

DNR Recreation Permit Application Form

This document is designed to help give the Washington State Department of Natural Resources (DNR) the information needed in 1) deciding if we can allow you to host your event, and if allowed, 2) drafting a recreation permit. DNR will review your application and may draft a proposed recreation permit for you to review and sign. You will need to send signed copies of the proposed recreation permit along with a certificate of insurance for final review and possible approval by DNR. DNR reserves the right to reject you application at any time prior to final approval. Only when you have a permit that has signed approval by DNR will you have permission to hold your event on DNR-managed lands pursuant to the terms and conditions of the permit. All approved recreation permits are non-exclusive.

Plan ahead! Permit applications must be submitted at least 60 days in advance of a proposed event. Applications received with less than 60 days prior to a proposed event date may be denied for being untimely.

Name of Applicant:		
Group Hosting Event (if applicable):		
Your Position or Office With the Group Hosting Event (if applicable):		
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	E-Mail:

Which of the following applies to Applicant (Check One and If applicant is not a single individual, attach written authority to sign: bylaws, power of attorney, etc):		
<input type="checkbox"/> For-Profit Corporation State of Registration: <input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Partnership State of Registration: <input type="checkbox"/> Registered Non-profit	<input type="checkbox"/> General Partnership State of Registration: <input type="checkbox"/> Single Individual

*If a group (i.e. not an individual) is hosting the event it must be a legal entity with a registration number

Participation

1. Number of participants expected: _____
2. Total number of combined participants and spectators expected: _____
3. Expected number of campsites to be used (assume an average of two vehicles and three persons per campsite) _____
4. Expected number of vehicles needing parking as a result of the event: _____

Scope of event:

1. Explain in specific detail the type of event that you are requesting a permit for, including all activities that will occur as part of the event: _____

2. Location of event (list by naming trail, trailhead, and/or campsite you plan to use as the center of activity for your event): _____
 - a. Provide directions with mileages to the nearest county road or state highway: _____
 - b. **Please include a map indicating the locations you plan to use for your event, along with directions of travel indicated.**
 Note: Prior to signing the recreation permit the permittee will need to inspect and accept the conditions on the land where the event is to be held. Any and all hazards identified must be corrected or mitigated (e.g. marking a large pothole not easily identifiable with chalk).
3. Duration of event: Beginning at _____ (time and date) and finishing at _____ (time and date).

Sanitation (note: DNR reserves the right require additional sanitation measures be taken for a particular event)

1. Number of chemical toilets _____ (One portable toilet is required for groups over 75 people. Two portable toilets are required for groups over 200 people. The ratio is two toilets per each additional 100 people over 200. Ex: 300 people needs four portable toilets.)
 - a. Note: in addition to any DNR requirements the permittee must also comply with any and all applicable county health codes.
2. Will you maintain DNR outhouses? YES / NO (If relying on a DNR outhouse for toilets you, the permittee, is responsible for pumping the outhouse if the event is over 200 people)
3. Animal waste disposal (If applicable) _____
4. Litter and garbage control measures _____

Charging for participation

1. Will you charge people to participate in the event? YES / NO
2. Estimated amount of funds to be derived from charging participants: \$ _____

Concessions, such as the sale of T-shirts, food, beverages, off-road vehicle parts, services or other merchandise

1. Will concessions be sold during the event? YES / NO
If you answered yes to question # 1 please answer questions # 2-4.
2. Have you obtained other permits with the county, city or federal government needed for the lawful sale of concessions? YES / NO
3. Indicate what types of concessions are to be sold:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

4. Estimate amount of funds to be derived from the sale of concessions: \$_____

Emergency response (note: DNR reserves the right require additional emergency response measures be taken for a particular event)

1. Number of emergency medical technicians (EMT) and/or first aid trained with a complete first aid kit that will be on hand: _____ (One EMT or person with first aid training is required for any event. An additional EMT or person with first aid training is required every 200 people. For example, 205 people need two EMTs.)
2. Will an ambulance be on call: YES / NO (You must have an ambulance on call for all motorized events over 100 people)
3. Designated first aid station: YES / NO (You must have a designated first aid station for all motorized events over 50 people and any competitive non-motorized event over 100 people).
4. Fire department / Emergency Medical Services must be informed of event in advance and be provided with directions to the event.

Traffic and law enforcement (note: DNR reserves the right require additional traffic measures be taken for a particular event)

1. Two traffic directors are required for groups over 100 people, you will need an additional person to direct traffic per each additional 100 people. Ex: 300 people need four traffic directors.
2. The on-site presence of at least one law enforcement officer is required for groups over 300 people. An additional law enforcement officer is required for every additional 150 people. Permittee must identify this person and provide DNR with the contact information at least 7 days prior to the event.

Repair of trails, facilities or roads

Please discuss your plan of action to make any repairs to trails, facilities or roads which are damaged as a result of your event:_____

Improvements

Do you plan to construct any improvements (structures, piles of rock, wood or dirt, buildings or any other feature) on the land for this event: YES / NO

If yes, list any and all improvements you plan to construct as part of the event:

1. _____
2. _____
3. _____
4. _____
5. _____

Insurance

1. All recreation permits require proof that a permittee has the proper amount of insurance. There are various forms of insurance that a permittee may need. For specific insurance requirements needed to host an event on DNR-managed lands please contact the region

listed below where your event will be held.

2. Commercial liability insurance: This type of insurance is **REQUIRED FOR ALL EVENTS** with the exception of weddings, funerals, and family gatherings under 100 people where alcohol is not to be served. The amount of insurance will depend on the nature of the event. Generally the minimum amount of insurance for any event is \$1,000,000 per occurrence and \$2,000,000 in the aggregate or more depending on the nature of the event. DNR may contact to let you know the specific amount insurance that is required for your event.
 - a. The insurance will be reviewed prior to the permit being signed to ensure that the insurance policy:
 - i. Lists the department as being protected under the insurance policy.
 - ii. Covers the actions of any participant, volunteer or spectator.
3. Business Auto Policy (BAP) insurance: This type of insurance is required for any event which utilizes a highway vehicle(s) which is not one's own personal vehicle, trailer or other attachment as part of the event. This does not include using a highway vehicle to move supplies to the event site, or participants commuting to the event. The amount of insurance will vary depending on the use of the vehicle. If applicable to your event the minimum amount of insurance is \$1,000,000.
4. Employer's liability ("Stop Gap) Insurance. This type of insurance is required for any event that utilizes employees for any work related to the event. The insurance must not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Indemnification

Permittee will agree in the recreation permit to hold harmless the state from any and all liability, damages, expenses, causes of action, suits, claims, costs, fees, penalties, or judgments, of any nature whatsoever, arising out of the event authorized in the recreation permit. For more details about the indemnification clause please read the full clause in the recreation permit prior to signing the document as this statement is only a short description of that clause.

Liability Waivers

Permittee is in charge of distributing and collecting DNR indemnification/hold harmless waivers that must be signed by each event participant prior to participation. Following the event the permittee must give the signed waivers to DNR.

Specific Terms

Depending on the nature of the activity, the time of year the event is being held, and/or the event's location there may be specific terms included in the recreation permit. Before signing a recreation permit please review the recreation permit terms and discuss them with DNR to be made aware of what is required as a permittee to host an event on DNR-managed lands.

To the best of my knowledge and belief, the information submitted in this application is true, accurate and complete.

Applicants Signature: _____

Date: _____