



Special Event

Overview & Permit Application Packet 2023

CHECKLIST (DUE 30 BUSINESS DAYS PRIOR)

ITEM	RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY)
Special Event Permit Application	<input type="checkbox"/>
Insurance Quote	<input type="checkbox"/>
Site Map	<input type="checkbox"/>
Special Event Vendor List (if applicable)	<input type="checkbox"/>
Outdoor Recreational Equipment Approval Form (if applicable)	<input type="checkbox"/>
Street/Parade Use Permit Application (if applicable)	<input type="checkbox"/>
Special Event Music/Entertainment Acts List (if applicable)	<input type="checkbox"/>
Payment of Processing Fee	<input type="checkbox"/>

CHECKLIST (DUE 14 BUSINESS DAYS PRIOR)

ITEM	RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY)
Vendor Business Licenses & Permits	<input type="checkbox"/>
Vehicle Access Request Form (if applicable) for all Vendors & Event Director	<input type="checkbox"/>

CHECKLIST (DUE UPON CITY COUNCIL APPROVAL)

ITEM	RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY)
Insurance Policy for Special Event	<input type="checkbox"/>
Permit Application Fees Paid in Full	<input type="checkbox"/>



SPECIAL EVENT PERMIT APPLICATION

EVENT CONTACT INFORMATION

ORGANIZATION/SPONSOR: _____

EVENT DIRECTOR NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

ALT. CONTACT NAME: _____ PHONE: _____

*Event Director is defined as the activity organizer, promoter or representative responsible for coordination 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 application 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):

- LIONS PARK**
 - 1. South Picnic Shelter
 - 2. Central Picnic Shelter
 - 3. North Picnic Shelter
 - 4. Large Picnic Shelter
- PIIONEER PARK**
 - 1. Gazebo Shelter
- KIWANIS PARK**
 - 1. Large Picnic Shelter
 - 2. Tennis Court Shelter
 - 3. Playground Shelter
 - 4. Basketball Court Shelter
 - 5. 7th Avenue Shelter
- TAGGARES PARK**
 - 1. Picnic Shelter
 - 2. Picnic Shelter
- TRIANGLE PARK**
- OTHELLO COMMUNITY POOL**
- OTHER:** _____

ADDITIONAL ITEMS:				
ITEM	PRICE (\$)	UNIT	QTY REQUEST	ITEM TOTAL (____ QTY X \$)
VENDOR CORD (SET UP & TAKE DOWN)	\$100.00	EACH PER EVENT		\$
ADDITIONAL PICNIC TABLES	\$12.24	EACH PER EVENT		\$
ADDITIONAL GARBAGE CANS	\$12.24	EACH PER EVENT		\$
ADDITIONAL GARBAGE DUMPSTERS	\$41.57	EACH PER EVENT		\$
PORTABLE TOILET W/HAND WASH STATION	\$71.66	EACH PER DAY		\$
PORTABLE ADA TOILET W/HAND WASH STATION	\$88.74	EACH PER DAY		\$
EVENT STAFF	\$55.08 REG/\$82.62 OT	EACH PER HOUR		\$
EVENT SET UP AND TAKE DOWN	\$55.08 REG/\$82.62 OT	EACH PER HOUR		\$
TOTAL ADDITIONAL COST:				\$



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 quotes** will be required at the time of application for a Special Event Permit, and **insurance policies** will be required upon approval of event by City Council.

The City of Othello is a member of the Washington Cities Insurance Authority User Liability Insurance Program (TULIP). You can get a quick quote for your insurance requirements by following the instructions for a one-day approved event:

1. Access the site at www.ebi-ins.com/tulip
2. User enters facility ID code. If facility ID code is misplaced, user may click on "If you do not know the facility ID then click here." Use the drop down list to select "Washington Cities Insurance Authority" as the facility name. Then select the appropriate location from the drop down list. It is in order by City name first.
3. Answer some questions about the event.
4. Select "Quick Quote" for the cost of the insurance.
5. If you elect to purchase the insurance, fill in user and contact information. You may use a credit card (Master Card or VISA only) for payment.
6. In a matter of minutes, (after credit card approval) an insurance certificate will be emailed to the user.

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. Vendors will be required to submit and provide copies of all business licenses and permits **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.

Does the proposed event include vendors of goods or services?

No Yes If yes, please complete the Special Event Vendors List on page 7.

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 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 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, please request a Vehicle Access Request Form and submit no later than fourteen (14) business days prior to the proposed event date (all vendors must fill out their own Vehicle Access Request Form at City Hall).

SITE MAP

All Special Event Permit Applications must include a tentative site map, with a final site map **due at the time of application submittal**. 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.



APPLICATION REQUIREMENTS

BOUNCE HOUSE/INFLATABLE PLAY EQUIPMENT

Special Events that include bounce houses/inflatable play equipment must receive approval from the City of Othello through the submittal of the Outdoor Recreational Equipment Approval Form. The Outdoor Recreational Equipment Approval Form must be submitted **no later than thirty (30) business 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, please request and submit an Outdoor Recreational Equipment Approval Form no later than thirty (30) 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 rental equipment policy, 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 **no later than thirty (30) 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, please request a Street/Parade Use Permit and submit no later than thirty (30) 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, please list the name and contact information of the music/entertainment acts and/or sound company on page 7.

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.

ALCOHOL

It is unlawful to consume and/or possess alcoholic beverages in any city park, building or public works enclosed structure (OMC 8.09.) The Event Director is required to inform all attendees and participants to abide by this ordinance and to assist in enforcing this ordinance. Police will be notified immediately if evidence of alcohol is found on the premises. Special Events that are found to purposely and unlawfully allow the distribution, possession or consumption of alcohol on city parks and/or property will be shut down, cited and denied future access to city parks and/or facilities.

_____ (INITIAL) I have read and agree to the City of Othello ordinance regarding alcohol. at outlined above.



APPLICATION REQUIREMENTS

MISCELLANEOUS

Generators: Generators are permitted in city parks to power inflatable bounce houses, food, lighting/sound equipment, etc. All generators must be placed at 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.

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. A \$500 damage deposit will be due upon City Council approval of event.

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

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, which must be submitted at least thirty (30) business days prior to the proposed event date.

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.

LODGING TAX FUNDS FOR SPECIAL EVENTS

Event Directors and Special Event organizers are encouraged to apply to receive financial assistance for tourism related projects from the City of Othello. Per the guidelines established in RCW 67.28.1815, the City of Othello is able to expend the moneys received from the lodging room tax imposed upon hotels/motels within the city in order to promote future tourism projects in the area. To be considered for funding in 2015, a Special Event planning organization must meet one of the following criteria:

- Tourism marketing
- Marketing and operations of special events and festivals
- Operations of tourism-related facilities owned or operated by non-profit organizations
- Operations and capital expenditures of tourism related facilities owned by municipalities or public facilities districts.

If you are interested in applying to receive financial assistance for tourism related projects from the City of Othello, please contact Jackee Carlson, Deputy Finance Officer, at (509) 488-5686.

CONDITIONS

Special Event requests may be denied or revoked at any time by, and at the discretion of, the City of Othello and its representatives. For example, application denials or permit revocations may occur if insufficient time has been allotted to plan or organize the Special Event; the event is not consistent with the needs of public health and safety; failure to comply with reservation requirements or pay fees and deposits in a timely fashion, etc. Whenever possible, rather than denying an application, the city shall request the Event Director to modify or relocate the Special Event, or the city may impose permit conditions in order to reflect such modifications.

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



APPLICATION REQUIREMENTS

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 fourteen (14) 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.

NON-SMOKING AREA

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.

EMERGENCY SITUATIONS

In the event an emergency occurs during the Special Event please call emergency services at 911.

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.

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: _____

TOTAL PERMIT FEES

Facility use processing fee must be paid at the time of application. If event is approved by City Council, processing fee will go towards the total Special Event Facility Use Fees. Processing fee is non-refundable whether event is approved or denied. All facility use fees must be paid no later than three (3) business days upon City Council approval of event. Fees are established annually by the City Council and are listed on the first page of the Special Event Permit Application Overview.

FOR OFFICIAL USE ONLY:

Rental Type	Fee	Total
Special Event Fee (150-500)	\$233.00	\$
Special Event Fee (500+)	\$464.00	\$
Additional Items	Refer to Page 2	\$
Damage Deposit	\$510.00	\$
Total Balance		\$
Processing Fee		- \$153.00
BALANCE DUE:		\$
APPROVED BY:	DATE:	RECEIPT #:



SPECIAL EVENT PERMIT APPLICATION LISTS

SPECIAL EVENT VENDOR LIST

VENDOR NAME:	CONTACT INFORMATION:	RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

SPECIAL EVENT MUSIC ENTERTAINMENT ACTS LIST

MUSIC ENTERTAINMENT ACT:	CONTACT INFORMATION:

If you need additional space for vendors or entertainment acts, please attach a list to the back of this application packet with the appropriate lists.

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

FOR OFFICIAL USE ONLY:

PROCESSING FEE PAID: \$		DATE:	RECEIPT #:
APPROVAL AND ROUTING:			
<input type="checkbox"/> CITY PLANNER: _____			
<input type="checkbox"/> POLICE CHIEF: _____			
<input type="checkbox"/> FIRE CHIEF: _____			
<input type="checkbox"/> PUBLIC WORKS DIRECTOR: _____			
<input type="checkbox"/> CITY ADMINISTRATOR: _____			
<input type="checkbox"/> OTHELLO CITY COUNCIL: _____			
APPROVAL LETTER SENT:	YES	NO	DATE:
EVENT CANCELLED:	REFUND ELIGIBLE:	AMOUNT:	DATE:
NAME OF PERSON TO BE REFUNDED:			
MAILING ADDRESS:			
REFUND ISSUE DATE:	CHECK #		