



CITY OF MEDICAL LAKE
P.O. Box 369 / 124 S. Lefevre, Medical Lake, WA 99022
Ph. 509.565.5000 • Fax: 509.565.5008

PERMIT FEE: \$75.00

SPECIAL EVENT PERMIT APPLICATION

Date(s) of Proposed Event: _____ Name of Event: _____

Contact Name: _____ Organization: _____

Daytime Phone: _____ Organization Type: Gov. Civic/ Non-Profit

Mailing Address: _____ Commercial/Profit Religious

City: _____ State/ Zip: _____

Contact name & phone during the event (i.e. Cell Phone): _____

Description of event planned: _____

Location of Event: _____ Hours of operation: _____

Set-Up Date & Time: _____ Dismantling Date & Time: _____

Number of Staff/ Volunteers: _____ Estimated number of participants: _____

Please attach a map of the layout of your event.

Is this event open to the public? Yes No Will you have live music? Yes No

Will there be dancing? Yes No Will you be providing security for your event? Yes No

Will outside vendors be utilized? Yes No If Yes, please explain: _____

Will alcohol be present or sold? Yes No If Yes, Beer Wine Champagne Hard Alcohol

Any cost to those in attendance (i.e. entry fee, collection, or sale of goods)? Yes No

If yes, please explain (additional fees may apply): _____

What additional equipment do you plan on bringing (i.e. Sound equipment, Jump Castle, Tables, etc.)? _____

City support requested for event: _____

(City staff time and assistance may require reimbursement.)

Please attach copies of all Brochures, Flyers, Posters or Mailing Advertisements for this event.

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its

employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

LIABILITY - The City may require insurance, depending on the nature of the event. If your group is planning an activity that may impact the City's liability status, the maintenance of facilities or is out of the ordinary, it is your responsibility to notify the City as soon as possible for analysis or your activity may be stopped in progress and you may incur penalties and/or liabilities.

CANCELLATION - Cancellations need to be made at least 72 hours in advance of the scheduled event. If cancellations are made at least 72 hours in advance of the scheduled event, a refund of fees will be made, less a \$10.00 administration fee. If cancellation is made less than 72 hours prior to the scheduled event a refund of one-half the reservation fees will be made, less a \$10.00 administration fee. If no cancellation is made the City will retain all reservation/ permit fees and a refund of only the deposit will be made.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

ORGANIZATION/ TITLE: _____

ACTIVITY FEES

This fee is in addition to the special event fee and applies to all events that charge participants or spectators to take part in the event. This fee is not to be waived.

0 – 50 Participants _____	\$ 50.00
51-100 Participants _____	\$ 100.00
101-200 Participants _____	\$ 200.00
200-500 Participants _____	\$ 500.00
500-1000 Participants _____	\$ 1000.00
1000 -2000 Participants _____	\$ 2000.00
2000 + Participants _____	\$ 5000.00

REQUEST FOR SPECIAL EVENT FEE WAIVER YES NO

Requests for special event fee waivers are asked to be made at least 30 days prior to the event date to ensure that it may be adequately reviewed by the appropriate City personnel; failure to do so may result in your request being denied due to time constraints. If you'd like to be considered for a fee waive please justify your request:

FOR OFFICIAL USE ONLY

Approved by: _____ Parks & Recreation Dept. _____ Police Dept.
 _____ Public Works & Planning _____ Fire Dept.
 _____ City Administrator

Recommend approval under the following conditions: _____

Recommend denial for the following reasons: _____

Proof of insurance: YES NO Date Received: _____

Fee Waiver Approved: YES NO Bond Required? YES NO Amount \$ _____

FEES	RECEIPT NO.	DATE
Application Fee \$ 75.00	_____	_____
Facility Use Fee \$ _____	_____	_____
Damage Deposit \$ _____	_____	_____
Activity/ Additional Costs \$ _____	_____	_____
TOTAL PAID	_____	_____
TOTAL REFUNDED	_____	_____

City of Medical Lake

Special Event Policies and Procedures

1. GENERAL POLICY STATEMENT

The City of Medical Lake is interested in and encourages support of community sponsored events. The City recognizes the many social, cultural and financial benefits that are the result of including parades and special events in the life of the City. Such benefits include improvements to the general quality of life, economic growth, increased tourism, recreation, recognition of fine arts, charitable aid and many others that are both tangible and intangible. The City is aware of the need to blend community events with other citizen activities in the community.

Notwithstanding the recognized importance of parades and special events, it is incumbent upon the City to establish policies and procedures which will allow for the advance planning and management of its personnel, financial resources and the public property under its control. The City urges the private sector to increase its role in community activities so that impacts on operating budgets of City departments can be minimized. The City shall continue to support events that in the past it has traditionally supported. These include, but are not limited to; the Founder's Day Celebration, "Only Fools Run at Midnight", Kiwanis Club Easter Egg Hunt, etc. It is intended that these policies and procedures will provide a system, common information and basic ground rules which will allow the City and special events sponsors to achieve their mutual goals.

2. PURPOSE

The City of Medical Lake encourages and supports community events while working with the event sponsors. This policy establishes procedures for submission and processing of requests for special events and other special public events proposed to be conducted on/in or having direct effect upon public property of traffic flow in the City of Medical Lake. Events include but are not limited to; parades, fun runs, block parties, athletic events, walk-a-thons, marches, demonstrations, etc.

3. EXCLUSION FROM POLICY

A. PROVISIONS OF THIS POLICY DO NOT APPLY TO:

1. Processions incidental to a wedding or a funeral.
2. Conduct of any governmental agency pertaining to military units of the State of Washington and the United States of America acting within the scope of its function.

4. CITY RESPONSIBILITY - GENERAL

To fulfill its municipal responsibilities, the City must determine if a special event should be conducted and conditions under which an approved event may be conducted.

5. SPONSOR'S RESPONSIBILITY

It is the sponsor's responsibility to make application to conduct a special event as provided in this policy and procedures and to furnish any additional information that may be requested. It is the sponsor's responsibility to abide by all of the terms and conditions established as part of the approval process, to address the interests of the general public, and to indemnify the City from negative impacts of special events.

6. APPLICATION FOR PERMIT PROCESS

Any person/group desiring to sponsor or conduct a special event shall make a written application to City Hall. The application should be filed at least 3 weeks prior to the special event unless complexity and support needs demand an even earlier filing.

7. STANDARDS AND REQUIREMENTS FOR ISSUANCE OF PERMIT

The permit shall be issued based on the application and from other available information consistent with the following requirements.

- A. The conduct of the special event will not substantially interrupt the safe and orderly movement of traffic contiguous to its route or place of assembly.
- B. The conduct of the special event should not substantially interfere with normal police functions. The sponsor may be required to pay costs of additional police officers at the discretion of the City (*see paragraph F*).
- C. The conduct of the special event will not interfere with fire and police protection or ambulance service to areas contiguous to such assembly areas or with the movement of fire fighting equipment to a fire.
- D. The proposed special event does not conflict with any other special event approved or pending approval, or is so close in time and place that undue confusion and congestion would result or the City would bear an unreasonable burden in meeting the request for service.
- E. Insurance in an amount determined by the City and which names the City as an additional insured may be required before issuance of a permit.
- F. City staff and equipment should not be used in direct support of community special events. Should it become necessary, the sponsor of the event shall be charged at rates established prior to the event by the respective City department heads. Where there is a question of the appropriateness of charges, it shall be referred to the City Finance Manager's Office. In situations deemed necessary the City Administrator may seek Mayor or Council direction.
- G. The event's sponsor shall have the responsibility for providing adequate persons for traffic and crowd control. The event sponsor shall coordinate with the Police Department for location and number of personnel that will be needed for their event.

- H. The sponsor or group proposing the special event shall have the responsibility of providing barricades for their event. The Police Department will coordinate with the event sponsor or group for the number and location of barricades needed.
- I. The event sponsor will have the responsibility for the cost of the crowd control, traffic control and litter clean up. The Police Department shall have the primary responsibility for assisting and planning with the event sponsor for crowd and traffic control on public right-of-ways.
- J. The City department having the responsibility for the facility or site being used, shall have the coordinating responsibility for City involvement in that facility or site used.
- K. Special events requested shall be approved on an individual basis determined by the size of the special event, the day and time requested for starting and finishing.
- L. The special event shall not be held for the sole purpose of advertising any products or goods, and is not designed to be held purely for private profit. Consolidated efforts by local merchants are not included in this restriction.

8. APPEAL PROCEDURE

Any applicant for a special events permit who is aggrieved shall have the right to appeal the denial of the permit to the City Council. The appeal will be presented to the Council at its next regularly scheduled Council meeting.

9. DUTIES OF PERMITTEE/SPONSOR

- A. A permittee shall comply with all permit conditions and directions and with all applicable laws and ordinances.
- B. The special events chairperson or other person leading the event shall carry the permit upon his/her person during the conduct of the special event.

10. PUBLIC CONDUCT DURING SPECIAL EVENTS

- A. No person shall unreasonably hamper, obstruct, impede or interfere with any special event or similar activity.
- B. No driver of any vehicle shall drive between the vehicles or persons comprising a parade, assembly or similar activity when such vehicles or persons are conspicuously engaged in a parade, assembly or similar activity, *PROVIDED THAT*, this provision shall not apply to fire, police, ambulance and tow vehicles which may interfere in an emergency situation.

C. The Chief of Police shall have the authority to prohibit or restrict the parking of vehicles along any street constituting the route of a parade or in any street proximately located to the site of special event when such parking restrictions/prohibitions are necessary to the safe and lawful conduct of the activity. The Chief of Police shall order the posting of signs to such effect and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

11. REVOCATION OF PERMIT

Should the conditions and directions of the permit, applicable laws and/or ordinances not be followed by the permittee or sponsor of the special event, City management personnel or police officers may revoke the permit and order an immediate halt to special event.

12. INDEMNIFICATION

Applicants for special events permits shall agree to indemnify and hold harmless the City of Medical Lake, its officers and employees, from any and all claims and matters concerning or arising from the special event.

13. FEE WAIVER

The City Council recognizes the public benefit and positive impact of block parties organized for the purpose of crime prevention or neighborhood watch. Block parties organized for this purpose will have the permit fee waived. Other requests for fee waivers will be reviewed on a case by case basis by the City Council and must accomplish a public purpose above and beyond that stated in *Section 1* to be considered eligible for fee waiver. If the permit fee is waived, a refundable damage deposit equal in amount to cost of a Special Events Permit will be posted with the City. Any damage to the public property resulting from the event will be repaired and deducted from the deposit before it is refunded. A fee waiver does not waive any requirements for direct cost payments (such as rentals) or indemnity/insurance requirements.

DEFINITIONS ATTACHMENT

A. **PARADE**

Any organized group marching or in procession, whether on foot, animal or vehicle.

B. **PUBLIC PROPERTY**

A way open to all people for passage or use that includes; streets, sidewalks, alleys and similar right-of-ways. As distinguished from property subject to private control such as private driveways and private parking.

C. **STREET**

Means a City street, curb to curb.

D. **PERMIT**

A written authorization to conduct a particular event and signed by the appropriate authority.

E. **SPECIAL EVENT**

A special event is a pre-planned activity sponsored by individual, group or organization, proposed to be held on public property, for the purpose(s) of entertainment, celebration, amusement, cultural recognition, amateur sports demonstration, competition or similar activities.

F. **SPONSOR/CO-SPONSOR**

Person(s) or organization that plans and carries out a special event.