



SPECIAL EVENT & PARADE PERMIT APPLICATION – 2019

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: _____ Tax ID #: _____
- c) Organization Address: _____ Postal Code: _____
- d) Phone: (Day) _____ (Home) _____
(Fax) _____ (Cell) _____
- e) E-mail: _____
- f) Event and Organization Website: _____
- g) Public Liaison Person: _____ Phone: _____
- h) On-Site Liaison Person: _____ Phone(Cell): _____

SPECIAL EVENT DETAILS:

a) Event Name: _____
Brief Description: _____
Event Beneficiaries: _____
Admission Charge: _____
Changes for this Year: _____

b) Event Location: _____

c) Streets proposed to be closed: _____

d) Event Time(s):
Date: _____ Start: _____ Finish: _____ Set-up: _____ End clean up: _____

Dates and times if varying start and finish times for each different day:

Date: _____ Start: _____ Finish: _____ Set-up: _____ End clean up: _____

Date: _____ Start: _____ Finish: _____ Set-up: _____ End clean up: _____

e) Attendance.
Number of Participants: _____ Number of Spectators: _____
For Parades, expected number of vehicles: _____
For Parades, will you have horses and/or animals? If so, please describe: _____

f) Notification. 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?

- g) Traffic. What are your expected impacts on traffic and plans for managing them? Please be specific.

- h) Parking. What provisions have been made for parking participants, vendors, organizers, performers? Please provide a map of the parking you describe herein.

- i) Disabled Access. 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.

- j) Personnel. What staff is involved in producing the event? Please list the number and general job duties of each.

- k) Sound. Are amplified entertainment, music and/or speeches included? If sound will only be provided for a portion of the event, please list the time the sound will be provided.

- l) Sale or Handouts of Food, Beverages and Merchandise. Will food, beverages and merchandise be sold or handed out? Please be specific as to each category of food and/or merchandise. 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.
- m) Food Preparation. Is food prepared on site during this event? 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.
- n) Alcohol. Will liquor or beer be sold? If so, a Special Liquor License is required. Please be specific as to how many alcohol vendors will be attending and the type of alcohol 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.

- o) Sponsors. How will sponsors be acknowledged? Provide proposed sign/banner details.
- p) Temporary Structures. Will any temporary structures be used? (e.g. tents, stages, portable toilets) 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/>
Please include the site of tents proposed.
- q) First Aid Provision. What first aid provisions have been identified?
- r) Safety. What safety risks have been identified and how will they be addressed?
- s) 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.

t) Waste Management.

- i) Solid Waste - What waste or litter will be generated? What is your management plan for waste reduction, environmental protection and/or recycling? Your plan should include how event staff will pick up trash, the locations or grease barrels if needed, and staging areas where trash will be deposited before it is hauled away. It is the responsibility of the event organizer to make arrangements for waste removal and the pickup and haul away of any additional litter and refuse that is due specifically to their 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.

- iii) Potable Water – Are you providing bottled water or allowing access to municipal water? If no municipal water is available, Yakima Health District recommends you provide handwashing stations and bottled water.

EVENT SITE PLAN

A site plan is required for each location used for the event. This plan should be **clearly presented**, drawn to scale and include the date it was prepared (any revised plans must include the date). The plan must include the location of all aspects of the event as described in this application. This includes clearly indicating the locations of signs, stages, tents, cables, hoses, sound systems, portable toilets, litter bins, recycling bins, first aid stations and water holding tanks. All fencing, gates, entrances and exits, including emergency exits and fire lanes must also appear on the site plan.

Please note – if the event will be using Millennium Plaza, 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

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 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.** 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 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

3. 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: _____