number:

Email:

Olympia Police Use Only Resources Authorized: ☐ YES ☐ NO; If yes, list:
Authorized Signature: