

CITY OF SPOKANE

Special Event Permit Application



Spokane is a city that celebrates special events. From major conventions and international sports events to community based festivals, parades, athletic activities, the City of Spokane is proud to host hundreds of events each year.

The following pages include the City of Spokane's Special Events Permit Application and instructions developed to guide you through the permit process.

After you complete the Permit Application please return it to the City of Spokane. A representative from the City will contact you upon receipt of the application and thereafter will serve as your primary contact for the processing of your permit.

This person will distribute copies of your application to all City departments affected by your event. You will be contacted individually by these departments only if they have specific questions or concerns about your event. While City departments have joined together to make this application process simple and complete, you may have to contact federal, state or county agencies in addition to the City of Spokane.

*Thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!***

**City of Spokane Park Operations
2304 East Mallon Avenue
Spokane WA 99202
(509) 363-5455**

SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

INTRODUCTION

A completed application may be filed as early as ninety (90) days before the event, but must be received no later than thirty (30) days before the actual event date. The City of Spokane Special Events Policy (CPR 91-34) provides the framework and guidance for issuance of Special Event Permits in the City. In general, any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas require a permit.

PROCEDURE

The permit application process begins when you submit a completed Special Event Permit Application. Keep in mind that acceptance of your application is not to be construed as final approval or confirmation of your request. The City has liaison staff, in the Parks and Recreation Department, the Fire Department and in the Police Department to help guide you through the permit process. Copies of the application are forwarded to and reviewed by all affected departments. During the review process, you may be notified if your event requires any additional information, permits, licenses or certificates of insurance. These items must be received before your permit can be approved. In many cases, Special Event Permits are approved only a few days before the event. All Special Events are approved on a first come, first served basis. Your permit may not be approved if it conflicts with another already approved Special Event.

YOUR RESPONSIBILITIES

Your main responsibility is to communicate clearly with City staff and to work with the City in making your event the best and safest it can be.

Normally, City staff and equipment cannot be used to support a Special Event. Event sponsors are responsible for traffic and crowd control or for paying for extra support from the Fire and/or Police Departments or for private security. If your event is to be held in a City Park, some special rules, regulations, fees, deposits and restrictions may apply, including a \$50.00 non-refundable application fee if over 200 people (per City Ordinance). A fee will be included to use any park facility at \$25.00 per 100 people. An additional \$25.00 will be charged if party bringing in any unusual structures (i.e. jump castle, dunk tank/water games/ ice blocks, amplified sound, canopies or tents (must be free standing – NO stakes). An additional \$50.00 will be charged if the activity is catered. Generally, park areas cannot be reserved for exclusive use of one group and access to the area by the general public must be available at all times.

It is your responsibility to comply with all City, County, State and Federal Disability Access Requirements. All indoor and outdoor sites for Special Events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible areas. Disabled access may include parking, restrooms, telephones, clear paths of travel, transportation, accessible vendors and booths.

The Spokane Regional Health District recommends one (1) chemical toilet for every 250 people, or portion thereof. You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. You can set a standard by leaving the area better than you found it. If you fail to perform adequate clean-up, or damage occurs to City property, you will be billed at full cost recovery rates plus overhead for clean-up and repair. In addition, such failure may result in denial of a future Special Event Permit or the requirement of a cash bond or surety bond for future events.

***NOTICE:**

ANY SPECIAL EVENTS IN CITY PARKS INVOLVING COMMERCIAL ACTIVITIES, VENDORS, FUND RAISING, EXCEPTIONS TO PARK RULES AND POLICIES, SPECIAL SUPPORT FROM THE PARK DEPARTMENT, OR OTHER UNUSUAL CIRCUMSTANCES REQUIRE PARK BOARD APPROVAL.

THE SPOKANE PARK BOARD MEETS ONLY ONCE PER MONTH. SPECIAL EVENT PERMIT APPLICATIONS REQUIRING PARK BOARD REVIEW AND APPROVAL COULD TAKE AS LONG AS THIRTY (30) DAYS TO GET ON A MEETING AGENDA AND BE PROCESSED.

THE PARK DEPARTMENT REQUESTS THAT YOU CALL OUR OFFICE (509) 363-5455 AND RECEIVE A BLANK APPLICATION FOR EACH EVENT. THE SPECIAL EVENT PERMIT PROCESS IS REVIEWED PERIODICALLY AND REQUIREMENTS DO CHANGE. PLEASE DON'T ASSUME THIS FORM WILL BE THE SAME YEAR AFTER YEAR. WE WILL BE HAPPY TO SEND YOU AN UPDATED APPLICATION AS EARLY AS NINETY (90) DAYS BEFORE THE EVENT.

APPLICATION FEE: (Per City Ordinance over 200 people)

\$50.00 non-refundable application fee, which will be credited to (or deducted from) all other fees and charges. Please submit a separate check.

DEPOSIT: (Returnable after report of No Harm)

\$250.00 deposit for 201 or more people total attendance (separate check).

\$ 50.00 deposit for 200 or less people total attendance (separate check).

Deposit due upon verbal approval of event, payable to CITY OF SPOKANE.

The deposit check is returned **only if** a SELF ADDRESSED STAMPED ENVELOPE is included. Otherwise this deposit check will be destroyed within thirty (30) working days after the event if no damage was incurred. If damage has occurred, you will be notified!

Note: If over 200 people, application requires two separate checks (one for application fee and one for deposit) when submitting the application.

NO YES

DOES THIS EVENT INVOLVE THE **SALE OR USE** OF ALCOHOLIC BEVERAGES? IF SO, YOU MUST CONTACT THE WASHINGTON STATE LIQUOR CONTROL BOARD (509) 625-5513 AND THE SPECIAL POLICE PROBLEMS DIVISION (509) 625-4089.

WILL ITEMS OR SERVICES BE SOLD AT THIS EVENT? IF YES, PLEASE DESCRIBE: _____
A CITY BUSINESS LICENSE MAY BE REQUIRED.

DOES THIS EVENT INVOLVE A MOVING ROUTE OF ANY KIND ALONG STREETS, SIDEWALKS OR HIGH-WAYS? IF YES, ATTACH A DETAILED MAP OF YOUR PROPOSED ROUTE, INDICATE DIRECTION OF TRAVEL, AND PROVIDE A WRITTEN NARRATIVE TO EXPLAIN YOUR ROUTE.

DOES THIS EVENT INVOLVE A FIXED VENUE SITE? IF YES, ATTACH A DETAILED SITE MAP SHOWING ALL STREETS IMPACTED BY THE EVENT.

IN ADDITION TO THE ROUTE MAP REQUIRED ABOVE, PLEASE ATTACH A DIAGRAM SHOWING THE OVERALL LAY-OUT AND SET-UP LOCATIONS FOR THE FOLLOWING ITEMS: (CHECK ITEMS USING)

- ALCOHOLIC CONCESSION AND/OR BEER GARDEN AREAS
- FOOD CONCESSION AND/OR FOOD PREPARATION AREAS (IF YOU INTEND TO COOK FOOD IN THE EVENT AREA, SPECIFY METHOD: ___GAS ___ELECTRIC ___CHARCOAL ___OTHER specify _____)
- CATERED BY AN ESTABLISHMENT
- PORTABLE AND/OR PERMANENT TOILET FACILITIES
- FIRST AID FACILITIES AND AMBULANCE LOCATIONS
- TABLES AND CHAIRS
- FENCING, BARRIERS AND/OR BARRICADES
- GENERATOR LOCATIONS AND/OR SOURCE OF ELECTRICITY
- CANOPIES OR TENT LOCATIONS
- BOOTHS, EXHIBITS, DISPLAYS OR ENCLOSURES
- SCAFFOLDING, BLEACHERS, PLATFORMS, STAGES, GRANDSTANDS OR RELATED STRUCTURES
- VEHICLES AND/OR TRAILERS
- TRASH CONTAINERS AND DUMPSTERS

DESCRIBE YOUR PLAN FOR CLEAN-UP AND REMOVAL OF WASTE AND GARBAGE DURING AND AFTER THE EVENT:

SAFETY / SECURITY / ACCESSIBILITY

PLEASE DESCRIBE YOUR PROCEDURES FOR BOTH CROWD CONTROL AND INTERNAL SECURITY: _____

PLEASE DESCRIBE YOUR FIRST-AID/MEDICAL PLAN. HOW MANY FIRST-AID STATIONS AND WHERE ARE THEY LOCATED ALONG THE ROUTE? HOW WILL THEY BE STAFFED?: _____

PLEASE DESCRIBE YOUR ACCESSIBILITY PLAN FOR ACCESS AT YOUR EVENT FOR INDIVIDUALS WITH DISABILITIES:

NO YES

HAVE YOU HIRED ANY PROFESSIONAL SECURITY ORGANIZATION TO HANDLE SECURITY ARRANGEMENTS FOR THIS EVENT? IF YES, PLEASE STATE:
SECURITY ORGANIZATION: _____ PHONE#: _____
ADDRESS: _____
SECURITY DIRECTOR NAME: _____

IS THIS A NIGHT EVENT? IF YES, PLEASE STATE HOW THE EVENT AND SURROUNDING AREA WILL BE ILLUMINATED TO ENSURE SAFETY OF THE PARTICIPANTS AND SPECTATORS: _____

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

- NO** **YES**
- WILL ADMISSION BE CHARGED?
- ARE THERE ANY MUSICAL ENTERTAINMENT FEATURES RELATED TO YOUR EVENT? IF YES, PLEASE STATE THE NUMBER OF STAGES, NUMBER OF BANDS AND TYPE OF MUSIC.
NUMBER OF STAGES: _____ NUMBER OF BANDS: _____
TYPE OF MUSIC: _____
- WILL SOUND AMPLIFICATION BE USED? IF YES, PLEASE INDICATE START TIME: _____AM/PM
FINISH TIME: _____AM/PM.

PLEASE DESCRIBE THE SOUND EQUIPMENT THAT WILL BE USED FOR YOUR EVENT: _____

- ANY INFLATABLE DEVICES OR HOT AIR BALLOONS? IF YES, PLEASE DESCRIBE: _____

- ANY FIREWORKS, ROCKETS OR OTHER PYROTECHNICS? IF YES, PLEASE DESCRIBE: _____

- ANY SIGNS, BANNERS, DECORATIONS, SPECIAL LIGHTING? IF YES, PLEASE DESCRIBE: _____

INSURANCE REQUIREMENTS

IN MOST CASES, EVIDENCE OF INSURANCE WILL BE REQUIRED BEFORE FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH SHOWS \$1 MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH NAMES THE CITY OF SPOKANE AS ADDITIONAL INSURED. SOME EVENTS MAY REQUIRE A HIGHER LIMIT OF INSURANCE. EACH EVENT IS EVALUATED ON ITS RISK EXPOSURE. THE CITY ALSO OFFERS A PROGRAM FOR SPECIAL EVENTS INSURANCE WHICH ALLOWS SPONSORS TO PURCHASE SPECIAL EVENT INSURANCE. CALL RISK MANAGEMENT AT 625-6222.

HOLD HARMLESS / AFFIDAVIT OF APPLICANT

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE PROPOSED SPECIAL EVENT UNDER THE SPOKANE MUNICIPAL CODE AND CITY COUNCIL POLICY. I AGREE TO ABIDE BY THESE RULES, AND FURTHER CERTIFY THAT I, ON BEHALF OF THE SPONSOR, AM ALSO AUTHORIZED TO COMMIT THE SPONSOR, AND THEREFORE AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY COST AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE EVENT TO THE CITY OF SPOKANE.

I AGREE, ON BEHALF OF THE SPONSOR, TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF SPOKANE, ITS DEPARTMENTS, EMPLOYEES, AGENTS, OFFICERS AND VOLUNTEERS FROM ANY AND ALL LIABILITY IN ANY AND ALL MATTERS CONCERNING THIS SPECIAL EVENT.

NAME OF APPLICANT: _____

(print)

SIGNATURE: _____

DATE: _____

ONLY RETURN EVENT INFORMATION PAGES 1, 2 & 3 AND PERMIT WHEN APPLYING FOR PERMIT

SPECIAL EVENTS PERMIT

Name of Event: _____ Date of Event: _____

Office Use Only – FAX NUMBERS

Originating Department: _____ Distribution Date: _____

Fax Numbers

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Police 835-4596 | <input type="checkbox"/> Fire 7006 | <input type="checkbox"/> Engineering Svcs 6349 | <input type="checkbox"/> Park & Rec 6559 |
| <input type="checkbox"/> St Ops 232-8830 | <input type="checkbox"/> Street Ops 232-8830 | <input type="checkbox"/> Riverfront Park 6630 | <input type="checkbox"/> Cent Trail 624-7038 |
| <input type="checkbox"/> Avista 482-4823 | <input type="checkbox"/> STA 325-6068 | <input type="checkbox"/> Park Ops 5454 | <input type="checkbox"/> Health Dist 324-1567 |
| <input type="checkbox"/> Water 7816 | <input type="checkbox"/> SWM 7899 | <input type="checkbox"/> Building Svcs 6124 | <input type="checkbox"/> Taxes & Lic 6990 |
| <input type="checkbox"/> Risk Mgmt 6836 | <input type="checkbox"/> Pub Wks & Util 6274 | <input type="checkbox"/> Riverside St Pk 465-5571 | <input type="checkbox"/> U.S. Court 353-2359 |
| <input type="checkbox"/> Arena 324-7050 | <input type="checkbox"/> Nghbrhd Svcs. 6817 | <input type="checkbox"/> Liqr Cont Brd 625-5524 | <input type="checkbox"/> |

Each department/agency is responsible for responding to the originating department. No response within 20 days of receipt of application indicates approval without restrictions.

Originating department – list special conditions below.

SPECIAL CONDITIONS: Failure to follow these conditions will result in revocation of permit.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

(attach extra pages if necessary)

PERMIT APPROVED: _____ PERMIT DENIED: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

RETURN THIS PERMIT PAGE ALONG WITH EVENT INFORMATION PAGES 1,2, & 3

SPECIAL EVENTS INSURANCE

Liability insurance coverage is required for special events occurring on City property.

A special event is defined as any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas that require a permit. Special events permits, insurance certificates and limits must be reviewed by the city; however permits will not be issued without a certificate of liability insurance.

The City of Spokane no longer facilitates Special Event Insurance, but the below information may be helpful in securing short-term liability insurance.

What is an Insurance Certificate?

An Insurance Certificate demonstrates the existence and terms of a particular insurance policy. It is common for insurance certificates to specifically name another involved party as insured when it relates to common business interests. Insurance Certificates must be provided to the City preceding event approval and this should be done as early as possible.

Where can I get an Insurance Certificate?

1. The best place to obtain an insurance certificate is through an already existing insurance policy maintained by your organization, affiliation, business or home owners insurance. There is usually little or no cost for the issuance of an insurance certificate on an existing policy. The request for such a certificate is usually placed through the agent, broker, or risk management department of the organization.
2. If there is no existing insurance that will provide coverage, you will want to shop for insurance coverage and may be able to obtain an insurance policy and certificate that specifically covers the special event. Many times a special event may be included as “rider” or “endorsement” to an existing liability insurance policy. Your insurance agent or broker may be the best place to start asking questions.
3. There are companies that specialize in short-term Special Event Insurance. The web sites below are provided as a convenience and this information is not to be construed as a recommendation by the City of Spokane. We suggest that you “shop” for insurance early to obtain the best value and coverage.

- Diversified Risk Management www.eventinsure.com
- Francis L. Dean & Associates www.athletic-insurance.com
- CSI Entertainment Insurance www.csicoverage.com
- SM&D Production Insurance www.productioninsurance.com

What is required on the Insurance Certificate?

1. 1-Million Dollars of General Liability Insurance is the minimum accepted. Some events may require higher or lower limits, or specific liquor liability if alcohol is served.
2. The event sponsor must be the “named insured.”
3. The **City of Spokane** must be specifically “named as the additional insured.”
4. The certificate must be on the current Insurance Service Organization (ISO) form.
5. The insurance policy must meet the minimum Best “A” rating or equivalent.
6. The policy must be current through the event date.

Questions on the requirements for special events insurance can be directed to The City’s Risk Management Department at (509) 625-6220.

Note: Family picnic events (reunions, birthday parties, graduation events, receptions, showers, etc.) may waive the insurance requirement, unless your group is over 200 people.

PARK USE RULES

VIOLATION OF PARK RULES IS A MISDEMEANOR SMC 10.10.040

1. The parks are closed from 11:00 p.m. to 4:00 a.m., Pacific Daylight Time, or 10:00 p.m. to 5:00 a.m., Pacific Standard Time, except for Riverfront Park which closes at 12:00 midnight.
2. No public address or loudspeakers systems or other electronic audio devices are allowed without written permission.
3. No baseball, football, or other ball games to be played on park drives, boulevards, or pathways.
4. No golfing or driving of golf balls allowed in the park.
5. Animals must be on a leash. Owners are responsible for cleaning up after their animal.
6. No possession or consumption of liquor is allowed in the parks.
7. No weapon of any kind is allowed in the park. No discharge of any projectile from any weapon or device is allowed in the park.
8. No fireworks may be discharged in the parks.
9. No watercraft of any size is allowed in or on water in or bordering the park.
10. No overnight camping allowed in the park.
11. If a fee is required for an activity, no person may enter without paying the fee.
12. No fires allowed except in designated fireplaces and park supplied barbeque pits.
13. No motorized vehicles on the grass or pathways. Vehicle parking allowed in designated areas.
14. Do not disturb any living thing in the park.
15. No cutting of trees or shrubs in the park.
16. No panhandling or solicitation of donations.
17. No digging holes or disrupting existing land forms or rocks.
18. Swimming pools, wading pools, softball diamonds, and basketball courts may only be used during hours designated by the Parks and Recreation Department.
19. No vending without a permit.
20. 15-mile per hour speed limit.
21. No littering or dumping of any household or yard material or substances in a park.

CITY OF SPOKANE Spokane Parks and Recreation Department

2304 East Mallon Avenue Spokane, WA 99202

509-363-5455 www.spokaneparks.org

Document Current: November 30, 2009



January 2010

Reservation Customer:

The electricity available for public use at most park facilities is limited. Exceeding the capacity of the outlets will likely trip circuit breakers that are not accessible to the public and would disrupt the electricity completely. Events requiring significant electrical service (more than 15 amps at 120 volts) may need to make special arrangements (such as generators or temporary service).

We do make an effort to check and ensure proper operation of these electrical outlets. We can normally correct problems that occur during normal working hours (7:30 a.m. to 4:00 p.m., Monday through Friday). Vandalism, overloads and other failures beyond our control do occur. Our ability to correct problems on evenings, holidays and weekends is subject to the availability of an electrician and overtime/call-out labor charges.

IF ELECTRICITY IS ESSENTIAL TO YOUR EVENT, PLEASE CONTACT OUR OFFICE AT LEAST 2 WEEKS IN ADVANCE TO DISCUSS HAVING AN ELECTRICIAN PUT ON STAND-BY FOR YOUR EVENT. THERE IS A CHARGE FOR THIS SERVICE.

Please feel free to call (509) 363-5455 if you have any questions regarding your reservation and use of the facilities.

SPOKANE PARKS AND RECREATION DEPARTMENT
PARK OPERATIONS DIVISION – 2304 E. MALLON AVE.
SPOKANE, WA 99202
(509) 363-5455 FAX (509) 363-5454