



SPECIAL USE PERMIT

Request for Use of Chelan-Douglas Land Trust Property for Third Party Event

Fee properties owned and managed by the Chelan-Douglas Land Trust (CDLT) are generally open to the public for use compatible with the protection of habitat, public safety, and specific grant requirements. Where other persons or organizations sponsor an event on CDLT property, the sponsor must obtain prior written approval of CDLT. Relevant factors in obtaining CDLT approval will be: 1) the nature of the event 2) potential conflict with normally scheduled CDLT functions or public use 3) the frequency of the event and 4) the impacts of the event on the CDLT property and adjacent neighbors and areas. CDLT may approve or deny the request, and may, in its sole discretion, condition approval on agreement to specified conditions. CDLT may request: 1) payment of a use or maintenance fee 2) payment of a staffing fee if it is necessary to pay a staff member to be present during the event 3) addition of CDLT as an additional named insured or co-insured on the sponsor's liability insurance for the event 4) liability waivers of all claims against CDLT by the event participants in a form acceptable to CDLT and (5) where appropriate, an agreement signed by both parties specifying the terms of use.

Name of Organization or Individual:

☐ Non-profit (attached IRS Determination)

☐ For-profit

☐ Other (Explain):

Describe your proposed event:

Mailing Address:

Contact Person and Position:

Best contact daytime phone:

Best contact evening phone:

Best contact email:

CDLT Property proposed to be used:

Specific location on the property:

Is this for a one-time use multiple-time use Explain:

Requested Date(s):

How does the proposed event further the purposes of the Land Trust to protect habitat and to promote a culture of conservation?

Will the event participants be charged a fee? If yes, how much?

What services will Applicant provide to participants for the proposed fee?

Estimated number of Participants: Number of support staff:

Temporary Structures/Equipment/Materials Used or Brought on to Property:

Duration of Event: Start Time: End Time:

Set up time: Clean up time:

Note: All set up and clean up must be accomplished by Applicant and all waste removed from CDLT property.

No water, electricity, or trash disposal is provided by CDLT.

Identify steps for sanitation and waste management:

Identify number of vehicles and any special transportation services (e.g. shuttle) being provided participants to reduce traffic impact:

Describe your parking plan for vehicles (this permit does not provide exclusive use of property or parking areas, and normal user traffic should not be impeded or inconvenienced by the permitted activity):

Attach

- Proposed form of liability waiver to be used for this Event, if any.
- Confirmation of your organization's current liability insurance and insurance amount.
- A certificate of insurance naming Chelan-Douglas Land Trust as an additional insured.

The Undersigned represents the above description of the event(s) to be true and correct:

(Requesting Organization and Individual)

Date:

Office Use:

Date: _____ Approved, subject to conditions below ☐

Denied ☐ for these reasons: [Click here to enter text.](#)

Conditions of approval: [Click here to enter text.](#)

Impact fee paid: ☐ Method of payment and date: [Click here to enter text.](#)

Insurance Certificate Rec'd ☐ Waiver form approved ☐ Other conditions: [Click here to enter text.](#)

Approved by _____