



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 Contact No: (Cell) _____

SPECIAL EVENT DETAILS:

a) Event Name: _____
Event Details: _____
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 days:

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

e) Attendance: No. of Participants: _____ No. of Spectators: _____
For Parades, expected number of vehicles: _____

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?

h) Parking. What provisions have been made for parking participants, vendors, organizers, performers?

- i) Disabled Access. What provisions will be made for people with disabilities? (e.g. parking and street access, pathways, washrooms, viewing areas)

- j) Personnel. What staff is involved in producing the event?

- k) Sound. Are amplified entertainment, music and/or speeches included?

- l) Sale or Handouts of Food, Beverages and Merchandise. Will food, beverages and merchandise be sold or handed out? Selling food or merchandise requires a City of Yakima Business License from the Code Administration. It is also important that any food vendors participating in the event contact the Yakima Health District to obtain a temporary food service license. The application and information can be found on their website or you can call (509) 249-6508.

- m) Is food prepared on site during this event? If so, an inspection by the Fire Department will be conducted. A minimum fee of \$100 **per event day** would apply; see [YMC 10.05.015](http://www.codepublishing.com/WA/Yakima/html/Yakima10/Yakima1005.html#10.05.015) for fee details:
<http://www.codepublishing.com/WA/Yakima/html/Yakima10/Yakima1005.html#10.05.015>.

- n) Alcohol. Will liquor or beer be sold? (If so, a Special Liquor License is required.)

- 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)

- 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. What waste or litter will be generated? What is your management plan for waste reduction, environmental protection and/or recycling?

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 stages, tents, cables, hoses, sound systems, portable toilets, litter bins, recycling bins 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: _____

ADDITIONAL QUESTIONS

Have you attached your liability insurance? Insurance must be submitted 30 days prior to your event date. Yes No

Are you aware that a security deposit may be required for events based on the type of event, its estimated attendance and other factors? Yes No

Have you attached your site plan? Yes No

Please return 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.

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: _____