

*Easy to Use*

1. Turn in your completed application to the Permit Center at least 5 business days before your event.
2. If you are not at a pre-approved location, we will check that the Car Wash Kit works in the location you have selected. We need power, a catch basin and sewer nearby.
3. We will follow up with you to make final arrangements.
4. Set up the kit as directed and put out the sign indicating that your event is designated Green & Clean.
5. Turn on the pump & begin washing.
6. Return the equipment to City Shops during business hours within the following week. NOTE: The equipment is in your care, and you may be financially responsible for equipment that is lost or damaged.

*Good to Know*

- There is only **one** kit. It will be scheduled on a first-come, first-serve basis.
- You must still contact the site owner for permission to hold your wash there.
- You can also hold washes on gravel, which naturally filters soap and chemicals out of the water and doesn't require the kit.

*Car Wash Kit Application*

YES! I would like to apply for use of the City's Car Wash Kit.

ORGANIZATION \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ ALTERNATE CONTACT NAME\* \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

EVENT LOCATION\*\* \_\_\_\_\_

LOCATION ADDRESS \_\_\_\_\_

Applications can be delivered to the Permit Center in City Hall or mailed to City of Sumner, Permit Center, 1104 Maple Street, Sumner, WA 98390.

\*At least one contact must be over 18 years of age. \*\*A location must have power, a catch basin and nearby sewer access. Always check with the site's property owners before planning to use it.

CHECK-OUT LIST

- Pump
- Garden Hose
- Extension Cord
- Power Strip
- 2- Mini Traffic Cones
- Storm Drain Grate Puller
- Storm Drain Insert (Tub)

CHECK-IN LIST

- Pump
- Garden Hose
- Extension Cord
- Power Strip
- 2- Mini Traffic Cones
- Storm Drain Grate Puller
- Storm Drain Insert (Tub)

\_\_\_\_\_  
Signature Date checked-out

\_\_\_\_\_  
Signature Date checked-in

You are required to return all the carwash kit items identified in the check-out list in the same condition as when you received them. You will be responsible for the entire repair and/or replacement costs of the item(s) if you fail to return any item or return item(s) that are damaged. **If you fail to pay for the replacement and/or repair costs, such costs may be sent to a collection agency.**