



City of Palmer • City Manager's Office
231 W. Evergreen Avenue, Palmer, AK 99645

Phone: 907-745-3271 • Fax: 907-745-0930

www.palmerak.org

Special Activity Permit Application

Event/Activity: _____

Date(s) of Event: _____ Estimated # of Participants: _____

Start Time: _____ Start Location: _____

Finish Time: _____ Finish Location: _____

When did this event/activity last occur in Palmer? _____

TYPE OF ACTIVITY: (Please check ALL appropriate items below)

- | | | |
|--|---|--|
| <input type="checkbox"/> Parade/Procession | <input type="checkbox"/> Bicycle Event | <input type="checkbox"/> Street Fair/Dance |
| <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Motorcycle/Vehicle Event | <input type="checkbox"/> Political Event/Rally |
| <input type="checkbox"/> March/Rally | <input type="checkbox"/> Display | <input type="checkbox"/> Other: _____ |

ACTIVITY WILL INCLUDE (to determine if other types of permits are needed):

- | | | |
|---|--|---|
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> PA System | <input type="checkbox"/> Handicapped Participants |
| <input type="checkbox"/> Gaming | <input type="checkbox"/> Erected Seating | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Pyrotechnics/Fireworks | <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Heating device(s) |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Grills, BBQs, similar |
| <input type="checkbox"/> Admission Fee | <input type="checkbox"/> Vendors | <input type="checkbox"/> Recreational fire |
| <input type="checkbox"/> Recorded/Live Music | <input type="checkbox"/> Other: _____ | |

Provide a description of the public rights-of-way (streets, sidewalks) to be used and include a traffic control plan showing route, closures, detours, barricades, and signage, if applicable. Provide a detailed site plan/layout showing any designated parking areas or public lands that will be utilized.

Will security be provided for this event/activity? Yes No

Private Security: # of guards _____ Volunteers: # of volunteers _____

You must receive approval for your event before you promote, market, or advertise your event. Acceptance of the Special Activity Permit Application is not a guarantee of the date, location, or an automatic approval of your event.

All events will require a Special Event Business License. You can apply for this at <https://palmerak.munirevs.com/>. If you need assistance in completing this, please contact salestax@palmerak.org or call 907.745.3271.

The applicant is responsible for ensuring the area(s) used are clear of trash, debris and undamaged at the end of the event/activity. Garbage must be collected and disposed of by the event organizer. Applicant will be responsible for the cost of providing garbage service for the event/activity if service is requested.

A Certificate of Insurance verifying General Liability insurance in the minimum amount of \$1,000,000 must be submitted with this application. The City of Palmer must be listed as an additional insured and be a certificate holder for this event/activity.

HOLD HARMLESS

Applicants for the Special Activity Permit agree to hold harmless, indemnify and defend the City of Palmer, its officers, agents and employees from any claims, lawsuits, causes of action and liabilities arising from or allegedly caused in whole or in part by the applicant's negligent or other legally wrongful act or omission.

Unless specifically stated otherwise in the Special Activity Permit, all expenses related to the towing of vehicles, and any storage charges, are not the responsibility of the City of Palmer. Any complaints, claims or litigation involving the towing of illegally parked vehicles are to be handled by the Special Activity permittee. Illegally parked vehicles may be towed without notice to the operator, registrant, or owner.

The applicant also certifies that the applicant shall take reasonable steps to ensure all participants under the supervision or control of the applicant will obey all laws, regulations and provisions required by the City of Palmer and all other agencies governing the activity.

Applicant: _____

Contact Person: _____

Mailing Address: _____

City State Zip

Phone: _____ Cell: _____ Email: _____

Signature

Date

FOR CITY OF PALMER OFFICE USE ONLY

Business Office **Approved?**
Comment: _____
Signature: _____
Date: _____

Palmer Police Dept. **Approved?**
Comment: _____
Signature: _____
Date: _____

Community Development **Approved?**
Comment: _____
Signature: _____
Date: _____

Palmer Public Works Dept. **Approved?**
Comment: _____
Signature: _____
Date: _____

Palmer Fire & Rescue **Approved?**
Comment: _____
Signature: _____
Date: _____

Issued by
Signature: _____
Date: _____