



Permit #: _____ Date: _____

Approved Denied

PERMIT APPLICATION FOR EVENT ON COUNTY ROAD

Submit to the Transportation Department a minimum of 60 days prior to the event date.

APPLICANT INFORMATION:

Name: _____

Address: _____

Telephone: _____ Email: _____

EVENT INFORMATION:

Attach Event Narrative including: purpose of event, organizing entity, road closures or lane restrictions, detour routes for through traffic, access for emergency vehicles, parking locations (participants/spectators), services provided (water stations, restrooms), public notification, cleanup and restoration plan.

Event Name: _____ Event Date: _____

Start Time: _____ End Time: _____

Number of participants: _____ Number of spectators: _____ (estimated)

Roads/Mileposts (*Attach list of additional roads if necessary*):

Road: _____ MP _____ to MP _____

REQUIRED DOCUMENTS:

- Route Map showing roads to be used. Route, start/stop, assembly points, parking, rest stations.
- List of Roads included in the event
- Traffic Control / Signage Plan (meeting MUTCD and WSDOT)
- Notification to Emergency Services
- Certificate of Insurance with endorsements (County named as Additional Insured)

APPLICANT ACKNOWLEDGEMENT & AGREEMENT:

By signing this application, the Applicant agrees to comply with the Road Event Permit including:

- Traffic safety and control (signage, flaggers, sweep vehicles, route monitoring)
- Emergency notification
- Parking, restroom, and spectator space requirements
- Cleanup, restoration, and recycling of county property
- Fire prevention measures
- Insurance and waiver requirements
- Participant waivers and traffic acknowledgment
- County authority to suspend, terminate, or revoke the permit
- No exclusive use of county roads
- Venue for legal actions in Douglas County, WA

Activities on private property or rights-of-way not owned by the County are excluded from this permit. The County is not a party to such activities, including those on state highways, roads owned or maintained by other jurisdictions, private roads, or easements.

Applicant Signature: _____ **Date:** _____

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FOR COUNTY USE ONLY

Reviewed and Approved:

➤ **Douglas County Engineer:** Permit Status: Approved Denied

Signature: _____ Date: _____

Print Name/Title: _____

➤ **Douglas County Road Superintendent:** Permit Status: Approved Denied

Signature: _____ Date: _____

Print Name/Title: _____

➤ **Douglas County Sheriff (DCSO):** Permit Status: Approved Denied

Signature: _____ Date: _____

Print Name/Title: _____

➤ **Douglas County Risk Manager:** Permit Status: Approved Denied

Signature: _____ Date: _____

Print Name/Title: _____

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TERMS AND CONDITIONS

1. Authorization

This Permit authorizes the Applicant to hold the above event using a county road.

2. Safety and Traffic Control

The Applicant is solely responsible for providing safe conditions for its employees, volunteers, agents, participants, and spectators. The Applicant shall:

- Place warning signs at each end of the section of county road(s) where the event will be held and at appropriate intermediate locations.
- Use vehicles with warning signs and flaggers as necessary.
- Provide a signage and traffic control plan to the County at least ten (10) days prior to the event.
- Provide written notice to all Emergency Service providers.

3. Insurance Requirements

The Applicant shall maintain Commercial General Liability and Business Automobile insurance with **minimum** liability limits of \$2,000,000 per occurrence and \$4,000,000 aggregate covering this Event.

- a. All insurance policies shall provide coverage on an occurrence basis.
- b. The County, its departments, elected and appointed officials, employees, agents, and volunteers shall be named as additional insureds on Applicant's insurance policies by endorsement for the full available limits of insurance maintained by the Applicant. Coverage shall be primary and non-contributory. A statement on a Certificate of Insurance alone does not satisfy this requirement.
- c. All insurance policies and additional named insured endorsements shall provide primary insurance coverage and be non-contributory. Any insurance, self-insured retention, deductible, risk retention or insurance pooling maintained or participated in by the County shall be excess and not contributory to such insurance policies. All Applicant's liability insurance policies must be endorsed to show this primary coverage.
- d. The Applicant agrees to waive subrogation for each insurance policy required by this Permit. When required by an insurer, or if a policy condition does not permit Applicant to enter into a pre-loss agreement to waive subrogation without an endorsement, then Agreement agrees to notify the insurer and obtain such endorsement. This requirement shall not apply to any policy which includes a condition expressly prohibiting waiver of subrogation by the insured or which voids coverage should the Applicant enter into such a waiver of subrogation on a pre-loss basis.
- e. The Applicant shall, for each required insurance policy, provide a Certificate of Insurance, with endorsements attached. Each Certificate of Insurance, with endorsements attached, shall be provided to the Risk Manager, Douglas County Public Services Building, 140 19th St. N.W., East Wenatchee, WA 98802, **not less than ten days prior to the event.**

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f. The insurance maintained by Applicant shall not in any manner limit or qualify the liabilities or obligations of the Applicant under this Permit. All insurance policy deductibles and self-insured retentions for policies maintained by Applicant shall be paid by Applicant.

4. Indemnification

The County shall not be responsible for the acts or omissions of the Applicant or any volunteers and participants. The Applicant assumes full responsibility for all liability resulting from the event. To the fullest extent permitted by law, the Applicant shall indemnify, defend, and hold harmless the County, its departments, elected and appointed officials, employees, agents, and volunteers from all claims, damages, losses, and expenses, including court costs, attorney fees, and alternative dispute resolution costs, for:

- a. Personal injury, bodily injury, sickness, disease, or death; and
- b. Damage to or destruction of property (including loss of use), caused in whole or in part by any act or omission, negligent or otherwise, of the Applicant, its employees, agents, volunteers, or event participants, or arising out of or alleged to arise out of the Applicant’s event.

This indemnification does not apply if the claim, damage, loss, or expense is caused solely by the County’s negligence.

5. Venue

Venue for any legal proceedings to enforce or interpret this Permit shall be Douglas County, Washington.

6. Event Contacts*

- **Primary Contact:** _____
Email: _____ **Cell:** _____
- **Alternate Contact:** _____
Email: _____ **Cell:** _____

***Contacts must be on-site during the event and available to emergency responders.**

7. Waivers or Exemptions

Attach documentation for requested waivers or exemptions, if any.

Applicant Certification

The Applicant hereby applies for a permit to use county road(s) for an event which may impede traffic and **agrees to all Terms and Conditions** listed above.

Applicant Signature: _____	Date: _____
Print Name: _____	Title: _____