



City of Mattawa
521 E Government Rd / P.O. Box 965
(509)932-4037
Mattawa WA. 99349
Event Permit
Ordinance 15-566

Name: _____ Phone Number: _____

Address: _____

Mailing: _____ City: _____ State: _____ Zip code: _____

Date & Hours of event: _____

How many people expected: _____

1. **Certificate of coverage** in the amount of two-million dollars combined –one-million per occurrence, two-million dollars aggregate, AND an **Endorsement** naming the City of Mattawa as an additional insured must be provided at the time of application. Please also include the policy # on both of these forms.
2. Notify the city clerk at least 45 days prior to the date on which the event is to begin to occur.
3. The park was developed for City of Mattawa residents to use for family outings, picnics and as a children’s playground. It may also be used for events or social functions of City of Mattawa individuals, children, family and their guest or non-profit organization at little or no expenses.
4. If the Police Department in reviewing this application requires extra police to be in attendance then the applicant will reimburse the City of Mattawa for the cost including over time of the extra police personnel.
5. The applicant shall pay for all additional garbage cans and all additional portable toilets that are needed for this event.
6. In the event that City of Mattawa property is destroyed because of this event, then the applicant shall be billed and will pay for all costs of the repair (s).
7. The Mattawa Municipal Noise Ordinance and the applicable sections of the State Law will be enforced at all times.
8. Parking attendants may be required for large groups.
9. The fee for issuance of a special event permit shall be set by resolution of the city council.

Signature _____ Date _____