



2019 Special Event Overview & Permit Application Packet

City of Othello Parks and Recreation Department
111 North Broadway Avenue • Othello, WA 99344 • (509) 488-6997

The City of Othello has a diverse history of events that put our community on display for all to visit and enjoy. The City of Othello encourages community-based Special Events, as these events build a sense of community, foster civic pride and promote area tourism. A Special Event is defined as a large scale event that requires coordination between a renter, event representative and/or sponsoring group and one or more of representatives from the City of Othello, reservation of a park or facility, with an estimated attendance of 150 or more people. Individuals or groups that wish to hold such an event on public property must obtain a Special Event Permit from the City of Othello.

The City of Othello Special Event Permit Application was created to ensure the safety and success of Special Events while providing a simplified process for both event organizers and City representatives. Please review the attached information and submit the required payment(s), applicable supplemental forms, permits and compliance items, by the deadlines listed on the Special Event Permit Application.

For questions or more information regarding Special Events, please contact the City of Othello Parks and Recreation Office at (509) 488-6997.



A Special Event is defined as a large scale event that requires coordination between a renter, event representative and/or sponsoring group and one or more of representatives from the City of Othello, reservation of an established park and/or park area, with an estimated attendance of 150 or more people. Any individuals or groups that wish to hold a Special Event on City of Othello property must be issued a Special Event Permit in order to obtain use of public property on an exclusive basis.

The Special Event Permit is the first step in the Special Event planning process and reserves the indicated City of Othello park or facility for the desired event date(s). Attached is the City of Othello Special Event Permit Application. **Please return the completed Special Event Permit Application and payment no later than thirty (30) business days prior to the proposed event date.** Upon submittal of the Special Event Permit Application, the Event Director will be contacted by City staff to setup a Special Event Permit Application and pre-event review meeting. The pre-event meeting will serve to identify any additional permits, licenses, and/or compliance items necessary to complete the Special Event Permit Application (see page 11, Permits, Licenses and Compliance for more information), as well as provide the opportunity to address questions or matters concerning the Special Event with City of Othello personnel. Additional pre-event coordination meetings may be required as necessary. A Special Event Permit will not be issued until the Special Event Permit Application (including additional compliance requirements) is completed and submitted to the City of Othello, the application is approved by appropriate City departments and/or personnel, and the requested Special Event use of City Property has been granted by the Othello City Council. The Parks and Recreation Coordinator (or other appointed individual) will issue the Event Director a copy of the Special Event Permit via mail or email, in addition to any Othello City Council resolutions or documentation permitting use of the park and/or facility.

Special Event facility use fees are adopted by the Othello City Council and are a compensation for use of facilities and assist in recouping the additional operating costs incurred as a result of use. Special Event facility use fees are based on anticipated event attendance, as this number dictates the amount of services necessary to accommodate those present at the event and the degree of impact to the park or facility. **Special Event facility use fees must be paid at the time of application submittal.** Failure to pay in accordance with these guidelines will result in denied access to City of Othello parks and/or facilities. The City of Othello Special Event facility use fee schedule is listed below, in addition to the Special Event Permit Application. Fees must be submitted to Othello City Hall, 500 E. Main St., Othello, WA 99344. Payment may be made by cash or check payable to the City of Othello. If equipment replacement or additional cleaning/repair is required, it is billed at the cost of personnel time and materials, as determined by the Public Works Director.

<i>Special Event Facility Use Fees:</i>	\$208 per event (anticipated attendance of 150-500)
	\$416 per event (anticipated attendance of 500+)

The City of Othello and Othello City Council review all requests and make decisions to allow or disallow Special Events based on the following criteria:

- The event has local ties and/or interest.
- The health, safety and risk to participants, the community and the city.
- The proposed event provides a direct benefit to the community.
- The overall impact on street access and closures.
- Consideration provided to the day and date of event to avoid conflicts with other activities.
- Availability of city resources.
- History of the event or event organizers.
- Approvals and support by other agencies.



Special Event Contact Information

Amy Hurlbut, Parks and Recreation Coordinator (509) 488-6997

City of Othello Public Works

ahurlbut@othellowa.gov

Terry Clements, Public Works Director (509) 488-6997

City of Othello Public Works

tclements@othellowa.gov

- Special Event Permits
- Insurance Requirements
- Facility Use Policies and Procedures
- Right-of-Way Permits
- Street Use and Closures

Rebecca Ozuna, City Clerk (509) 488-5686

City of Othello

rozuna@othellowa.gov

Yvonne Hernandez, Receptionist/Clerk (509) 488-5686

City of Othello

yvonneh@othellowa.gov

- Special Event Permits (Alternate Contact)
- City of Othello Business Licenses

Gary Lebacken, Fire Chief (509) 488-2951

Adams County Fire District No. 5

glebacken@acfd5.com

- Fire Code Permits
- Fire and Life Safety Information
- Street Use and Closures

Phil Schenck, Police Chief (509) 488-3314

Othello Police Department

pschenck@othellowa.gov

- Street Use and Closures
- Safety Information
- Law and Municipal Code Information

Additional Contacts

Greater Othello Chamber of Commerce (509) 488-2683

Adams County Health Department (509) 488-2031

Consolidated Disposal Services, Inc (509) 762-5880



EVENT CONTACT INFORMATION

ORGANIZATION/SPONSOR: _____

EVENT DIRECTOR NAME*: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

ALT. CONTACT NAME: _____

PHONE: _____ EMAIL: _____

*Event Director is defined as the activity organizer, promoter or representative responsible for coordinating the public or private use activity within the City of Othello park and/or facility. For purposes of the Special Event Permit Application, the Event Director is the person or entity that is legally responsible for the Special Event, will be deemed the agent of the applicant and will be assumed to have authority to act on behalf of the applicant or applying party. The Event Director is responsible for satisfying all permit conditions and requirements prior to the event. The Event Director must be 18 years or older.

EVENT INFORMATION

EVENT NAME: _____ ESTIMATED ATTENDANCE: _____

DESCRIPTION AND PURPOSE OF EVENT: _____

TYPE OF EVENT (CHECK ALL THAT APPLY): Festival Parade/March Walk or Run

Sporting Event (non-walk/run) Other (specify) _____

EVENT DATE(S)/TIME(S):

Setup Date: _____ From: _____ AM / PM to _____ AM / PM

Event Date(s): _____ From: _____ AM / PM to _____ AM / PM

Breakdown Date: _____ From: _____ AM / PM to _____ AM / PM

REQUESTED PARK/FACILITY LOCATION AND SHELTERS (CHECK ALL THAT APPLY):

<input type="checkbox"/> Lions Park	<input type="checkbox"/> Kiwanis Park	<input type="checkbox"/> Pioneer Park
1. South Picnic Shelter <input type="checkbox"/>	1. Large Picnic Shelter <input type="checkbox"/>	1. Gazebo Shelter <input type="checkbox"/>
2. Central Picnic Shelter <input type="checkbox"/>	2. Tennis Court Shelter <input type="checkbox"/>	
3. North Picnic Shelter <input type="checkbox"/>	3. Playground Shelter <input type="checkbox"/>	<input type="checkbox"/> Triangle Park
4. Large Picnic Shelter <input type="checkbox"/>	4. Basketball Court Shelter <input type="checkbox"/>	
	5. 7 th Ave. Shelter <input type="checkbox"/>	<input type="checkbox"/> Othello Community Pool

Additional Items from List on page 4: _____



*All standard services noted below are permanently mounted in their respective picnic shelters, and cannot be moved from their locations in the park during any event

STANDARD LIONS PARK SERVICES				
	PICNIC TABLES	GRILL(S)	ELECTRICAL OUTLETS	WATER (*KEY REQUIRED)
1. South Picnic Shelter	5	2	2	X
2. Central Picnic Shelter	3	2	2	X
3. North Picnic Shelter	3	2	2	X*
4. Large Picnic Shelter	9	2	5	X

STANDARD KIWANIS PARK SERVICES				
	PICNIC TABLES	GRILL(S)	ELECTRICAL OUTLETS	WATER (*KEY REQUIRED)
1.. Large Picnic Shelter	10	2	4	X*
2. Tennis Court Shelter	6	2	2	X
3. Playground Shelter	3	1	2	X
4. Basketball Court Shelter	3	1	0	-
5. 7 th Ave. Shelter	5	2	0	X

STANDARD PIONEER PARK SERVICES				
	PICNIC TABLES	GRILL(S)	ELECTRICAL OUTLETS	WATER (*KEY REQUIRED)
1. Gazebo Shelter	3	0	2	X

ADDITIONAL ITEMS				
ITEM	PRICE \$	UNIT	QTY REQUEST	ITEM TOTAL (\$ x QTY)
Additional Picnic tables	\$10.50	Each per event		\$
Additional garbage cans	\$10.50	Each per event		\$
Additional garbage dumpsters	\$36.25	Each per event		\$
Portable toilet w/ hand wash station	\$62.50	Each per day		\$
Portable ADA toilet w/ hand wash station	\$78.00	Each per day		\$
Event staff	\$51.00 REG/\$76.50OT	Each per hour		\$
Event set up and take down	\$51.00REG/\$76.50OT	Each per hour		\$
Water spigot key	\$25.00 (refundable)	Each per event		\$
Total additional cost: add this information (this dollar amount is needed on page 9)				\$



Special Event Permit Application

Application Requirements

Specific requirements for proposed Special Events vary depending upon the size, scope and type of use. To help ensure the safety of participants and the success of events, the following requirements have been established for Special Events in City of Othello parks or facilities. Please check all that apply and provide the additional information required. Supplemental permits, licenses and compliance items must be submitted to Parks and Recreation, 111 North Broadway Avenue, Othello, WA.

EVENT INSURANCE

All Special Events using City of Othello parks or facilities are required to provide proof of a commercial general liability insurance policy and the City of Othello must be named as an additional insured by endorsement of said policy. Any Special Event reservation will require insurance limits of one million (\$1,000,000) per occurrence in commercial general liability with an aggregate of two million (\$2,000,000). Coverage cannot be cancelled or reduced without thirty (30) days written notice to the City of Othello. (Special Event Liability Insurance may be available through the City of Othello's insurance carrier, Washington Cities Insurance Agency.) Insurance policies will be required at the time of application for a Special Event Permit, or no later than thirty (30) business days prior to the proposed event date.

A copy of the certificate of insurance and endorsement is attached.

VENDORS

Special Events that include vendors of goods or services must submit a complete list of all event vendors, including non-profit and informational purveyors. The Special Event Vendor List (page 12), complete with copies of all vendor business licenses and permits must be submitted no later than fourteen (14) business days prior to the proposed event date. Vendors of goods or services in city parks or facilities are required to possess a current City of Othello Business License. **Vendors are required to abide by the regulations set forth and agreed upon application for a City of Othello Business License. Vendors found not in compliance with City of Othello Business License regulations will be cited and denied access to city parks and/or facilities.** If vendors plan to prepare, sell or serve food and/or beverages to the public, a food service permit, dependent upon the type of food service establishment, will be required from the Adams County Health Department. Any Special Event vendors causing damage to city property or equipment will be required to pay for the cost of any replacement equipment, cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. The city shall assess these costs to the Event Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to city parks and/or facilities. See the "Permits, Licenses and Compliance" section of this application for more information on the permits required for Special Event vendors.

Does the proposed event include vendors of goods or services?

No Yes If yes, please submit the following no later than fourteen (14) business days prior to the proposed event date:

- Special Event Vendor List
- City of Othello Business License (applicable vendors, pages 13-15)
- Adams County Health Dept. Mobile/Temporary Food Establishment Permit (applicable vendors, page 18)

VEHICLES IN PARK

Vehicles will be permitted in the park only for the purpose of loading and unloading equipment. Vehicles must be removed immediately following loading/unloading of equipment and parked in the parking lot during the Special Event. All vehicles must review and comply with the OMC 9.04.030 related to Vehicles in Parks or Public Property. To request permission to allow vehicles in the park for the purpose of loading/unloading equipment, a Vehicle Access Request Form (page 19) must be submitted no later than fourteen (14) business days prior to the proposed event date. Requested vehicle access into a park must be limited to vehicles deemed essential to the setup or breakdown of the event. Exceptions to this policy may be granted by the Public Works Director (or designated representative) for vendors that sell from or prepare/serve from within a vehicle and absolutely need to have their vehicle present in the park for the entire of the event. Vehicles that are granted permission will receive a temporary parking pass or a loading/unloading pass for the authorized vehicles to display on their dashboard. Access into parks must be limited to approved vehicles. Vehicles found in the park without a pass will be cited and denied access to the parks and/or city facilities.

Any loading or unloading during the event must be facilitated by courtesy vehicle (ATV, golf cart, etc.). The Event Director is responsible for obtaining the courtesy vehicle for the event. Any courtesy vehicle used must be listed on the Vehicle Access Request Form and approved by the Public Works Director.

Are vehicles proposed to be permitted for loading and unloading equipment?

No Yes If yes, a Vehicle Access Request Form must be submitted no later than fourteen (14) business days prior to the proposed event date.



Special Event Permit Application

SITE MAP

All Special Event Permit Applications must include a tentative site map, with a final site map due no later than fourteen (14) business days prior to the proposed event date (pages 29-31). The Special Event site map should be as detailed as possible and list vendor locations, information booths, any and all equipment that will be brought on site (i.e. stage, tents, canopies, generators, tables, children's activities, bounce houses/inflatable play equipment, etc.), as well as any ADA accommodations necessary for the event. All site map items must be labeled and include approximate dimensions. Note: Othello Fire District No. 5 requires a clearance lane throughout the event for access by emergency vehicles.

A tentative site map is attached. A final site map must be submitted no later than fourteen (14) business days prior to the proposed event date.

BOUNCE HOUSES/INFLATABLE PLAY EQUIPMENT

Special Events that include bounce houses/inflatable play equipment must receive approval from the City of Othello through the Outdoor Recreational Equipment Approval Form (page 22). The Outdoor Recreational Equipment Approval Form must be submitted no later than fourteen (14) days prior to the proposed event date. Event Directors requesting setup or installation of bounces houses/inflatable play equipment as part of their Special Event must adhere to the policies set forth in the Outdoor Recreational Equipment Approval Form. Bounce houses/inflatable play equipment must be placed in the designated location(s) outlined by the Public Works Director noted on the Outdoor Recreational Equipment Approval Form(s). Approved bounce houses/inflatable play equipment and location(s) must be included on the Special Event site map. Bounce houses/inflatable play equipment must be removed from the park no later than 12:00 PM the morning following the last day of the proposed event.

Does the proposed event include the use of bounce houses/inflatable play equipment?

No Yes If yes, an Outdoor Recreational Equipment Approval Form must be submitted no later than fourteen (14) business days prior to the proposed event date.

RENTAL EQUIPMENT

Special Events that include rental equipment (i.e. stage, tents, canopies, generators, tables, children's activities, etc.) to be brought on site or set up in city parks or facilities require approval from the City of Othello through the Special Event application. Proposed rental equipment must be included on the tentative and final Special Event site map. The Special Event site map should be as detailed as possible and include the desired location(s) and approximate dimensions of all rental equipment to be brought on site. Rental equipment locations will be reviewed and approved by the Public Works Director. The Event Director will be made aware of any changes to designated rental equipment locations upon issue of the Special Event Permit. Rental equipment must be removed from the park no later than 12:00 PM the morning following the last day of the proposed event.

_____ (initial) I have read and agree to the Special Event rental equipment policy, as outlined above.

STAKES

The use of stakes to anchor tents, canopies, inflatable bounce houses, etc. is strictly prohibited in city parks and/or facilities unless otherwise specified. Furthermore, tents, canopies, inflatable bounce houses, etc. must not be secured, tied or tethered to trees, tables, or other park amenities or structures. Event Directors must adhere to the policies set forth in the Outdoor Recreational Equipment Approval Form if equipment must be anchored down.

_____ (initial) I have read and agree to the Special Event policy regarding stakes, as outlined above.

STREET USE/PARADES

Special Events that include full or partial closure of a street or sidewalk due to a parade must submit a Street/Parade Use Permit Application (page 20-21) no later than fourteen (14) business days prior to the proposed event date. Event Directors are required to abide by the policies set forth and agreed upon application for a City of Othello Street/Parade Use Permit.

Does the proposed event include a parade?

No Yes If yes, a Street/Parade Use Permit must be submitted no later than fourteen (14) business days prior to the proposed event date.



MUSIC AND/OR AMPLIFIED SOUND

Special Events that include music or an amplified sound system(s) (i.e. public address system, etc.) must request approval from the City of Othello through the Special Event Permit Application. Music or amplified sound system(s) in city parks or facilities must be in compliance with OMC 5.38 related to Noise Control.

Does the proposed event include music and/or amplified sound?

No Yes If yes, the name and contact information of the music/entertainment acts and/or sound company is listed below.

MUSICAL ACTS:

BAND/ACT NAME: _____ CONTACT: _____ PHONE: _____

BAND/ACT NAME: _____ CONTACT: _____ PHONE: _____

BAND/ACT NAME: _____ CONTACT: _____ PHONE: _____

SOUND COMPANY:

COMPANY NAME: _____ CONTACT: _____ PHONE: _____

ACCESSIBILITY REQUIREMENTS (AMERICAN'S WITH DISABILITIES ACT)

The ADA requires the City of Othello to provide equitable access to public facilities for people with disabilities. It is the Event Director's responsibility to comply with all city, county, state and federal accessibility requirements, including the American's with Disability Act (ADA). This may include providing a clear path of travel to and on sidewalks and to restrooms, designating parking and providing accessible options for viewing entertainments and accessing restrooms. ADA accommodations must be included in the tentative and final Special Event site map.

ADA accommodations are included on the attached tentative site map. ADA accommodations must be included in the final site map must be submitted at least fourteen (14) business days prior to the proposed event date.

BANNERS

Special Events that include banners, flyers, announcements and/or advertisements to be posted in city parks or facilities, or used and/or promoted with the Special Event, must be in compliance with OMC 8.26 and 14.58 related to signage.

_____ (initial) I have read and agree to the Special Event banner policy, as outlined above.

PRE-EVENT COORDINATION MEETINGS

Depending upon the scope and size of the Special Event, pre-event coordination meetings with city staff and other affected agencies may be required. These meetings may occur anywhere from five (5) months to one (1) week prior to the proposed event date. The Event Director will be made aware of pre-event coordination meetings upon issue of the Special Event Permit.

Please provide a list of possible dates the Event Director is available for pre-event meetings.

DATE: _____ TIME: _____

DATE: _____ TIME: _____

DATE: _____ TIME: _____



Special Event Permit Application

CANCELLATION POLICY

It is expected that prior consideration will have been given to the time of year chosen for the Special Event or that the event will occur "rain or shine." However, if the Event Director or sponsoring party decides to cancel the Special Event:

- Special Event cancellation must be made at least five (5) business days prior to proposed Special Event date. Failure to do so will result in forfeiture of Special Event facility use fees. Cancellation requests must be submitted in written form (e-mail, faxed, etc.) to the Parks and Recreation/Public Works office.
- Fees will only be refunded if the City of Othello must close the park or facility for safety reasons, inclement weather or unforeseen circumstances, as determined by City of Othello personnel. Once a Special Event begins, the Event Director is responsible for payment of all rental fees before the rainout or closure.

_____ (initial) I have read and agree to the Special Event cancellation policy, as outlined above.

MISCELLANEOUS

Generators: Generators are permitted in city parks to power inflatable bounce houses, food, lighting/sound equipment, etc. All generators must be placed a safe distance from equipment and all electrical cords must be properly insulated, grounded, and covered to prevent tripping hazards. Generators are not to be fueled in city parks. Generators may not produce noise in excess of city standards and must be in compliance with OMC 5.38 related to Noise Control.

Park Equipment: Moving and/or removing existing park equipment (tables, benches, barbecues, etc.) from its permanent location(s) is prohibited. Special Event setup must be planned around existing equipment. Any Special Event causing, or resulting in, loss or damage to city property or equipment will be required to pay for the cost of any replacement equipment, cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. The city shall assess these costs to the Event Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to city parks and/or facilities.

_____ (initial) I have read and agree to the Special Event policies regarding generators and park equipment, as outlined above.

GENDER EQUALITY AND CONCUSSION MANAGEMENT

All users of recreational facilities shall comply with the City of Othello's Gender Equality Policy, pursuant to RCW 49.60.550. Users of City of Othello facilities for youth sports shall comply with RCW 4.24.660 (Zachary Lystedt Law) regarding youth sports concussion and head injuries.

_____ (initial) I have read and agree to the City of Othello Gender Equality and Concussion Management policies.

CLEAN-UP

City of Othello parks and facilities must be clean and free of litter each day prior to leaving the Special Event. All event used buildings must be cleaned prior to leaving the facility on the last day of the proposed event. All items brought in by the Special Event and its participants must be removed. The City of Othello is not responsible for any items left behind by the Special Event. If any additional cleanup is required due to use, the City shall assess these costs to the Event Director, at the cost of time and materials, as determined by the Public Works Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to city parks and/or facilities.

_____ (initial) I have read and agree to the Special Event clean-up policy, as outlined above.

DAMAGES

Any Special Event causing, or resulting in, loss of/damage to city property or equipment will be required to pay for the cost of any replacement equipment, cleaning or repair, including City of Othello personnel time at the cost of time and materials, as determined by the Public Works Director. The city shall assess these costs to the Event Director. Charges must be paid in full. Failure to pay in accordance with these guidelines will result in denied access to city parks and/or facilities.

_____ (initial) I have read and agree to the Special Event damage policy, as outlined above.



Special Event Permit Application

NON-EMERGENCY SITUATIONS

If a problem occurs during the Special Event and is non-emergency in nature; i.e., a sprinkler comes on, toilets are plugged, call (509) 488-6997. If a non-emergency situation occurs on a weekday after 4:00 PM or on weekends, call (509) 488-3314 and the appropriate personnel will be dispatched.

SMOKING OR TOBACCO USE IS PROHIBITED IN ALL CITY OF OTHELLO FACILITIES (INCLUDING RESTROOMS) AND MUST BE TWENTY-FIVE (25) FEET FROM ANY PLAYGROUND STRUCTURE, BUILDING ENTRANCE OR VENTILATION SOURCE.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The person or organization entering into a rental agreement with the City of Othello for the use of City of Othello facilities or equipment described on the Special Event Permit Application certifies that the application information given is current. The signed application further states that as the Event Director, he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Othello for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of City of Othello facilities or equipment will be reported to City of Othello authorities immediately. The applicant agrees that the City of Othello and its agents or employees will not be liable for any damage to person or property by reason of the acts of applicant, its agents, employees, invitees, or subcontractors. The applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Othello and its officers, employees, directors, volunteers and agents from claims, liabilities, or suits, arising out of injury to person or property from the acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Othello.

EVENT DIRECTOR NAME (PLEASE PRINT)

SIGNATURE

DATE

AFFIDAVIT OF APPLICATION

I, _____ (Print Name), do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Othello. I certify that I understand the City of Othello retains the right to deny access to City property and/or facilities to any Event Director or Special Event representative, agent, employee, invitee or subcontractor not in compliance with the regulations set forth in this application.

EVENT DIRECTOR NAME (PLEASE PRINT)

SIGNATURE

DATE

FOR OFFICIAL USE ONLY

EVENT FEE PAID: \$ _____ DATE: _____ CASH CHECK # _____ RECEIPT #: _____

CONCESSION FEE PAID: \$ _____ DATE: _____ CASH CHECK # _____ RECEIPT #: _____

APPROVAL AND ROUTING:

CITY PLANNER, CITY OF OTHELLO: _____ DATE: _____

POLICE CHIEF, CITY OF OTHELLO: _____ DATE: _____

FIRE CHIEF, ADAMS COUNTY NO. 5: _____ DATE: _____

PUBLIC WORKS DIRECTOR, CITY OF OTHELLO: _____ DATE: _____

CITY ADMINISTRATOR, CITY OF OTHELLO: _____ DATE: _____



Special Event Permit Application

<input type="checkbox"/> OTHELLO CITY COUNCIL:	_____	DATE:	_____
CONDITIONS: _____			
APPROVAL LETTER SENT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	BY: _____ DATE: _____
EVENT CANCELLED:	_____	REFUND ELIGIBLE:	_____ AMOUNT: _____ DATE: _____
NAME OF PERSON TO BE REFUNDED: _____			
ADDRESS: _____			
REFUND ISSUED BY:	_____	CHECK #:	_____ DATE: _____

PERMITS, LICENSES AND COMPLIANCE

Attached to this application are supplemental permits and provisions that may be required. While many of the below permits, licenses and compliance items must be received no later than fourteen (14) business days prior to the proposed Special Event date, please thoroughly review the Special Event Permit Application for specific due dates and information regarding each item. Supplemental permits, licenses and compliance items must be submitted to Othello City Hall, 500 E. Main St., Othello, WA 99344.

<i>Special Event Vendor List</i>	<i>Page 12</i>
<i>City of Othello Business License Application</i>	<i>Pages 13-15</i>
<i>Application for a Permit to Operate One Temporary Food Establishment (ACHD)</i>	<i>Page 16</i>
<i>Vehicle Access Request Form</i>	<i>Page 17</i>
<i>Street/Parade Use Permit Application</i>	<i>Page 18-19</i>
<i>Outdoor Recreational Equipment Approval Form</i>	<i>Page 20</i>
<i>Concession Stand Use Application</i>	<i>Page 21</i>
<i>Concession Stand Cleaning Checklist</i>	<i>Page 22</i>
<i>Lions Park Map (for site map use)</i>	<i>Page 23</i>

City of Othello

Parks and Recreation • 111 North Broadway Avenue • Othello, WA 99344 • (509) 488-6997

Special Event Permit Application



Kiwanis Park Map (for site map use).....Page 24

Pioneer Park Map (for site map use).....Page 25