



# 2025 CARNIVAL LICENSE APPLICATION

**US Mail:** City of Vancouver, PO Box 8995, Vancouver, WA 98668-8995

**Drop Off:** Customer Service Desk, City Hall, 415 W 6th Street, Vancouver WA 98660

**SPECIAL LICENSE QUESTIONS:** EMAIL: [business.licenses@cityofvancouver.us](mailto:business.licenses@cityofvancouver.us), PHONE: 360-487-8410 ext 3

➔ Clearly print or type entries, sign form, make copy for records, and submit with required attachments and payment (add additional pages, as needed). See page 2 for required attachments and fees.

## APPLICANT INFORMATION

APPLICANT NAME: \_\_\_\_\_ DOING BUSINESS AS (DBA): \_\_\_\_\_  
(IF DIFFERENT THAN APPLICANT NAME)

PHYSICAL ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT THAN PHYSICAL ADDRESS) STREET or PO BOX CITY STATE ZIP CODE

WA STATE UBI #: \_\_\_\_\_ CITY BUSINESS LICENSE (ENDORSEMENT) EXP'N DATE:\* \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT TITLE: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

If applicant is a corporation, names and addresses of the corporate officers and state of incorporation:

Names and addresses of person(s) to be in immediate charge of proposed event, *at all times*, during its operation.

Names of sponsoring organization(s): \_\_\_\_\_

Names and addresses of principal local officers of sponsoring organization.

Last 3 cities in which proposed activity was conducted: \_\_\_\_\_

## EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_ PROPOSED DATE(S) OF EVENT: \_\_\_\_\_

PROPOSED EVENT SITE LOCATION or ADDRESS:\*\* \_\_\_\_\_

OWNER OF EVENT SITE PROPERTY \*\*\* \_\_\_\_\_

NUMBER OF: RIDES \_\_\_\_\_ GAMES \_\_\_\_\_ FOOD \_\_\_\_\_ EXHIBITS \_\_\_\_\_ ANIMALS \_\_\_\_\_ ACTS \_\_\_\_\_

WASHROOMS/TOILETS: NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_ LOCATION \_\_\_\_\_

Names and addresses of local person who can be readily contacted and who is able to contact applicant (license holder), *at all times*:

City of Vancouver WA, CARNIVAL LICENSE APPLICATION

EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

AUTHORIZATIONS & CERTIFICATIONS

I, the undersigned, do certify that I am authorized to sign for the licensee and will control and supervise this activity and will be responsible for the conduct, operation, and management thereof in accordance with provisions of Vancouver Municipal Code (VMC) 5.18.

I further certify that the exhibitor has a standard liability insurance policy with a company authorized to do business in the State of Washington in amounts of not less than \$100,000/\$300,000, public liability, and \$25,000 property damage; said policies name the City of Vancouver as co-insured and cannot be cancelled without at least five (5) days written notice to the City (see VMC 5.18.030.I).\*\*\*\*

Also, in accordance with VMC 5.18.070, a surety bond or cash bond in the amount of \$1,000 (for an event with 12 or more units), or \$500 (for an event with less than 12 units) shall be deposited with the city (see Fees Due below). Said bond is to remain in effect and indemnify the City for any damages or expenses connected with said event, for thirty (30) days after the termination of said activity. Any surety bond shall have been issued by a surety company in a form approved by the city attorney.

I further state that I am responsible for the conduct, operation and management of rides, games and food vendors for the carnival or event mentioned in this application. In addition, I further state that I am authorized by the proposed licensee to apply for such license and to make binding representations and statements on his behalf.

AUTHORIZED SIGNATORY (print name): \_\_\_\_\_ PHONE NO. \_\_\_\_\_
COMPANY: : \_\_\_\_\_ TITLE: \_\_\_\_\_
SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

REQUIRED ATTACHMENTS

- \* CITY BUSINESS LICENSE - copy of state/city license or confirmation/receipt showing city license application was completed.
\*\* SITE MAP - Showing: Entrances and Exits to adjoining streets indicating direction, Parking, and Load-In / Load Out Dates.
\*\*\* PROPERTY OWNER or LOCAL MANAGER STATEMENT - Stating that permission has been given for subject event on property.
\*\*\*\* CERTIFICATE OF LIABILITY INSURANCE - Including coverage and co-insured requirements described above (per VMC 5.18.030.I).

FEES

Daily License Fees (per VMC 5.18.040)

0-12 units ..... \$40 per day Over 20 units ..... \$150 per day
12-20 units ..... \$70 per day Live acts ..... \$150 per day

Fees Due

Daily Rate x # of Days = Total License Fee: .....
(see rates above)
Cash or Surety Bond (per VMC 5.18.070): .....
(\$500 for less than 12 units or \$1,000 for 12 or more units)
TOTAL FEES DUE: .....