

**CITY OF WESPORT**

**APPLICATION FOR SPECIAL EVENT**

NAME OF EVENT:

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**APPLICANT/SPONSOR(S):**

Application Name:

Date:

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Organization:

Status: For Profit / Non Profit

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Mailing Address:

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Phone Number:

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Other Authorized Individuals:

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Emergency Contact(s):

Phone:

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**NATURE OF REQUEST:**

Type of Activity (describe event):

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Attach Copies of Brochures, Posters, Flyers, or Mailings Advertising this Event

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Date(s) of Event:

Hours of Operations:

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Set-Up-Date/Time:

Take Down Date/Time:

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Number of Staff/Volunteers:

Number of Participants:

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Will Participants Pay a Fee? YES / NO

Will there be outside vendors? YES / NO

Number:

Will Alcohol Be Served? YES / NO (If yes, separate insurance indemnity must be provided)

Location To Be Used (describe area to be used, attach map/route plan as appropriate):

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How will this negatively affect surrounding businesses, city, public, etc. (traffic, parking, property)

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Are You Requesting City Services (if so please list):

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**INSURANCE** - 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 size and/or activity and risk level of your group, you may be required to obtain bodily injury and property damage liability insurance in accordance with city policy, name the City as an additional named insured on the policy, and are responsible for obtaining said insurance. Please attach proof of insurance, if required.

**AGREEMENT** - The organization or entity obtaining a permit agrees 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.

**RIGHT OF ASSEMBLY** - A special event permit or authorization from the City is required for any event in a park, public place or on private property where it will significantly impact public sidewalks or roadways. When such an event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without charging a fee for political or religious activities or imposing terms or conditions that infringe constitutional freedoms, and in a manner that respects the liberty of applicants and the public.

**EXEMPTIONS FROM FEES, INDEMNIFICATION AGREEMENT AND INSURANCE** - No fee, indemnification agreement or insurance requirement shall be imposed when prohibited by the First and Fourteenth Amendment to the United States Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Factors that may be considered in evaluating whether or not the fee applies include the nature of the event; the extent of commercial activity, such as the sales of food, goods, and services; product advertising or promotion, or other business participation in the event; the use or application of any funds raised; if part of any annual tradition or series, previous events in the sequence; and the public perception of the event.

**REPORTS AND INFORMATION** – If City advertising funds are requested and used for this event, a report and documentation shall be required that include the following: The estimated number of tourists and/or persons traveling over fifty miles to the destination (event), persons remaining in the City overnight, and those staying in lodging facilities during this event. If the above information is not provided in a timely fashion after the event occurs, the funding provided by the City may be returned.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_  
Organization/Title: \_\_\_\_\_

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FOR CITY USE ONLY

Check the Following that apply:

- Non-Profit
- For-Profit
- Constitutionally protected activity
- Event Insurance Required (attach Copy)
- Applicable Fee Paid (Amount) \$ \_\_\_\_\_
- Outside Vendors
- Request for Waivers (Please List): \_\_\_\_\_

THE FOLLOWING DEPARTMENTS MUST SIGN-OFF AND LIST ANY IMPACTS OR RECOMMENDED CONDITIONS:

POLICE: \_\_\_\_\_

FIRE/SAFETY: \_\_\_\_\_

WATER: \_\_\_\_\_

SEWER: \_\_\_\_\_

STREETS: \_\_\_\_\_

BUILDING DEPT: \_\_\_\_\_

CITY CLERK: \_\_\_\_\_

LTAC Chairpeson: \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

CITY OF WESTPORT  
SPECIAL EVENT SPONSORS

If an event is on public property or will be using public property and open to the general public, a special event permit is required. An application is available at City Hall, 604 N Montesano, or 360-268-0131.

If there will be outside vendors included in your event, an event fee of \$100 per day is required or \$10.00/day per vendor.

The State Legislature passed SB 6663 which requires that special event promoters make a 'good faith effort' to verify that vendors at their events are registered to do business with the Dept. of Revenue. It also requires that such promoters make a good faith effort to keep and preserve specific vendor information records for a period of one year from the date of the event.

To help the event sponsors with the above effort, I will ask that a list of vendors and their state tax I.D. number be submitted to the City prior to the event or immediately after the event. I have a file of each of the events and that information can be held in that file. It will also enable us to verify that the vendor is indeed paying state sales tax. If you have an event vendor application, it would be helpful to ask for their state tax ID#.

What might also be helpful to the vendor is the Westport sales tax rate information and the tax code for Westport when they report their sales to the state. Currently, the sales tax rate is 8.5% and the state code for Westport is 1408.

If you have been approved through the grant funding cycle for LTAC funds for advertising, the City will either reimbursement the event with appropriate invoicing a copy of the advertisement submitted or you may arrange the invoice to be sent to the City with the City named as the payee with a copy of the advertisement and payment would be sent directly to the vendor. Also the attached worksheet must be completed and returned within 30 days after the event is held. The City is required to report this information to the State annually. Invoices need to be submitted to the City within 90 days from the date of the event. Event sponsors may be liable for invoices submitted after that time.

The City requires a Certificate of Liability Insurance for the event with the City named as an additional insured attached to the special event application.

In addition to the above, the City's insurance is asking that all vendors verify they have their own liability insurance for their business. This may be as simple as asking for a policy name and number on the vendor's event application.

Thank you for all your efforts in putting on your event. If I can be of any help or answer any questions on the above, please call me at 360-268-0131.

Margo Tackett  
Clerk-Treasurer

Event or Tourism Facility Lodging Tax  
Event Attendance Worksheet  
To be submitted within 30 days post event

1. Organization: \_\_\_\_\_
2. Event Name: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_

4. Overall Attendance:  
Projected: \_\_\_\_\_ Actual: \_\_\_\_\_

Methodology used to determine the actual figure: \_\_\_\_\_  
\_\_\_\_\_

5. Attendees who traveled 50 miles or more to attend:  
Projected: \_\_\_\_\_ Actual: \_\_\_\_\_

Methodology used to determine the actual figure: \_\_\_\_\_  
\_\_\_\_\_

- a. Of total attendees who traveled 50 miles or more, how many traveled from another state or country:

Projected: \_\_\_\_\_ Actual: \_\_\_\_\_

Methodology used to determine the actual figure: \_\_\_\_\_  
\_\_\_\_\_

6. Attendees who stayed overnight in paid accommodations:  
Projected: \_\_\_\_\_ Actual: \_\_\_\_\_

Methodology used to determine the actual figure: \_\_\_\_\_  
\_\_\_\_\_

7. Attendees who stayed overnight in unpaid accommodations:  
Projected: \_\_\_\_\_ Actual: \_\_\_\_\_

Methodology used to determine the actual figure: \_\_\_\_\_  
\_\_\_\_\_

8. Paid Lodging nights:  
Projected: \_\_\_\_\_ Actual: \_\_\_\_\_

Methodology used to determine the actual figure: \_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_

e-mail or phone number: \_\_\_\_\_

Date: \_\_\_\_\_



# *City of Westport*

## Special Event Sign Requirements

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Please review the following list of requirements related to your “Special Event Signs”. These requirements may be found in Section 15.16.180 of the Westport Municipal Code. If you have questions about these or other requirements contact the City of Westport building department at 360-268-1999.

(1) **Special Event Signs.**

- (A) Special event signs may be a banner or portable/sandwich board in nature.
- (B) Special event portable/sandwich board signs shall not exceed 18 square feet at a maximum of five feet high.
- (C) Special event signs shall not be posted more than 45 days prior to the event.
- (D) Special event signs shall be removed within three days after the event.
- (E) Special event banner signs shall not exceed 32 square feet.
- (F) Special event signs limited to a maximum of two (2) signs. Such signs shall be allowed On or Off-Premise and within the “Street Frontage” as defined in this title.
- (G) Special event signs shall be reviewed in conjunction with a City Special Event application. If City approval for such event is not required then application shall be made to the City for approval of such special event signs.