



Special Event - Overview & Permit Application Packet

OTHELLO PARKS & RECREATION | 81 E. PINE ST. | Othello, WA 99344 | (509) 331-2770

2025

EVENT NAME : _____

CITY OF OTHELLO CONTACT INFORMATION

If you have any questions or concerns, please refer to the list of contacts below for assistance.

For Special Event Applications, Facility Use Policies & Procedure Contact:

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

For Special Event Right-of-Way Permits, Street Use and Closures Contact:

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

For Special Event Permits (Alternate Contact),

City of Othello Business Licenses Contact:

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

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

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

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

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

Additional Contacts:

Adams County Health Department (509) 488-2031

CHECKLIST (DUE 30 BUSINESS DAYS PRIOR TO EVENT)

- ☐ Special Event Permit Application
- ☐ Insurance Quote
- ☐ Site Map
- ☐ Special Event Vendor List (If applicable)
- ☐ Street./Parade Use Permit Application (If applicable)
- ☐ Outdoor Recreational Equipment Approval Form (If applicable)
- ☐ Special Event Music/Entertainment Acts List (If applicable)
- ☐ Payment of Processing Fee

CHECKLIST (DUE 14 BUSINESS DAYS PRIOR TO EVENT)

- ☐ Vendor Business Licenses & Permits
- ☐ Vehicle Access Request Form (If applicable) for all Vendors & Event Director

CHECKLIST (DUE UPON COUNCIL APPROVAL)

- ☐ Insurance Policy for Special Event
- ☐ PERMIT APPLICATION FEES PAID IN FULL

ORGANIZATION TYPE

NON-PROFIT ☐ YES ☐ NO

EIN # _____



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, which build a sense of community, foster civic pride, and promote area tourism. A Special Event is a large-scale event requiring coordination between a renter, event representative, and/or sponsoring group and one or more representatives from the City of Othello, involving the 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 to obtain the use of public property on an exclusive basis. Special Events protected under the First and Fourteenth Amendments include any event involving political or religious activity intended primarily for the communication or expression of ideas.

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 earlier than twelve (12) months prior to the proposed Special Event and no later than thirty (30) days prior to the requested Special Event date, unless waived by the City Council. Upon submission of the Special Event Permit Application, the Event Director will be contacted by City staff to set up 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 the 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 paper copy (to be picked up at City Hall) of the Special Event Permit unless otherwise stated that the preference is via mail or email, in addition to any Othello City Council resolutions or documentation permitting the use of the park and/or facility.

Special Event facility use fees are adopted by the Othello City Council and are compensation for the 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 on the park or facility. Special Event facility use fees must be paid upon approval of the event from the 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. (Special Event Policy 2024-01)

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. A list of additional requested items is available for a fee.

Select the Special Event Facility Use Fees that best fits your organization:

- ☐ \$280.50 per event (anticipated attendance of 150-500) Includes **2 Public Works Employees**
- ☐ \$484.50 per event (anticipated attendance of 500-1000) Includes **3 Public Works Employees**
- ☐ \$688.50 per event (anticipated attendance of 1000+) Includes **4 Public Works Employees**

Returning Non-Profit Organizations Special Event Facility Use Fees:

- ☐ \$140.25 per event (anticipated attendance of 150-500) Includes **2 Public Works Employees**
- ☐ \$242.25 per event (anticipated attendance of 500-1000) Includes **3 Public Works Employees**
- ☐ \$344.25 per event (anticipated attendance of 1000+) Includes **4 Public Works Employees**

New Non-Profit Organization Special Event Facility Use Fees:

- ☐ \$70.25 per event (anticipated attendance of 150-500) Includes **2 Public Works Employees**
- ☐ \$121.25 per event (anticipated attendance of 500-1000) Includes **3 Public Works Employees**
- ☐ \$172.25 per event (anticipated attendance of 1000+) Includes **4 Public Works Employees**

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.

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 - Permit Application Form

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 application, and will be assumed to have the 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 DIRECTOR/ORGANIZER CONTACT INFORMATION

ORGANIZATION/SPONSORER:			
EVENT DIRECTOR NAME:			
ADDRESS		CITY/STATE	
		/ZIP:	
PHONE:		EMAIL:	
ALT.		ALT.	
CONTACT:		PHONE:	

EVENT INFORMATION & FACILITY REQUEST

EVENT NAME:		ESTIMATED ATTENDANCE:		NUMBER OF STAFF/VOLUNTEERS:			
DESCRIPTION AND PURPOSE OF EVENT:							
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

TYPE OF EVENT (CHECK ALL THAT APPLY):

☐ FESTIVAL ☐ PARADE/MARCH ☐ WALK/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

***All standard picnic tables noted below are permanently mounted in their respective picnic shelters and cannot be moved from their locations in the park during any event. Additional picnic tables can be rented depending on availability.**

LIONS PARK	Picnic Tables/ Garbage Cans	KIWANIS PARK	Picnic Tables/ Garbage Cans	TAGGARES PARK	Picnic Tables/ Garbage Cans	TRIANGLE PARK	Picnic Tables/ Garbage Cans
☐ 1. South Picnic Shelter	5/3	☐ 1. Large Picnic Shelter	10/4	☐ 1. Picnic Shelter	2/2	☐ 1. NO SHELTERS	0/0
☐ 2. Central Picnic Shelter	3/2	☐ 2. Tennis Court Shelter	6/3	☐ 2. Picnic Shelter	1/2		
☐ 3. North Picnic Shelter	3/2	☐ 3. Playground Shelter	3/2				
☐ 4. Large Picnic Shelter	9/4	☐ 4. Basketball Court Shelter	3/2	☐ PIONEER PARK	Picnic Tables/ Garbage Cans	☐ OTHER	_____
		☐ 5. 7th Avenue Shelter	5/3	☐ 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) month 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.

11.24.070 Permit exceptions to park hours.

The closing hour set forth in Section 11.24.060 may be extended only for that period of time necessary to allow conclusion of special events or activities for which a prior permit has been obtained from the city of Othello. (Ord. 1580 § 1, 2022; Ord. 1431 § 2 (part), 2015).

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 the 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 as 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 dollars (\$1,000,000) per occurrence in commercial general liability with an aggregate of two million dollars (\$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 the event by the 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:

Access the site at www.ebi-ins.com/tulip

The user enters the facility ID code. If the facility ID code is misplaced, the 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.

Answer some questions about the event.

Select "Quick Quote" for the cost of the insurance.

If you elect to purchase the insurance, fill in user and contact information. You may use a credit card (MasterCard or VISA only) for payment.

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 an 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 for details to obtain a quote/purchase insurance.



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 damage deposit plus incurred cost.**

_____(INITIAL) I have read and agree to the Special Event damage 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.

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. (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.

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. (**OMC 11.24.020**) 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.

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. **OMC 11.24.020 Prohibited acts**. 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.

VENDOR NAME _____

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



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.

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.

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 rental equipment 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.

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. Washington state RCW 70.160

_____(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.**

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.**



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 the 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 the City of Othello facilities or equipment will be reported to the 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 the 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 the 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.

*****ALL FOOD VENDORS AND RECREATIONAL VENDORS ARE REQUIRED TO PROVIDE PROOF OF LIABILITY INSURANCE AND LIST CITY OF OTHELLO AS ADDITIONAL INSURED.**

Does the proposed event include vendors of goods or services?

☐ No ☐ Yes If yes, please complete the Special Event Vendors list below.

SPECIAL EVENT VENDOR PERMIT APPLICATION LIST

All vendors must adhere to OMC Title 4 BUSINESS LICENSES AND REGULATIONS, Chapter 4.16 SIDEWALK VENDORS AND PORTABLE VENDORS

VENDOR NAME	CONTACT INFORMATION	Arrival Time	RCV'D ALL DOCUMENTS (FOR OFFICIAL USE ONLY)

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 below

SPECIAL EVENT PERMIT APPLICATION MUSIC ENTERTAINMENT ACTS LIST

MUSIC/ENTERTAINMENT ACT:	CONTACT INFORMATION	Arrival Time

**If you need additional space for vendors or entertainment acts, please attach a list to the back of this application packet with the vendor name and contact information.

Special Event - Permit Application Form

ADDITIONAL ITEMS

ITEM	Regular PRICE (\$)	non profit 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	\$12.75		EACH PER EVENT			\$
GARBAGE CANS			EACH PER EVENT			\$
GARBAGE DUMPSTERS (4yd)	\$80.00		EACH PER EVENT			\$
PORTABLE HANDWASH STATION	\$90.00	\$80.00	EACH PER DAY	0		\$
PORTABLE TOILET	\$100.00	\$88.00	EACH PER DAY	0		\$
PORTABLE ADA TOILET	\$175.00	\$156.00	EACH PER DAY	0		\$
ADDITIONAL EVENT STAFF	\$153.00		EACH PER STAFF	0		\$
EVENT SET UP AND TAKE DOWN (Complete form on next page)	\$306.00		EACH PER EVENT	0		\$
ANNOUNCER BOOTH USAGE-ADDITIONAL DAMAGE DEPOSIT	\$510.00		PER EVENT	0		\$
MOVIE SCREEN	\$153.00		PER EVENT	0		\$
PORTABLE STAGE	\$204.00		PER EVENT	0		\$
TOTAL REQUESTED ADDITIONAL ITEMS COST:						\$

TOTAL PERMIT FEES & CHARGES

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 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. By signing this acknowledges I have read and agree to the Special Event charges regarding additional fees and permit fees, as outlined above.

EVENT DIRECTOR NAME (PLEASE PRINT)

SIGNATURE

DATE _____

FOR OFFICIAL USE ONLY

RENTAL TYPE	FEE	TOTAL
Regular Special Event Fee	(150-500) \$280.50 (500-1000) \$484.50 (1000+) \$688.50	\$
New Non-Profit Organization Special Event Facility Use Fees:	(150-500) \$70.25 (500-1000) \$121.25 (1000+) \$172.25	\$
Returning Non-Profit Organizations Special Event Facility Use Fees:	(150-500) \$140.25 (500-1000) \$242.25 (1000+) \$344.25	\$
Additional Items	Refer to above total charges	\$
Required Damage Deposit	\$530.50	\$ \$530.50
If applicable: Additional Announcer Booth Usage Damage Deposit	\$510.00	\$
		\$
		\$
		\$
		\$
		\$
	TOTAL BALANCE:	\$
Processing Fee PAID: YES NO *If Special Event fee is less than the <u>\$159.25</u> processing fee due to non-profit status than the event must be paid in full.		
APPROVED BY: DATE:	PROCESSING FEE RECEIPT #:	-\$
	FINAL TOTAL BALANCE:	\$
APPROVED BY: DATE:	RECEIPT #:	

APPROVAL AND ROUTING AFTER THE PREMEETING:

PROCESSING FEE PAID: \$		DATE:		RECEIPT #	
☐ CITY PLANNING		☐ PUBLIC WORKS DIRECTOR			
☐ POLICE CHIEF		☐ CITY CLERK			
☐ FIRE CHIEF		☐ CITY ADMINISTRATOR			
APPROVAL LETTER SENT:		YES		NO	
EVENT CANCELED:		REFUND ELIGIBLE:		DATE:	
NAME OF PERSON TO BE REFUNDED:					
MAILING ADDRESS:					
REFUND ISSUE DATE:			CHECK#		



SPECIAL EVENT NAME: _____ DATE: _____
SET UP TIME: _____ AM/PM TAKE DOWN TIME: _____ AM/PM

This checklist must be completed before and during the pre-event meeting(s).

The City of Othello's Public Works crew has agreed to undertake setup and takedown duties assigned when an additional fee for these services has been paid. This fee is specifically designated to assist with the responsibilities related to the direct special event or tournament. It is essential to understand that Public Works will not be responsible for any additional tasks related to the event Director/Organizers' third party vendors, or entertainment involved, such as unloading vendor products or handling of vendor property.

To enhance our support for the Event Director/Organizer, it is essential to clearly outline the specific duties required for setup and takedown. This will serve as a comprehensive checklist of tasks that need to be completed. As we are aware, events do not always proceed as planned; thus, any safety-related exceptions may necessitate the addition of items on the day of the event.

SETUP DUTIES CHECKLIST

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SETUP DUTIES CHECKLIST

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TAKEDOWN DUTIES CHECKLIST

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TAKEDOWN DUTIES CHECKLIST

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City of Othello – SPECIAL EVENT 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.

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: _____



Thank you for hosting your event in the City of Othello. To provide outstanding customer service, we would appreciate your reply 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 (reason)

Location

Did the guests enjoy this facility? Yes __ no __
Was the walk-through with staff helpful regarding 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 this form to: Othello Parks and Recreation, 81 E Pine, Othello, WA 99344
or email it to vhernandez@othellowa.gov



City of Othello – OUTDOOR RECREATIONAL EQUIPMENT FORM

OTHELLO 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. Users 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 (2) business days before the proposed reservation date and receive approval from the Public Works Director before setup or use of Bounce House in City of Othello parks or facilities.
3. Use of the City's parks and public facilities constitutes the User's and the Participants' agreement to abide by all rules, policies, and conditions of the City and is subject to all disclaimers stated in this Agreement and on the Park Shelter Reservation Request.
4. Users must abide by all laws, state and federal, and all applicable ordinances in the *OMC 11.24* 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. *OMC 11.24.020*
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.
9. Bounce house users must comply with the manufacturer's operating procedures.
10. 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 per *OMC 8.16.045*.
11. 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.
12. NO driving and/or vehicles are allowed in the City parks, public facilities or walkways, even for loading or unloading the Bounce House. *OMC 9.04.030*
13. Privately owned, non-commercial Bounce Houses and other similar inflatable/apparatus are prohibited in City parks and public facilities.
14. Recreational water slides or water Bounce Houses are prohibited in City parks.
15. 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.
16. 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 Bounce House or other similar apparatus.

FOR OFFICIAL USE ONLY

REQUEST APPROVED: ☐ YES ☐ NO PW DIRECTOR SIGNATURE: _____ DATE: _____

RENTAL COMPANY MUST INCLUDED OR PROVIDE A CURRENT CITY OF OTHELLO BUSINESS LICENSE. CALL THE CITY HALL TO VERIFY COMPLIANCE.



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