



# Special Event

## Overview & Permit Application Packet 2024

Event Name: \_\_\_\_\_

### \*\*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 PRI-

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"/>

### ORGANIZATION TYPE

NON-PROFIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
EIN #	

### \*\*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"/>

### 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 rain out or closure.

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



# SPECIAL EVENT PERMIT APPLICATION

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 representatives from the City of Othello, reservation of a park or facility, 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 *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 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 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. Upon approval of City Council, *payment must be received no later than three (3) business days after approval*. 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 upon approval of event from City Council. 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, and your deposit is not refunded as determined by the Public Works Director.

**Special Event Facility Use Fees:**  
\$275 per event (anticipated attendance of 150-500) **Includes 2 Public Works Employees**  
\$475 per event (anticipated attendance of 500-1000) **Includes 3 Public Works Employees**  
\$675 per event (anticipated attendance of 1000+) **Includes 4 Public Works Employees**

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.

### For Special Event Permits Insurance Requirements, Facility Use Policies & Procedure, Right-of-Way Permits, Street Use and Closures

Valerie Hernandez  
Parks & Recreation Coordinator  
vhernandez@othellowa.gov  
Phone: (509) 331-2770  
Fax: (509) 488-3701

Elena Mendoza  
Parks & Recreation Assistant  
emendoza@othellowa.gov  
Phone: (509) 331-2770  
Fax: (509) 488-3701

Curt Carpenter  
Public Works Director  
ccarpenter@othellowa.gov  
Phone: (509) 488-6997  
Fax: (509) 488-3701

Jezlenn Valdez  
Public Works Secretary  
Jvaldez@othellowa.gov  
Phone: (509) 488-6997  
Fax: (509) 488-3701

### For Special Event Permits (Alternate Contact), City of Othello Business Licenses

Tania Morelos  
City Clerk  
tmorelos@othellowa.gov  
Phone: (509) 488-5686  
Fax: (509) 488-3701

Yvonne Hernandez  
Deputy City Clerk  
yhernandez@othellowa.gov  
Phone: (509) 488-5686  
Fax: (509) 488-3701

ADDITIONAL CONTACTS:	
Greater Othello Chamber of Commerce	(509) 488-2683
Adams County Health Department	(509) 488-2031
Consolidated Disposal Services, Inc.	(509) 762-5880
TP Septic	(509) 488-2844

### For Fire Code Permits, Fire and Life Safety Information, Street Use and Closures

Gary Lebacken  
Fire Chief  
glebacken@acfd5.com  
Phone: (509) 488-2951  
Fax: (509) 488-3701

### For Street Use and Closures, Safety Information, Law and Municipal Code, Information

Dave Rehaume  
Police Chief  
drehaume@othellowa.gov  
Phone: (509) 488-3314  
Fax: (509) 488-3701



# SPECIAL EVENT PERMIT APPLICATION

\*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

## EVENT ORGANIZER CONTACT INFORMATION

ORGANIZATION/SPONSOR: \_\_\_\_\_

EVENT DIRECTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ALT. CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## EVENT INFORMATION

EVENT NAME: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

DESCRIPTION AND PURPOSE OF EVENT: \_\_\_\_\_

NUMBER OF STAFF/VOLUNTEERS: \_\_\_\_\_

TYPE OF EVENT (CHECK ALL THAT APPLY):  FESTIVAL  PARADE/MARCH  WALK OR RUN  
 SPORTING EVENT (NON-WALK/RUN)  OTHER (SPECIFY) \_\_\_\_\_

Will this event involve political or religious activity intended primarily for the communication or expression of ideas?  YES  NO

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                | Included<br>Tables/Garbage Cans | <input type="checkbox"/> KIWANIS PARK                | Included<br>Tables/Garbage Cans | <input type="checkbox"/> TAGGARES PARK     | Included<br>Tables/Garbage Cans |
| <input type="checkbox"/> 1. South Picnic Shelter   | 5/3                             | <input type="checkbox"/> 1. Large Picnic Shelter     | 10/4                            | <input type="checkbox"/> 1. Picnic Shelter | 2/2                             |
| <input type="checkbox"/> 2. Central Picnic Shelter | 3/2                             | <input type="checkbox"/> 2. Tennis Court Shelter     | 6/3                             | <input type="checkbox"/> 2. Picnic Shelter | 1/2                             |
| <input type="checkbox"/> 3. North Picnic Shelter   | 3/2                             | <input type="checkbox"/> 3. Playground Shelter       | 3/2                             |  |                                 |
| <input type="checkbox"/> 4. Large Picnic Shelter   | 9/4                             | <input type="checkbox"/> 4. Basketball Court Shelter | 3/2                             | <input type="checkbox"/> TRIANGLE PARK     | 0/0                             |
|  |                                 | <input type="checkbox"/> 5. 7th Avenue Shelter       | 5/3                             |  |                                 |
| <input type="checkbox"/> PIONEER PARK              |                                 |  |                                 | <input type="checkbox"/> OTHER: _____      |                                 |
| <input type="checkbox"/> 1. Gazebo Shelter         | 3/2                             |  |                                 |  |                                 |

## 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: \_\_\_\_\_



**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, 81 E. Pine, Othello, WA 99344.**

### EVENT INSURANCE

The appropriate insurance documentation must be submitted with your Special Event Permit Application. In addition, the Permittee will be responsible for any damage to the event site property, City facilities, and equipment. All events (except for those protected by the First and Fourteenth Amendments of the US Constitution) must meet minimum insurance requirements. Depending on the features of your event, additional insurance coverage may be required. There is a worksheet included with the forms at the back of this GUIDE to help you determine the types and amounts of insurance that may be required.

#### PROOF OF INSURANCE

You must provide a Certificate of Insurance evidence of the types and amounts of insurance required, accompanied by proof that the City of Othello is an additional insured. Insurance coverage must be in effect during all set-up and tear-down dates and times. The following are types of insurance that may be required. Please refer to the Insurance Worksheet for minimum amount requirements. Please note that depending on the features of your event, additional types of insurance and/or higher limits may be required, as determined by the City Attorney.

#### GENERAL LIABILITY

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 canceled 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](http://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.

#### EVENTS WITH ALCOHOL:

If your event includes alcohol service, you must obtain additional liquor liability insurance. If the alcohol is being provided and served by a vendor, the vendor must supply the liquor liability coverage naming the City of Othello as additional insured.

#### EVENTS WITH FIREWORK DISPLAYS:

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide liability insurance naming the City of Othello as an additional insured.

#### EVENTS WITH AMUSEMENT RIDES OR INFLATABLES:

If your event involves inflatables, such as bouncy houses, etc., or professional amusement rides on city-owned property, the professional amusement vendor must have liability insurance that names the City of Othello as an additional insured

#### VEHICLES INVOLVED WITH YOUR EVENT:

Any and all vehicles associated with your event, including, but not limited to, vehicles driving into parks to deliver goods, vehicles driving in parades, etc. must have auto liability insurance. As the event organizer, it is your responsibility to ensure that any and all vehicles associated with your event are compliant with these insurance requirements.

#### EVENTS WITH FOOD SERVICE VENDORS:

If your event involves food service vendors, it is your responsibility to ensure the vendors have the proper insurance requirements for mobile food vendor service, such as liability insurance with products/completed operations coverage.

**Purchasing event insurance:** Please contact your insurance provider to arrange coverage for your Special Event. A copy of your coverage is required 3 days after event approval. Depending on the features of your event, you may be eligible to purchase event insurance with Gather Guard through Intact Insurance. This option is made available by the Washington Cities Insurance Authority. Visit [gatherguard.com](http://gatherguard.com) for details to obtain a quote/purchase insurance.



**APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDABLE DAMAGE DE-**

**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.

**BEER GARDENS ARE REQUIRED TO GET CITY APPROVAL AND PURCHASE ADDITIONAL LIABILITY INSURANCE 45 DAYS PRIOR TO EVENT**

\_\_\_\_\_ (INITIAL) I have read and agree to the City of Othello ordinance regarding alcohol. as outlined above.

**FIREWORKS DISPLAY**

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide liability insurance naming the City of Othello as an additional insured.

**Public display of fireworks—Permit required per OMC 5.16.110**

**Application for public display of fireworks permit.**

**Applications which are incomplete or submitted late will not be processed. No person less than eighteen years of age may apply for or be issued a permit under this chapter. An application for a permit for the public display of fireworks shall be made on forms prescribed by the city and shall comply with OMC 5.16.120**

\_\_\_\_\_ (INITIAL) I have read and agree to the City of Othello Fireworks Demonstration Requirement.

**BOUNCE HOUSE/INFLATABLE PLAY EQUIPMENT/AMUSEMENT RIDES**

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 when the event has concluded.

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

**VENDOR NAME** \_\_\_\_\_  
**UBI#** \_\_\_\_\_

**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. The professional amusement vendor must have liability insurance that names the City of Othello as an additional insured

**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).**

**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/public facility when the event requested clean up time has concluded.**

\_\_\_\_\_ (INITIAL) I have read and agree to the Special Event rental equipment 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.



# APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDABLE DAMAGE DEPOSIT

## EMERGENCY SITUATIONS/SAFETY PLAN

In the event an emergency occurs during the Special Event please call emergency services at 911. It is necessary to be mindful of a safety plan for your event. For larger events, the minimum number of crowd managers shall be established at a ratio of one (1) crowd manager for every 250 persons per the International Fire Code. Crowd managers should be trained, uniformed, adult volunteers. Depending on the size and features of your event, you may be required to submit a formal Safety Plan to the Fire Department. This will be determined at the planning meeting for your event, if necessary.

\_\_\_\_\_ (INITIAL) I have read and agree to the Special Event Emergency situations/Safety Plan, as outlined above.

## 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.

\_\_\_\_\_ (INITIAL) I have read and agree to the Special Event Emergency situations/Safety Plan, 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 8.

## MISCELLANEOUS

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. Failure to do so will result in loss of part or all of your deposit. 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/Organization 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/Organization. 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. **Damages to the facility will result in loss of the \$520 damage deposit.**

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



# APPLICATION REQUIREMENTS- FAILURE TO COMPLY MAY RESULT IN A NON REFUNDABLE DAMAGE DEPOSIT

## SITE MAP

All Special Event Permit Applications are required for all events. The site map must include any type of food vendor setup, beer garden, street closure, race route, etc. where applicable. 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.

If you are submitting a map similar to a previous year's event, please be sure it is properly updated. Please do not submit an illegible copy of another map. If you are having a built stage, fenced area, tent over 400 square feet, portable toilets, additional parking, etc., this must be documented on your site map. This will allow the Fire Department and Building Division to review for compliance with the American with Disabilities Act (ADA) laws, ingress/egress requirements, etc.

\_\_\_\_\_ (INITIAL) I have read and agree to the Special Event Site Map policy, as outlined above.

## 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.

## 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.

## 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.

## PORTABLE TOILETS

The provision of restroom facilities at any event is governed by the ADA. If you are adding portable toilets to an area with existing restroom facilities or placing them in an area where there are no regular facilities, you must comply with the ADA requirements for the number of handicap-accessible toilets. The ADA requires at least one (1) accessible unit per cluster up to 20 units, or 25% of the total number of units with at least one (1) per cluster. If your event will have only one (1) unit, it must be ADA-accessible. You will be required to provide an event map with the location of your portable toilets and which units are ADA accessible as a part of your application.

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 Conditions.



INDEMNIFICATION AND HOLD HARMLESS AGREEMENT & AFFIDAVIT OF APPLICATION

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.

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

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. The organization and individuals using public facilities agree to protect and to indemnify for costs, legal and other expenses the City, its officers, employees, elected officials and agents from all claims, liabilities or suits related to or arising from acts of omission of such organization or individuals in connection with the use of any such public facility.

Does the proposed event include vendors of goods or services?

\*\*\*ALL VENDORS ARE REQUIRED TO PROVIDE PROOF OF INSURANCE AND LIST CITY OF OTHELLO AS ADDITIONAL INSURED.
[ ] No [ ] Yes If yes, please complete the Special Event Vendors list below.

SPECIAL EVENT VENDOR PERMIT APPLICATION LIST

Table with 3 columns: VENDOR NAME, CONTACT INFORMATION, RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY). Contains 10 rows for vendor entries.

SPECIAL EVENT PERMIT APPLICATION MUSIC ENTERTAINMENT ACTS LIST

Table with 2 columns: MUSIC ENTERTAINMENT ACT, CONTACT INFORMATION. Contains 3 rows for music entertainment act entries.

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





# SPECIAL EVENT PERMIT APPLICATION

## SELECT ADDITIONAL ITEMS

ADDITIONAL ITEMS THAT CAN BE REQUESTED:					
ITEM	PRICE (\$)	UNIT	INCLUDES	ADDITIONAL QTY REQUESTED	ITEM TOTAL (PRICE X QTY. REQUESTED)
VENDOR CORD (SET UP & TAKE DOWN)	\$100.00	EACH PER EVENT	0		\$
PICNIC TABLES	\$12.50	EACH PER EVENT			\$
GARBAGE CANS	\$12.50	EACH PER EVENT			\$
GARBAGE DUMPSTERS (4yd)	\$234.50	EACH PER EVENT			\$
HAND-WASH STATION	\$85.00	EACH PER DAY	0		
PORTABLE TOILET	\$90.00	EACH PER DAY	0		\$
PORTABLE ADA TOILET	\$150.00	EACH PER DAY	0		\$
ADDITIONAL EVENT STAFF	\$150.00	EACH PER STAFF	0		\$
EVENT SET UP AND TAKE DOWN	\$300.00	EACH PER EVENT	0		\$
<b>TOTAL REQUESTED ADDITIONAL ITEMS COST:</b>					<b>\$</b>

## TOTAL PERMIT FEES

Facility use non refundable 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 the 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) \$275.00 (500-1000) \$475.00 (1000+) \$675.00	\$
Additional Items	Refer to above total charges	\$
Damage Deposit	\$520.00	\$
<b>Total Balance</b>		<b>\$</b>
Processing Fee IF PAID	YES NO RECEIPT #:	- \$156.25
<b>FINAL TOTAL BALANCE DUE:</b>		<b>\$</b>
APPROVED BY:	DATE:	RECEIPT #:

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 CANCELED:	REFUND ELIGIBLE:	AMOUNT: DATE:
NAME OF PERSON TO BE REFUNDED:		
MAILING ADDRESS:		
REFUND ISSUE DATE:	CHECK #	<b>9</b>



# City of Othello – ACCIDENT/INCIDENT REPORT FORM

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM DAY: MON TUES WED THURS FRI SAT SUN

## STAFF INFORMATION

Staff name who provided care: \_\_\_\_\_ Staff Position/Title: \_\_\_\_\_

Name(s) of person or staff involved in incident: \_\_\_\_\_

## WITNESSES (Attach witness descriptions of the incident)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area in the facility where the incident occurred: \_\_\_\_\_

## PERSONAL DATA OF THE INJURED PARTY:

Patron Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

## ACCIDENT/INCIDENT DATA:

- Location of where the accident occurred (be specific) \_\_\_\_\_
- When did the accident occur (indicate date & time)? \_\_\_\_\_
- What were the weather conditions at the time of the incident? \_\_\_\_\_

In what program was the injured party participating? \_\_\_\_\_

Did the patron disregard rules? • Yes • No

Was there supervision? • Yes • No If Yes, Who was supervising? \_\_\_\_\_

What type of injury was incurred? \_\_\_\_\_

Describe, in detail, how the accident/incident occurred: (Describe what happened and include any contributing factors, such as unawareness of depth, medical reasons, etc.) Please use an additional sheet if needed.

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## CARE PROVIDED:

Was first aid administered? • Yes • No

What kind of first aid was administered? \_\_\_\_\_

Was the injured party referred to medical assistance? • Yes • No

Name of the person who accompanied the injured to medical assistance: \_\_\_\_\_

## REPORT PREPARED BY:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Othello – EVENT EVALUATION FORM

Thank you for hosting your event in the City of Othello. In order to provide excellent customer service, we would appreciate your response to the questions listed below. This will assist us in working towards providing a better service.

## Event Information

Event Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Event Estimated Attendance: \_\_\_\_\_ Local Attendance: \_\_\_\_\_ Out of town Attendance: \_\_\_\_\_

Total # of lodging rooms per night: \_\_\_\_\_ Target audience for the event: \_\_\_\_\_

Why did you select this location for your event? \_\_\_\_\_

Is this the first time you have held an event in the City of Othello? Yes \_\_ no \_\_

## Customer Service

Were you treated professionally and courteously by our staff? Yes \_\_ no \_\_ n/a \_\_

Was the staff helpful and friendly? Yes \_\_ no \_\_ n/a \_\_

Was information made readily available to you? Yes \_\_ no \_\_ n/a \_\_

Was the application procedure easy to follow? Yes \_\_ no \_\_ n/a \_\_

Overall satisfaction with customer service? \_\_very satisfied \_\_satisfied \_\_dissatisfied

## Location

Did the guests enjoy this facility? Yes \_\_ no \_\_

Was the walk-through with staff helpful in regard to the layout of your event? Yes \_\_ no \_\_

Was there adequate space for your event at this location? Yes \_\_ no \_\_

Would you select this location again for your event? Yes \_\_ no \_\_

Please share any comments you have regarding this "facility": \_\_\_\_\_

General - If needed, please use the backside of this form or attach additional paper.

What were some of the comments from people at the event? \_\_\_\_\_

Do you have any suggestions for future events at this location? \_\_\_\_\_

Please describe your overall experience hosting your event in the City of Othello: \_\_\_\_\_

Please return the form to: Othello Parks and Recreation, 81 E Pine, Othello, WA 99344



# OUTDOOR RECREATIONAL EQUIPMENT APPROVAL FORM

PUBLIC WORKS • 111 N BROADWAY • Othello, WA 99344 • (509) 488-6997 • After hours call: (509)488-3314

## APPLICANT/ORGANIZER INFORMATION

NAME OF ORGANIZER: \_\_\_\_\_ RENTAL DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## RECREATIONAL EQUIPMENT INFORMATION

RENTAL COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 DIMENSIONS: \_\_\_\_\_ HOW WILL IT BE ANCHORED? \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 LOCATION IN PARK: \_\_\_\_\_ UBI # \_\_\_\_\_

THE FOLLOWING POLICY APPLIES TO ALL INDIVIDUALS AND GROUPS THAT MAKE USE OF A BOUNCE HOUSE OR SIMILAR APPARATUS AT ANY CITY OF OTHELLO PARKS OR PUBLIC FACILITIES. USE OF THE BOUNCE HOUSE OR OTHER SIMILAR APPARATUS ("BOUNCE HOUSE") IN CITY PARKS AND PUBLIC FACILITIES REQUIRES THE USER TO AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. User must first submit a Park Shelter Reservation Request and applicable fees for the use of any public park.
2. User must submit an Outdoor Recreational Equipment Approval Form no later than two business days prior to the proposed reservation date and receive approval from the Public Works Director prior to setup or use of Bounce House in City of Othello parks or facilities.
3. Use of the City's parks and public facilities constitute the User's and the Participants' agreement to abide by all rules, policies, and conditions of the City and subject to all disclaimers stated in this Agreement and on the Park Shelter Reservation Request.
4. User must abide by all laws, state and federal, and all applicable ordinances in the Othello Municipal Code while using any of the City's parks and public facilities.
5. **Company providing Bounce House must provide a certificate of insurance evidencing current and valid commercial general and liability insurance of no less than one million dollars (\$1,000,000.00) per occurrence with an aggregate of two million dollars (\$2,000,000) with the Equipment Approval Form.**
6. Bounce Houses are not permitted to remain in City parks or public facilities overnight. Bounce Houses must be set up and removed only by trained and qualified representatives of the Bounce House company in compliance with manufacturer's specifications.
7. Bounce Houses must be free standing and weighted. Stakes are prohibited in City parks and public facilities. Bounce Houses must not be tied or tethered to trees, tables, or other park amenities or structures.
8. Bounce House users must provide adequate and appropriate adult supervision so that the use is in compliance with the manufacturer's recommendations and reflects a safe level of operation. Bounce house users must comply with the manufacturer's operating procedures.
9. Bounce House users will be responsible for providing a generator for inflation of the bounce house. The generator will not generate noise in excess of City standards. The generator shall be placed a safe distance from the Bounce House and all electrical cords properly insulated, grounded, and covered to prevent tripping hazards. Electrical cords running across a public street from a nearby private residence are prohibited.
10. NO driving and/or vehicles are allowed in the City parks, public facilities or walkways, even for loading or unloading the Bounce House.
11. Privately owned, non-commercial Bounce Houses and other similar inflatable/apparatus are prohibited in City parks and public facilities.
12. Recreational water slides or water Bounce Houses are prohibited in City parks.
13. Users, providers, and participants of the Bounce House are jointly and severally responsible for all damage caused by their use of the Bounce House in the City's parks and/or public facilities and shall reimburse the City of Othello for such damages.
14. User and Bounce House company shall defend, indemnify and hold harmless the City of Othello, its officers, employees, elected officials, agents and volunteers from and against any and all legal claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User and the Bounce House company in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Othello. The City of Othello is not responsible or liable for any damage to the Bounce House or injury to users of the

**FOR OFFICIAL USE ONLY:**

REQUEST APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	PW DIRECTOR SIGNATURE: _____	DATE: _____
<b>RENTAL COMPANY MUST INCLUDED OR PROVIDE A CURRENT CITY OF OTHELLO BUSINESS LICENSE. CALL THE CITY HALL TO VERIFY COMPLIANCE.</b>		



# SPECIAL EVENT PERMIT APPLICATION- INSURANCE WORKSHEET

CITY OF OTHELLO

500 E. MAIN

OTHELLO, WA 99344

WWW.OTHELLOWA.GOV

## INSURANCE WORKSHEET

*This worksheet is meant to accompany the information in the Special Events Application Insurance Requirements. This does not need to be submitted but is a tool to help organizers ensure they meet the MINIMUM insurance requirements, types, and amounts. The requirements for your event may be determined to be higher, depending on the features, at the discretion of the City Attorney.*

**All events are required to have Commercial General Liability insurance with coverage at least as broad as ISO occurrence form CG 00 01, in the following minimum amounts:**

- \$1 Million Per Occurrence
- \$2 Million General Aggregate
- \$1 Million Products-Completed Operations Aggregate
- Event Name and Event Dates (including set-up and tear-down dates)
- City of Othello, address: 500 e Main, Othello, WA, 98277
- City as Additional Insured, with coverage at least as broad as ISO form CG 20 12

**Events with alcohol (in addition to the above):**

- \$1 to \$5 Million Liquor Liability coverage, naming the City of Othello as an additional insured. Either the event coordinator or the alcohol provider/server can provide this coverage

**Events with fireworks (in addition to the above):**

- \$1 to \$5 Million Liability coverage, naming the City of Othello as an additional insured, provided by the professional pyrotechnic vendor

**Events with Rides/Inflatables/Carnivals on City Property (in addition to the above):**

- Minimum \$1 Million Commercial General Liability insurance, naming the City of Othello as an additional insured, provided by the professional amusement ride vendor

**Events with sporting events (in addition to the above):**

- Minimum \$1 Million participant liability coverage

**Events with parades and autos (in addition to above):**

- Permittee must require and ensure that every vehicle parade entrant has auto liability insurance. All other vehicles associated with any special event must have auto liability insurance, as required by State law

**Events with food vendors (in addition to the above):**

- Minimum \$1 Million General Liability Insurance, including Products/Completed Operations coverage. The permittee is responsible for requiring this coverage from each food vendor

***Other types and amounts of insurance may be required, as determined by the City Attorney***