



**PUBLIC SPECIAL USE PERMIT APPLICANT INFORMATION: [50 people or more, OPEN to the public]**

Business/Organization name			
Applicant name			
Official website			
Event/Activity name			
Business mailing address	Street:		
	City:	State:	Zip:
Applicant contact information	Day phone:		
	Cell phone:		
	Email:		
On-site event contact (if other than applicant)	Name:		
	Day phone:		
	Cell phone:		
	Email:		

**SPECIAL USE ACTIVITY**

**Type of Activity :**

- Festival/Concert
- Walk/Run/Cycling Event *(Per participant fees applicable)*
- Corporate Picnic
- Athletic tournament
- Free speech/demonstration
- \*Other: \_\_\_\_\_

*\* Use that impacts regular park operations or general park usage.*

Anticipated attendance:	Participants:	Spectators:
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**USE PERMIT START/FINISH TIMES**

Requested use date(s) & hours	Date(s): ___/___/___ - ___/___/___
	Hours: __:__ [AM/PM] - __:__ [AM/PM]
Event <b>SET-UP</b> start Event <b>TEAR DOWN</b> complete	Date: ___/___/___ Start time: __:__ [AM/PM]
	Date: ___/___/___ End time: __:__ [AM/PM]
<b>Official</b> Event <b>START</b> <b>Official</b> Event <b>END</b>	Date: ___/___/___ Start time: __:__ [AM/PM]
	Date: ___/___/___ End time: __:__ [AM/PM]

**PUBLIC SPECIAL USE PARK REQUEST [50 people or more, OPEN to the public]**

**Regional Parks** \*Walks/runs are not permitted at Point Defiance or Ruston Waterfront Parks June-August\*

Point Defiance Park \*\*Walks and runs staging/finishing at Owen Beach and running through Point Defiance Park on pre-determined routes are limited to 500 registered applicants\*\*

\_\_\_Owen Beach (PLUS picnic shelter fee) \_\_\_5-Mile Drive Walks/Runs (predetermined courses)

Ruston Way Waterfront Parks: \*\*Walks and runs staging/finishing in parks and running on Ruston Way and WaterWalk sidewalks are limited to 250 registered applicants\*\*

\_\_\_Chinese Reconciliation \_\_\_Cummings/Marine \_\_\_Dickman Mill \_\_\_Jack Hyde

Swan Creek (predetermined event space and mountain bike courses)

**Signature Community Parks**

STAR Center Event Lawn  Stewart Heights  Titlow  Wapato  Wright (pre-determined event zones)

**Community Parks**

Franklin  Jefferson  Verlo Playfield  Portland Ave.  Vassault

**Urban Parks**

Old Town  Peoples  Thea's

**Other (pending SUPRC review and approval)**

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**EVENT DETAILS [Provide detailed description of event/activity]**

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**ADDITIONAL INFORMATION REQUIRED**

**Admission Fee/s**  Yes \$\_\_\_\_\_  No

**Vendor booths** QTY: \_\_\_\_\_ Size/s: \_\_\_\_\_ (merchandise, arts/crafts)

All businesses operating in or soliciting business in the corporate city limits of Tacoma are required to be registered and licensed with Tacoma. **City of Tacoma Tax and License:** 253.591.5252; www.cityoftacoma.org.

**Tents/canopies** QTY: \_\_\_\_\_ Size/s: \_\_\_\_\_

Contact **City of Tacoma Fire Dept.** for canopies 400' sq. feet and over. 253.591.5762; www.cityoftacoma.org.

**Liquid Propane Gas (LPG)**

Contact **City of Tacoma Fire Dept.** for use of liquid propane gas. 253.591.5762; www.cityoftacoma.org.

**Food**  **Beverage (non-alcoholic)**

Vendors must secure a temporary food permit to serve or sell food during a advertised, public event.

**Tacoma-Pierce County Health Department:** 253.798.7677; www.tpchd.org/food/

**Inflatables** QTY: \_\_\_\_\_ Size/s: \_\_\_\_\_

Certificate of Insurance from inflatable provider required, naming MPT as additional insured, \$1,000,000.

**Alcohol Garden (MPT Policy 000.009: Sale, Distribution and Consumption of Liquor)**

Additional fees apply and only permissible in approved parks. Permit holder is required to secure and provide proof of **Washington State Liquor Board** permit prior to special use permit being issued. No exceptions.

**CERTIFICATE OF INSURANCE** in the minimum amount of \$1,000,000 general liability, \$2,000,000 general aggregate and naming MPT as additional insured IS required and due on file at MPT no less than 14 days prior to the event. MPT reserves the right to increase the limits of liability coverage required in accordance with level of risk presented by the proposed use. MPT does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities/Parks by the applicant, its members, or those attending the event. Depending on the service you are providing, 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 District policy, name the District as an additional insured on the policy, and be responsible for obtaining said insurance.

## PERMIT PROCESS

<p><b><u>Step 1: →</u></b> To <b>initiate</b> the Special Use Application Process, submit required information to the right <b>NO LESS THAN 30 DAYS</b> prior to requested use date.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signed and completed Special Use Application</li> <li><input type="checkbox"/> Permit Fees: <i>(Consult website for fee descriptions)</i></li> <li><b>\$75 – Reserved Use / Non-Profit - Affiliate</b></li> <li><b>\$150 – Reserved Use / Non-Profit</b></li> <li><b>\$250 – Reserved Use / For-Profit</b></li> <li><input type="checkbox"/> Site map</li> <li><input type="checkbox"/> Certificate of Insurance</li> </ul>
<p><b><u>Step 2: →</u></b> SUPRC Review Process</p>	<p>The Special Use Permit Review Committee (SUPRC) reviews application and determines conditions and/or restrictions.</p>
<p><b><u>Step 3: →</u></b> Post- SUPRC Review Process, Final Information &amp; Fees</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff contacts applicant to review permit conditions/restrictions and finalize fees, including fully refundable damage deposit from \$100 – \$3,500.</li> <li><input type="checkbox"/> All fees and paperwork due <b>NO LESS THAN 14 DAYS</b> in advance of event date or permit request cancelled.</li> </ul>
<p><b><u>FINAL STEP →</u></b> Permit Issuance</p>	<p>Once remaining documents and payment received in full a Special Use Permit will be issued.</p>

### APPLICANT:

***I have read and understood the Special Use Permit Policy, Guidelines and Procedures and will comply with the Special Use Permit Conditions and/or Restrictions.***

**Signature:**

**Date:**

**INDEMNIFICATION:** You will be required to defend, indemnify and hold harmless the District, 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 District.

**Return Application, fees and supporting documents to:**

**Metro Parks Tacoma**

**ATTN: Rentals, Permits & Visitor Services**

**4702 S. 19<sup>th</sup> Street, Tacoma, WA 98405**

**Or**

**[Permits@tacomaparks.com](mailto:Permits@tacomaparks.com)**

**Questions or need more information?**

**Phone: 253.305.1006**

**[www.metroparkstacoma.org/special-use-permits/](http://www.metroparkstacoma.org/special-use-permits/)**

**SPECIAL USE PERMIT APPLICANT INFORMATION**

Business/Organization name

Applicant name

**INTERNAL OFFICE USE ONLY**

**Special Use Permit Fee**

\*\$75 Non-Profit / Affiliate       \*\$150 Non-Profit  
 \$250 For-Profit  
(\$15 late fee charged if received less than 21 days before event date)  
\*Proof of non-profit status provided/on file  Y     N

**Day Prior Set-Up**

½ Day (\$75)                       Full Day (\$150)

**Garbage Totes**

(1) Per 300 people when food/beverage served

\_\_\_\_ QTY                      Total: \$\_\_\_\_\_  
(\$65/per 300-gallon; \$30/per 90-gallon recycling)

**Portable Toilets**

(1) Per 125 people, 1<sup>st</sup> Unit must be ADA

\_\_\_\_ QTY                      Total: \$\_\_\_\_\_  
(\$95/Reg unit; \$155/ADA unit)

**Tacoma Police Officers (Off-Duty)**

No. of officers and hours determined by TPD.

\_\_\_\_ QTY                      Total: \$\_\_\_\_\_  
(\$75/per hour, 3-hr. minimum required)

**Damage Deposit**

Fully-refundable depending on park condition

Total: \$\_\_\_\_\_

**MPT Utility Access**

Water                      Total: \$\_\_\_\_\_  
 \*Electricity              Total: \$\_\_\_\_\_  
(\$75/each) \*110v only; not available in all parks

**Walk/Run Per Participant Fees**

<p>Per participant fees applicable for walks/runs/cycling events along Ruston Way, in/through Point Defiance Park and Swan Creek Park. Per participant fees must be paid within 14 days of event and verified against participant registration database.</p>	<p><input type="checkbox"/> Non-Profit \$1 x _____ No. of Participants Total: \$ _____</p> <p><input type="checkbox"/> For-Profit \$2 x _____ No. of Participants Total: \$ _____</p>
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**ESTIMATED PERMIT FEES**

<p>This is an estimated fee based on information provided by applicant. Final fee determined once all information reviewed and approved by SUPRC.</p>	<p>\$ _____</p>
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