



**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](http://www.palmerak.org)

**Special Activity Permit Application**

Event/Activity: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name & Cell # of Contact  
on Date(s) of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Estimated # of Participants: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Start Location: \_\_\_\_\_ Finish Location: \_\_\_\_\_

When did this event/activity last occur in Palmer?: \_\_\_\_\_

Please check **ALL** appropriate items below:

TYPE OF ACTIVITY:

- |  |   |  |
|--|---|--|
| <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"/> 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 appliance(s) |
| <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.

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

Private Security: # of guards \_\_\_\_\_  Volunteers: # of volunteers \_\_\_\_\_

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.

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 placed in the trash receptacles provided. Applicant may be responsible for the cost of providing garbage service for the event/activity.

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.

**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 insure 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.

Printed Name: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

Palmer Police Dept. Recommend application be  Approved  Denied

Comments: \_\_\_\_\_

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

Palmer Public Works Dept. Recommend application be  Approved  Denied

Comments: \_\_\_\_\_

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

Palmer Fire & Rescue Recommend application be  Approved  Denied

Comments: \_\_\_\_\_

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

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager or designee