



SPECIAL EVENT & PARADE PERMIT APPLICATION

This application form must be completed to begin your Special Event Permit process. Please use the City's Special Event & Parade Guidelines document to help guide you through this application process. This application must be turned in no later than 45 calendar days before the event. Please be as detailed as possible when answering these questions and provide any attachments you feel necessary to help with the special event process. If you have any questions, please contact Colleda Monick, Community Development Specialist, at (509) 576-6772 or Colleda.Monick@yakimawa.gov.

SPECIAL EVENT PERMIT FEE:

\$50 permit fee

\$100 late fee if turned in less than three weeks in advance for the event (late application filing must be approved by the Planning Division), in addition to the \$50 permit fee

The fee must accompany submittal of your application and is non-refundable in case of event cancellation.

EVENT ORGANIZER CONTACT INFORMATION:

- a) Contact Name: _____
- b) Organization Name: _____
- c) Organization Address: _____ Postal Code: _____
- d) Phone: (Day) _____ (Home) _____
(Cell) _____
- e) Email Address: _____
- f) Event & Organization Website: _____
- g) Organization Type:
 Non-Profit 501(c)(3) – Tax ID#: _____ Individual Corporation
 Sole Proprietor Other: _____
- h) Public Liaison Person: _____ Phone: _____
- i) On-Site Liaison Person: _____ Phone(Cell): _____

SPECIAL EVENT DETAILS:

- a) Event Name: _____
- b) Type of Event: March or Rally Parade Run or Walk Fair Concert
 Other (specify): _____
- c) Brief Description: _____
- d) Event Beneficiaries: _____
- e) Event History. Is this a new event? Yes No

For new events, a meeting with the Community Development Specialist shall be held at least 6 months prior to the event. If this a recurring event that has happened in previous years, a meeting shall be held at least 3 months prior to the event.

Describe any changes to this year's event: _____

- f) Event Dates and Times:

SINGLE DAY:

IF EVENT IS MORE THAN ONE DAY, SKIP THIS SECTION AND FILL OUT THE MULTIPLE DAYS SECTION

Date: _____ Start Time: _____ End Time: _____

Set-up: _____ to _____ Tear Down: _____ to _____

MULTIPLE DAYS:

Day 1	Date:			
	Setup Time:		to	
	Event Time:		to	
	Tear Down Time:		to	
Day 2	Date:			
	Setup Time:		to	
	Event Time:		to	
	Tear Down Time:		to	
Day 3	Date:			
	Setup Time:		to	
	Event Time:		to	
	Tear Down Time:		to	

g) Event Location (describe and check all that apply):

Public Right-of-Way (city street/sidewalk) - if applicable, describe the location on question h.

City Park: _____

If the event will be using Millennium Plaza or any city park, you must also apply for a permit from the Yakima Parks and Recreation Department to use the plaza. You can reach the department at (509) 575-6020 or via email at askparks@yakimawa.gov.

Private property: _____

You may still need a permit for private property if the event will include any of the following, which could impact the public: outdoor concert with or without sound amplification, the sale or use of alcoholic beverages such as a beer garden, the use of a tent over 400 sq ft, or fireworks.

h) Public Right-of-Way.

i. Will there be any full or partial street closures related to your event? Yes No

If yes, describe: _____

ii. Will you be blocking any public sidewalks prior to, during, or after the event?

Yes No

If yes, describe: _____

i) Attendance.

i. This event is: Open to the Public Private Event Ticketed Event

ii. Will there be an admissions charge? Yes No

Price: _____

iii. Number of Participants: _____

iv. Number of Spectators: _____

v. For Parades, expected number of vehicles: _____

vi. For Parades, will you have horses and/or animals? Yes No Not Applicable

If so, please describe: _____

j) What are your expected impacts on traffic and plans for managing them? Please be specific:

k) What provisions have been made for parking participants, vendors, organizers, performers?
Please provide a map of the parking you describe herein:

l) What provisions will be made for people with disabilities? (e.g. parking and street access, pathways, washrooms, viewing areas). Please provide a map as appropriate.

m) What staff is involved in producing the event? Please list the number and general job duties of each: _____

n) Sound.

i. Are amplified entertainment, music and/or speeches included? Yes No

ii. If sound will only be provided for a portion of the event, please list the time the sound will be provided: _____

o) Vendors.

i. Food will be: Served Sold Not Applicable

ii. Will the event have vendors of any kind? Yes No

iii. If so, how many? 1 to 5 6 to 10 More than 10 Not Applicable

iv. What type of vendors will be present? (select all that apply and describe):

Food Truck: _____

Merchandise: _____

Other: _____

Not Applicable

Selling food or merchandise of any kind requires a City of Yakima Business License from the Code Administration. All vendors selling food must apply for a temporary food establishment permit unless they meet all exemptions as noted on Yakima Health Districts' Food program application and resource page found at: <http://yakimacounty.us/2123/Applications-Resources>. Contact Yakima Health District with questions about your temporary food service license by calling (509) 249-6508 or access the above web page. By signing this document and filling out this section you acknowledge that additional licenses and permits are necessary to sell or provide food, beverages and merchandise at your event.

p) Food Preparation.

i. Is food prepared on site during this event? Yes No

ii. If so, please be specific as to how food will be prepared:

*If food is being prepared on site, an inspection by the Fire Department will be conducted. A minimum fee of \$100 **per event day** would apply; see [YMC 10.05.015](#) for fee details:*

<http://www.codepublishing.com/WA/Yakima/html/Yakima10/Yakima1005.html#10.05.015>.

By signing this document and filling out this section you acknowledge that additional inspections and costs are necessary to prepare food at your event.

q) Alcohol.

i. Alcohol will be: Served Sold Not Applicable

ii. Select all alcohol types that will be sold: Beer Wine Spirits
 Not Applicable

iii. How many alcohol vendors?: _____

A Special Liquor License is required if alcohol is being served or sold. By signing this document and filling out this section you acknowledge that additional licenses are necessary to sell or provide alcohol at your event.

r) Temporary Structures (e.g. tents, stages, portable toilets).

i. Will the event have a temporary structure over 400 sq ft? Yes No

A tent permit is required for tents in excess of 400 square feet. The application can be downloaded here: <https://www.yakimawa.gov/services/codes/permits/>

i. Provide the type, number, and size of the temporary structures that will be on site:

s) First Aid Provision. What first aid provisions have been identified?

First Aid Kit

First Aid Station – responsible party: _____

Ambulance – responsible party: _____

911/CPR – responsible party information: _____

None

t) Safety. What safety risks have been identified and how will they be addressed?

u) Security. What risks for crowd management and site security have been identified and how will they be addressed? If hiring an outside security service, please indicate the number of security officers that will be present at the event: _____

v) Waste Management.

i) Solid Waste

(1) Explain what waste or litter will be generated : _____

(2) List the quantity and size of the trash and recycling receptacles that will be provided: _____

Contact the city's Refuse Division to request garbage receptacles for your event at least three weeks in advance of your event date – (509) 575-6005. Information on recycling can be found online here: <https://www.yakimacounty.us/645/Event-Recycling>

(3) How often will the trash and recycling bins be emptied throughout the event?

ii) Liquid Waste – Portable toilets should be provided for attendees or public restrooms made available. Yakima Health Districts recommends 1 portable toilet per 50 people for all day events.

(1) Will your event have portable toilets? Yes No

(2) If so, how many: _____

iii) Potable Water – what access to water will be provided?

Access to Municipal Water Bottled Water None

If no municipal water is available, Yakima Health District recommends you provide handwashing stations and bottled water.

EVENT SITE PLAN CHECKLIST

A site plan is required for each location used for the event. This plan should be **clearly presented** and include the date it was prepared (any revised plans must include the date). The site plan should include the following as applicable, and any other details you think are helpful:

- NORTH, indicated by a directional arrow symbol
- Street names
- Street closure points
- Emergency vehicle access/fire lane (must indicate width of 20-foot minimum along entire length of street closure)
- Parking areas
- Garbage and recycling areas
- Permanent and Temporary structures on site/to be placed on site, including but not limited to: vendor booths, cooking areas, first aid stations, fencing, gates, cables, sound systems, canopies/tents, stages, waste collection bins/stations, portable toilets, etc.
- For parades/processions/marches: route with directional arrows, starting point and finishing point, staging area, assembly area, and dispersal area
- For runs/races/walks/other athletic events: starting line, finish line, route with directional arrows, street closure points and barricades, water stations or other stopping points along the route
- For beer garden or other enclosed area – fencing/barriers (including dimensions) and entrance and exit points

CITY SERVICES

The City of Yakima provides services to assist in the production of special events within City limits.

A for-profit event will pay 100% of the Yakima Police Department Services associated with the event and a licensed non-profit will pay 50% of the Yakima Police Department Services. Other fees may apply based on the event’s request.

Describe any of the following support you expect to require and/or request:

a) Police: _____

b) Fire: _____

c) Access to Water or Power: _____

d) Other: _____

ADDITIONAL QUESTIONS

- 1. Insurance is required pursuant to Yakima Municipal Code 9.70.160. Have you attached your liability insurance with Endorsement? **Insurance must be submitted 30 days prior to your event date for your event to be considered.**

Yes No

INSURANCE REQUIREMENTS (Per YMC 9.70.160):

- A. Commercial General Liability (Occurrence Form). One million dollars per occurrence/two million dollars aggregate combined single limit liability for bodily injury and property damage. If other than the standard CG 00 01 form is used, such as a special events policy, the policy shall be furnished to the city attorney for review and may be rejected based upon the specified policy exclusions. If animals are included in the event, no animal exclusion will be allowed or approved. The policy shall not contain a separate assault and battery exclusion. The policy shall not exclude coverage for participants in the event.
- B. If sponsor owned or rented vehicles are involved in the event: automobile liability at one million dollars per occurrence combined single limit bodily injury and property damage. This includes coverage for any owned, hired or non-owned vehicles. If the sponsor of the event does not own the vehicles that will be used in the event, then only hired and non-owned auto liability may be required, which can be included on the commercial general liability policy.
- C. If liquor is served at the event: liquor liability coverage shall be required at a one-million-dollar liability limit. If there is no charge for the liquor being served and the policy provides host liquor liability coverage, then this requirement may be waived with the economic development manager’s approval.
- D. The applicant shall provide a certificate of insurance as proof of the insurance required above that clearly states who the provider is, the amount of coverage, the policy number, and when the policy and provisions provided are in effect. Said policy shall be in effect for the duration of the permit. The certificate of liability insurance policy shall name the city of Yakima, its elected officials, officers, agents, employees and volunteers as additional insureds, and shall contain a clause that the insurer will not cancel the insurance without first giving the city prior written notice. The insurance shall be with an insurance company or companies rated A-VII or higher in Best’s Guide and admitted in the state of Washington, or an A-VII rated approved surplus lines carrier. If the city is damaged by the failure of the applicant to maintain the above insurance or to notify the city, then the applicant shall bear all costs attributable thereto. An expiration,

cancellation, or revocation of the insurance policy or withdrawal of the insurer from the insurance policy automatically suspends the permit issued to the applicant until a new insurance policy or reinstatement notice has been filed and approved as provided in this section.

2. Are you prepared to provide notification to effected businesses and/or residents along the route in the way prescribed in Section F of the special event/parade guidelines?

Yes No

3. Are you aware that a security deposit may be required for events based on the type of event, its estimated attendance and other factors and your event's date will not be confirmed until the City receives the security deposit?

Yes No

4. Have you attached your site plan?

Yes No

Please mail your completed application form to:

**City of Yakima, Planning Division
129 North 2nd Street
Yakima, Washington 98901**

Or you may submit your completed application to the Code Administration front counter on the 2nd floor of City Hall (129 North 2nd Street, Yakima, WA 98901).

The applicant agrees to the conditions that have been specified in this application, to the conditions of any required supporting permits, and to changes made by the Planning Division necessary to approve the final special event permit. If the applicant does not agree with the terms specified in the permit, they will notify the Planning Division within 48 hours after receiving the permit.

Any permit issued pursuant to this application is subject to City review up to the time of the event. In the event the City finds that there are conditions that were not outlined by the applicant in this application, the event may be subject to additional requirements, or subject to closure.

Please note that the City of Yakima is subject to the provisions of the Public Records Act, Chapter 42.56 RCW, and that this application and the information contained therein are subject to the disclosure provisions of such Act.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the Special Event Application Guidelines and Chapter 9.70 YMC and agree to comply with them, including but not limited to the provisions of YMC 9.70.160 setting forth requirements for insurance and duties to defend, indemnify and hold the City of Yakima harmless.

Signature: _____ Date: _____

Printed Name: _____