



City Clerk's Office

500 E. Main Street Othello, WA 99344

Phone (509) 488-5686 Fax (509) 488-0102

[www.othellowa.gov](http://www.othellowa.gov)

Date Rec'd: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

## Dance Permit Application

**Application MUST be submitted 10 business days prior to the event**

(If any portion of the application is incomplete or invalid the application may be denied)

### APPLICANT INFORMATION

Applicant Name (*Solicitante*) \_\_\_\_\_

Phone Number (*Numero de Telefono*) \_\_\_\_\_

Address (*Dirección*) \_\_\_\_\_

City (*Ciudad*) \_\_\_\_\_

State (*Estado*) \_\_\_\_\_

Zip Code (*Código Postal*) \_\_\_\_\_

DOB (*Fecha de Nacimiento*) \_\_\_\_\_

Driver's License # (*Numero de Licencia*) \_\_\_\_\_

### DANCE INFORMATION

Date of Event (*Fecha de Evento*) \_\_\_\_\_

Start Time (*Hora de Comienzo*) \_\_\_\_\_

End Time (*Hora de Terminar*) \_\_\_\_\_

Estimated Expected to Attend (*Estimado Esperado Para Asistir*) \_\_\_\_\_

Type of Dance (*Tipo de Baile*) \_\_\_\_\_

Name of Live Band / DJ (*Nombre de Banda en Vivo*) \_\_\_\_\_

Facility Name /Address (*Nombre y dirección de la Facilidad*) \_\_\_\_\_

Contact Person of Facility (*Persona de Contacto de la Facilidad*) \_\_\_\_\_

Phone Number (*Numero de Telefono*) \_\_\_\_\_

If applying for an annual permit, indicate the date of the first event: \_\_\_\_\_

(If approved, the annual permit will expire December 31<sup>st</sup>)

Is there a cover charge? \_\_\_\_\_ YES \_\_\_\_\_ NO Se Cobrara Entrada \_\_\_\_\_ Si \_\_\_\_\_ No

Will candles, open flames, portable spotlights or other ignition sources be used: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, explain: \_\_\_\_\_

**PUBLIC DANCES: \$50 per dance or annual fee \$450, in which it is the responsibility of the applicant to notify the Othello Police Dept. and Adams County Fire District No. 5 prior to the dance, taking place.**

## WA STATE LIQUOR LICENSE

Are alcoholic beverages to be served or consumed on the premise? \_\_\_\_\_ YES \_\_\_\_\_ NO  
(Se servirán o consumirán bebidas alcohólicas en el local?) \_\_\_\_\_ SI \_\_\_\_\_ NO

WA State Liquor License (Numero de Licencia de Liquor) # \_\_\_\_\_

(If yes, submit a signed copy of the WA State Liquor License) (Si Si, sumite una copia firmada de la licencia de licor)

## SECURITY AGENCY INFORMATION

\_\_\_\_\_  
Security Agency (Agencia de Seguridad)

\_\_\_\_\_  
Phone Number (Numero de Telefono)

\_\_\_\_\_  
Address (Dirección)

\_\_\_\_\_  
City (Ciudad)

\_\_\_\_\_  
State (Estado)

\_\_\_\_\_  
Zip Code (Código Postal)

**(1) Security officer per 100 persons is required & (1) for every portion of 100 expected to attend**  
**Se requiere (1) Oficial de seguridad por cada 100 personas y por cada porción de 100 que se espera que asistan**

**Security is required to arrive at least 1 hour before the dance commences and is required to stay at least 1 hour after termination of the dance.**  
**Se requiere que el oficial de seguridad llegue al menos 1 hora antes de que comience el baile y debe permanecer al menos 1 hora después de la finalización del baile.**

**(SUBMIT a copy of the SECURITY AGREEMENT and a copy of the SECURITY GUARD LICENSE for each individual)**  
**(Envíe una copia del ACUERDO DE SEGURIDAD y una copia de la LICENCIA DE GUARDIA DE SEGURIDAD para cada individuo)**

## FLOOR MANAGER INFORMATION

**FLOOR MANAGER AND DOOR PERSON CANNOT BE THE SAME PERSON!!**

**(GERENTE DE PISOS Y PERSONA DE PUERTA NO PUEDE SER LA MISMA)**

\_\_\_\_\_  
Floor Manager Name (Gerente de Piso)

\_\_\_\_\_  
Phone Number (Numero de Telefono)

\_\_\_\_\_  
Address (Dirección)

\_\_\_\_\_  
City (Ciudad)

\_\_\_\_\_  
State (Estado)

\_\_\_\_\_  
Zip Code (Código Postal)

\_\_\_\_\_  
DOB: (Fecha de Nacimiento)

\_\_\_\_\_  
Driver's License # (Numero de Licencia)

How will the Floor Manager be recognizable to emergency services? (Cómo será reconocible el gerente de piso para los servicios de emergencia?) \_\_\_\_\_

\_\_\_\_\_  
Floor Manager Signature (Firma del gerente de piso)

\_\_\_\_\_  
Date (Fecha)

**Every person conducting a public dance shall have a floor manager to control the premises continually from one-half hour before dancing begins until the dance hall is closed. The floor manager must see that standards of decency and good taste are maintained and that disorderly or objectionable conduct is not tolerated and to take effective steps promptly to remove objectionable practices to preserve order and good conduct on the part of the patrons and employees of said dance. Failure to carry out such duties shall be a violation of O.M.C. 4.36 Entitled "Public Dances".**

## DOOR PERSON INFORMATION

**FLOOR MANAGER AND DOOR PERSON CAN NOT BE THE SAME PERSON!!**

**(EL ADMINISTRADOR DEL PISO Y LA PERSONA DE LA PUERTA NO PUEDEN SER LA MISMA PERSONA)**

Door Person Name (Nombre de La Persona de La Puerta)

Phone Number(Numero de Telefono)

Address (Dirección)

City(Ciudad)

State(Estado)

Zip Code(Código Postal)

DOB:(Fecha de Nacimiento)

Driver's License # (Numero de Licencia)

How will the Door Person be recognizable to emergency services? (Cómo será reconocible la persona de la puerta para los servicios de emergencia?) \_\_\_\_\_

Door Manager Signature (Firma de la persona de la puerta)

Date (Fecha)

**Every person conducting a public dance shall have a door person. The door person must be able to tell any Police or Fire Department officer or representative or on-site security at any time after the beginning of the dance how many patrons and employees are in the building. Failure to carry out such duties shall be a violation of O.M.C. 4.36 Entitled "Public Dances"**

## CONDITIONS OF USE

1. It is the responsibility of the person paying the rent fee to enforce this occupancy count. Failure to control the maximum number of people or maintain this facility in a condition that can safely accommodate this number of people shall be cause for immediate revoking of this certificate and evacuation of the building when ordered to do so by the Police or Fire Dept.
2. Do not place anything such as tables, chairs, locks, etc. that will block exit doors or routes.
3. Do not park vehicles within 20 feet of any exit door.
4. No structures/platforms/bleachers over 2 feet high are allowed.
5. Nothing is to be placed in the front entry way or within 10 ft. of any exit doors.
6. No cooking or fuel powered equipment is allowed in the building.
7. No open flames are allowed (except by written permission from the Fire Department).
8. No liquor is to be consumed outside the building.
9. No loitering on public right of way (street, sidewalk or rear alley).
10. No fire hazard or accumulations of fire loads are allowed in the storage area.

## CONDICIONES DE USO

1. Es responsabilidad de la persona que paga la tarifa de alquiler hacer cumplir este recuento de ocupación. Si no se controla la cantidad máxima de personas o se mantiene esta instalación en una condición que puede acomodar de manera segura a esta cantidad de personas, será causa para la revocación inmediata de este certificado y la evacuación del edificio cuando la Policía o el Departamento de Bomberos así lo exijan.
2. No coloque nada como mesas, sillas, cerraduras, etc. que bloqueen las puertas o rutas de salida.
3. No estacione vehículos a menos de 20 pies de cualquier puerta de salida.
4. No se permiten estructuras / plataformas / gradas de más de 2 pies de altura.
5. No se debe colocar nada en la entrada principal o dentro de 10 pies de cualquier puerta de salida.
6. No se permiten equipos de cocina o de combustible en el edificio.
7. No se permiten llamas abiertas (excepto con un permiso por escrito del Departamento de Bomberos).
8. No se deben consumir bebidas alcohólicas fuera del edificio.
9. No merodear en el derecho de paso público (calle, acera o callejón trasero).
10. No se permiten riesgos de incendio ni acumulaciones de cargas de incendio en el área de almacenamiento.

EL CORA 2 - at 1450 E. Main Street –Maximum occupancy is 547 people.

OTHELLO SENIOR CENTER - at 755 N. 7<sup>TH</sup> Ave. - Maximum occupancy is 195 people.

**ORDERLY CONDUCT REQUIRED**

**The applicant**, to whom any dance permit is issued, shall be deemed to be responsible for orderly conduct within and about the premises on which the dance is being conducted. **The operator of the premises** may be subject to civil penalties for repeated violations caused by the applicants.

**The applicant, the floor manager, and door person**, will all be responsible for maintaining control of the dance. Failure to maintain control of the dance or violation of any of the provisions of Othello Municipal Code Chapter 4.36 or any state or federal law could lead to revoking the dance permit. They are also responsible for keeping all exits free of obstruction at all times.

**The applicant** is also responsible to ensure that **NO minors are consuming alcohol**. The applicant may be charged, according to state law, for allowing any violations of state or local laws, whether it occurs in the applicants presence or not. This also applies to control of the parking lot.

**HOLD HARMLESS AGREEMENT** -This section **MUST** be completed or application will not be accepted.

**The undersigned will save and hold harmless the City of Othello, its elected and appointed officials, and all employees, from all loss, liability or expense resulting from any injury to any persons, or any loss of damage to any property, caused by or resulting from any act or omission of the undersigned or any member of their organization.**

**CONDUCTA ORDENADA REQUERIDA**

El **solicitante**, a quien se le emitido cualquier permiso de baile, se considerará responsable de la conducta ordenada dentro y alrededor de local en las que se lleva a cabo el baile. El operador del local puede estar sujeto a sanciones civiles por infracciones reiteradas causadas por los solicitantes.

El **solicitante, el gerente de piso y la persona de la puerta** serán responsables de mantener el control del baile. No mantener el control del baile o la violación de cualquiera de las disposiciones del Capítulo 4.36 del Código Municipal de Othello o cualquier ley estatal o federal podría llevar a revocar el permiso de baile. También son responsables de mantener todas las salidas libres de obstrucciones en todo momento.

El **solicitante** también es responsable de asegurar que **NO menores de edad consuman alcohol**. El solicitante puede ser acusado, según la ley estatal, por permitir cualquier violación de las leyes estatales o locales, ya sea que ocurra en presencia de los solicitantes o no. Esto también se aplica al control del estacionamiento.

**CUMPLIMIENTO DEL ACUERDO PERJUDICIAL: esta sección DEBE completarse** o no se aceptará la solicitud.

**Los abajo firmantes salvarán y mantendrán a salvo a la Ciudad de Othello, a sus funcionarios elegidos y designados, ya todos los empleados, de toda pérdida, responsabilidad o gasto que resulte de cualquier lesión a cualquier persona, o cualquier pérdida o daño a cualquier propiedad, causado por o como resultado de cualquier acto u omisión del suscrito o de cualquier miembro de su organización.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**ONLY ACCEPT IF THE FOLLOWING HAS BEEN COMPLETED.**

\_\_\_ Review application to make sure it is completely filled out and returned within the **10-day** time frame per OMC

\_\_\_ Date stamp and initial the application as received

\_\_\_ Verify that proper documentation is attached

- 1. Washington State Liquor License (if applicable)
- 2. Security Agreement

\_\_\_ Check that each line has been completed.

\_\_\_ Check the signature line.

\_\_\_ Initial and date (in upper righthand corner if you are accepting the application form.)

\_\_\_ Begin the routing around with the Police Department, Fire Department, and Building/Planning Department.

\_\_\_ If approved and paid for, create permit and have City Clerk sign it, then give to applicant for their dance.

**FOR OFFICE USE ONLY**

**Circle accordingly and if denied, please provide compliance requirements.**

**Adams County Fire District No. 5**

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Othello Police Department**

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**City Clerk's Office**

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Picked up: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Cashier \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_