



PARKS & RECREATION DEPARTMENT

GUIDELINES FOR SPECIAL EVENT APPLICANTS & PLANNERS

This outline was created to assist Special Event Applicants and Planners by providing the information needed for them to successfully conduct an event and identify for them the requirements needed to hold an event on City-owned property. These guidelines were developed in order to provide coordination of efforts and ensure consistent support from the City.

Review these event guidelines and the Walla Walla City Code 10.27 to make sure that the activities you want to have at the event are allowable under City and park rules. We can all work together with the goal of creating a successful, safe event our entire community can be proud of.

Event Applicants are required to file their event applications and reservations for the use of park property at least 45 days prior to event date, and a minimum of 90 days if the event involves the sale of beer or wine. Failure to meet these time frames may impact the ability to schedule your event.

Please call the Parks & Recreation Department if you have any questions concerning this outline or any of the park use applications.

Andy Coleman, Parks & Recreation Director
Walla Walla Parks & Recreation Department
55 E. Moore Street
Walla Walla, WA 99362
(509) 527-4527
acoleman@wallawallawa.gov

Visit Walla Walla Parks & Recreation on line @ www.wwpr.us

Revised 07/2017: jv

HELPFUL TELEPHONE NUMBERS

Walla Walla Parks & Recreation Department	527-4527
Community Event/Park Use Applications	527-4527
Parks & Recreation Reservations	527-4527
Walla Walla Police Department.....	527-4434
Walla Walla Crime Watch	525-3342
Walla Walla Fire Department	527-4429
Walla Walla Streets Division	527-4363
Walla Walla Sanitation Division	527-4479
Walla Walla Finance Division.....	527-4423
Walla Walla Public Works/City Engineer	527-4537
Walla Walla Joint Community Development Agency.....	524-4710
Pioneer Park Garden Center.....	525-1849
Walla Walla Senior Center	527-3775
Fort Walla Walla Museum	525-7703
Downtown Walla Walla Foundation	529-8755
Walla Walla County Commissioners Office	524-2505
County of Walla Walla Public Works.....	524-2710
County of Walla Walla Health Department	524-2650

A. DEFINITIONS

Applicant: The authorized agent of the sponsor who completes the application and acts as primary contact for the special event.

Special Event : Any activity of a temporary nature which affects the ordinary use of public rights-of-way, public parking lots, public parks, intersections, sidewalks or streets for a short duration of time, or which would significantly impact the need for City-provided emergency services such as police, fire or medical aid, for purposes which include, but are not limited to, parades, dances, sales in commercial zones, auctions, bikeathons, shows or exhibitions, filming/movie events, carnivals, circuses, fun runs, and block parties. **Application fee: \$75.00.**

Block Party: An event involving the closure of a one block residential street, for no more than eight hours, ending no later than 10:00 p.m., for the purpose of a social activity primarily involving the residents in the immediate area. **Application fee: \$20.00.**

Police Department Crime Watch Block Parties: Block parties sponsored by an organized block watch committee which is recognized by the Chief Police, such as Crime Watch, are **exempt from the permit application fee, insurance requirements and hold harmless provisions**, and shall be entitled to the use of City-owned barricades if available. Crime Watch block parties must be coordinated through the Walla Walla Crime Watch Office.

Private Event: An event which uses the public property for the purpose of monetary or personal gain by any person, partnership, group, organization, company or corporation of which is closed to the general public.

City Sponsored Events: The Walla Walla City Council has authorized an in-kind sponsorship for the following events: Balloon Stampede, Race Unity Day, Sweet Onion Festival, 4th of July in the Park, and Wheelin Walla Walla Weekend. These events will be charged the special event application fee but are not required to pay other costs incurred by the City.

City of Walla Walla Support Services: Support services are those which can be provided by the City of Walla Walla to ensure the special event is conducted in such a way as to protect the safety, health, property and general welfare of the community. Examples include assistance with coordinating scheduling, logistics, waste and litter control, pedestrian and traffic safety, noise control, and ensuring minimal property damage by accessing proper use of City-owned property.

B. AVAILABILITY OF CITY PARKS & CITY-OWNED FACILITIES

City of Walla Walla parks and facilities are publicly owned; therefore, permission for exclusive use for special events cannot be granted. City parks and City-owned facilities must be reserved by event applicants at least forty-five (45) days in advance with scheduling priority given to previously scheduled events.

It is unlawful to be in a City park after closing time without an approved Community Event-Application. City parks are open from 5:00 a.m. to 11:00 p.m. daily, with the exception of Heritage Square and Crawford Parks which are open from 6:00 a.m. to 9:00 p.m. The exceptions to these park hours include:

- Pioneer Park Garden Center reservations
- Senior Center reservations
- Approved Special Events

C. SCHEDULING & APPROVAL OF COMMUNITY EVENTS

To schedule a community event, and obtain approval from the City of Walla Walla Parks & Recreation Department, all events are required to follow City, county and state laws, regulations and permit processing requirements. A copy of Walla Walla Municipal Code, Chapter 10.27 "Special Event Permits"

is available upon request, or on line at www.ci.walla-walla.wa.us. In addition, approval is subject to the conditions as presented in this "Guidelines for Event Applicants & Planners".

Approval of a Community Event-Application does not constitute a reservation or grant the permit holder exclusive use of a park or other City-owned property. Parks must remain open to the public during approved special events. Event and group use may not infringe upon public access. Requests to hold a community event in a City park or on other City-owned property must be requested in writing. Applications are available upon request from the Walla Walla Parks & Recreation office or online at www.ci.walla-walla.wa.us.

The event proposal must identify the following:

- Name of event
- Purpose of event
- Date(s), time(s) including setup and removal
- Identify all event locations (parks, facilities, streets)
- Event sponsor
- Event applicant/contact person including phone numbers
- Estimated event attendance
- Insurance carrier providing the City as an additional insured in the amount of \$1 million combined single limit and \$2 million aggregate, accompanied by an endorsement naming the City of Walla Walla as an additional insured
- Event agenda and activities
- List of food and non-food vendors
- Identify any activities outside the approved boundaries of the Walla Walla Municipal Code (Examples: beer/wine sales, firework display, launch or land hot air balloons)
- Equipment: tents, stages, generators, special equipment
- Utility needs: water, power, telephone
- Sanitation plan and restroom needs
- Recycling plan
- Event layout/route map
- Security and emergency services
- Traffic control plan

Annual events have first priority and can be scheduled annually in January. Some annual event dates will vary due to holidays and calendar variations. **PLEASE SCHEDULE YOUR DATE AS SOON AS POSSIBLE – EVENTS WILL NOT BE ENTERED INTO THE PARK USE SCHEDULE UNLESS THE PARKS & RECREATION DEPARTMENT IS NOTIFIED BY THE APPLICANT OR SPONSOR.**

D. FEES

All fees and reservation payments must be submitted to the Walla Walla Parks & Recreation Department at the time of application. Fees for special events and related permits must be submitted at time of filing. Additional fees may apply should the event require services beyond routine maintenance due to damage or repairs. Event fees may be paid by cash or check.

E. SERVICES AVAILABLE FOR COMMUNITY EVENTS

Basic Services Provided for Reservations: Cost included in reservation fees, services are provided by Parks & Recreation staff or other City staff as necessary. Outdoor facilities are available Mid-April through Mid-October (weather dependant).

- Daily cleaning before each reservation when possible
- Trash removal, trash bins and bags
- Garbage containers (existing park containers on location)
- Restrooms cleaned, opened and stocked

- Power (limited – not all sites)
- Lighting (limited – not all sites)
- Water: drinking water, hose bibs, or drinking fountains (limited – not all sites)
- Washing facilities (limited – not all sites)
- Adjusted sprinkler schedules
- Reservations posted (limited – not all sites)
- Park Maintenance staff notified of all reservations
- Non emergency assistance available at 527-1960

Additional Services Available for Community Events: Additional services for the following may be billed as direct costs to the event.

- Prepare park for set up
- Identify sprinkler heads and/or valve boxes
- Make park areas accessible (i.e. move bollards)
- Set up electricity
- Set up water hook ups
- Move picnic tables
- Park Maintenance staff at current per hr. wages
- Direct the placement of event set up and services (i.e. port-a-potties, dumpsters, tents, stages, generators, booths, vendors, and special activities)
- If additional trash containers are needed contact Walla Walla Finance Division
- Clean restrooms during event, provide paper products
- Direct event cleanup and exit
- Contact the Police Department if you have security or traffic control concerns that may require special attention
- City map

Refund Policy: SPECIAL EVENT APPLICATION FEES AND PARK RESERVATION FEES ARE NON-REFUNDABLE.

F. AMERICANS WITH DISABILITIES ACT (ADA)

ADA legislation directs the City of Walla Walla to provide equal access for people with disabilities. Event Applicants will make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This includes maintaining access for sidewalks and curb cuts, and maintaining designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available (see Sanitation Section).

G. LOGISTIC MAP & SCHEDULE OF EVENT ACTIVITIES

A logistics map and event agenda must be submitted with the Community Event Application. This should list all event needs such as: water, power, tables, canopies, stages, generators, vendors, booths, entertainment, and any other major services or activities planned. It should also identify the planned location and/or route including location of barricades and traffic/pedestrian control plan. Power and water are available in some locations. All equipment MUST be removed at the end of the scheduled event. City of Walla Walla staff will review and determine which services we can provide and which will be the responsibilities of the Applicant. Additional charges may apply for services provided by the City. Events may also require Walla Walla Fire or Walla Walla Police inspections. City maps and park aerial photos are available upon request however there may be a charge. The City of Walla Walla reserves the right to change requested areas of use and routes either for maintenance or public safety considerations.

H. INSURANCE

No later than fourteen (14) calendar days before the event, the applicant shall file with the City evidence of insurance coverage, for review by the City Risk Manager, with the City of Walla Walla, its officers, employees and agents named as additional insured parties and affording comprehensive general liability and auto liability providing bodily injury, personal injury and property damage liability coverage in an amount not less than \$1 million combined single limit, and \$2 million aggregate, accompanied by a completed endorsement naming the City of Walla Walla as an additional insured. Additional endorsements for host liquor liability and/or products liability may be required in the event food, beverages, and/or alcoholic beverages are to be dispensed. This insurance coverage shall be valid for the duration of the event and for any period preceding or following the event necessary for event set up or take down.

Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the Community Event Application by the City of Walla Walla.

I. SECURITY AND TRAFFIC CONTROL

Security and/or traffic control may be required depending on the type of event and the number of expected participants. A detailed security and traffic plan is required to be filed with the Community Event Application and must include the proposed location for placement of barricades or street closures along with the traffic plan route. Event Applicants need to identify the timing for placement of such barricades or street closures as well. A twenty foot (20') fire lane must be maintained for access on all roadways. The City of Walla Walla Parks & Recreation, Police, Fire, Public Works Departments and Walla Walla Joint Community Development Agency will review the security and traffic plan proposed by the Applicant. Event Applicants may be charged for all services provided by these departments.

The person named on the permit as the authorized agent of the sponsor acting as primary contact for the special event will be responsible for the actions of the event performer(s) and audience and is required to be present fifteen (15) minutes prior to the event and one-half hour after the event. If this person must leave for short periods of time during the event, s/he will designate someone to represent him/her during that absence. It is important for the person in charge at the event to have a cell phone and provide the phone number on the application form in case the City needs to contact them during the event.

For events required to have security, two (or more) licensed security guards will be required to be present continuously from fifteen (15) minutes before the event until one-half hour after the event. Security will be hired by and is the responsibility of the permit holder. Security personnel are not allowed to carry firearms.

J. CERTIFIED FLAGGERS AND MARSHALS

Marshals and certified flaggers are needed to organize and stage events where streets are closed or traffic is diverted. The duties of marshals and certified flaggers are distinct. Certified flaggers are responsible for stopping and holding motor vehicle traffic at major intersections and training marshals. Marshals are responsible for crowd control and minor traffic control. Marshals can hold traffic at a stop-controlled intersection or minor uncontrolled intersection, and shall be given a briefing on their duties prior to the event.

At least one certified flagger is needed for all events where a street is barricaded or motor vehicle traffic is controlled. The Event Coordinator is responsible for developing a traffic control plan. The certified flagger is responsible for training marshals on how to stop, hold motor vehicles and for assuring traffic barricades are placed as required. Names of certified flaggers and a copy of their certification must be provided to the City prior to the event. If marshals are trained the Applicant must have a list of trained marshals available during the event.

K. PARKING

Parking is limited to designated areas that have been approved as part of the Application procedure by the City and is to be available on a first come first serve basis. It is the responsibility of the Applicant to coordinate all event parking needs, including communicating event plans with City staff. All special needs such as road/parking closures, ADA parking, drop off zones, loading zones or off limit areas need to be identified and approved in advance by City staff. The cost for these services is the responsibility of the Applicant.

All roadways are fire lanes. Parking is allowed in designated parking lanes only, with one vehicle per space. Vehicles parked in "No Parking" areas will be towed at owner's risk and expense.

If event requires parking to be removed along the event route or right-of-way closure, it is up to the Applicant to see that the affected streets are posted to inform those parking that they need to move their vehicles prior to the event. A minimum of two "No Parking" signs will be posted on each side of the street on each block along the affected area of closure. This shall be done no later than 6:30 a.m. the day of the event.

L. VEHICLE RESTRICTIONS

Due to possible turf and sprinkler head damage, vehicles are restricted to paved park roads or parking areas. This includes concession trailers, delivery, and catering vehicles unless specifically authorized in advance by the Parks & Recreation Department.

M. VENDORS AND CONCESSIONAIRES

Applicants may contract with food, craft, and other types of vendors as part of their scheduled event. All vendors must follow rules and regulations set forth and must restrict sales to within the boundaries of the event. Applicants are responsible and will be held liable for all actions of the vendors and suppliers included in their event. Number, type, and placement of all vendors on park or other City-owned property are subject to Parks & Recreation Department approval. All vendors, suppliers and their equipment MUST be removed from the park or other City-owned property at the end of the event or additional fees will be charged.

The Applicant shall provide a list of all vendors and vending dates requested. This list is due no later than fifteen (15) days prior to the date of the event.

Event Applicants are responsible for insuring that all food and beverage vendors contact the County Health Department for appropriate vending requirements that apply to their activity. The City reserves the right to request proof of vending requirements for any vendor operating on City-owned property.

Per Section 4.04.040 of the Walla Walla Municipal Code:

No mobile or street vendor shall sell or vend any wares from his vehicle or conveyance:

- B. Within one hundred feet of the entrance of any business establishment which is open for business offering as a main featured item or items of similar goods for sale; or*
- C. Within one hundred feet of any restaurant, café, or eating establishment which is open for business if selling food or food items; or*
- D. In that portion of the right-of-way abutting private property without the permission of the property owner; or*
- E. Within three hundred feet of any public part of the City or other public space for which a special event permit has been obtained during the course of a public celebration when organizations are permitted to engage in the sale of merchandise and food in such park or public space for a fee, unless the mobile or street vendor obtains written permission from the coordinator of the special event and this written authorization is posted while operating during the special event;*
or

- F. *Within three hundred feet of any city authorized concession stand in any public park of the city during times other than during the course of a public celebration except as approved by the parks and recreation department of the city; or*
- H. *Mobile or street vendors selling food or merchandise as part of permitted special events shall comply with the above-referenced distance restrictions unless an exception is made by the city manager or designee in writing, as part of the special event permit.*

N. CONSUMPTION OR POSSESSION OF ALCOHOL

The Walla Walla City Council has authorized the consumption of beer, wine, and hard liquor in a limited number of City-owned buildings including: Pioneer Park Garden Center and Walla Walla Senior Center. Beer and wine are allowed in the Fort Walla Walla Rotary Shelter and designated picnic areas A, B, C and E on the condition that the Applicant sign a User Authorization and Hold Harmless Agreement in favor of the City of Walla Walla to consume alcohol on City-owned property, and also obtain the proper permit from the Washington State Liquor Control Commission. Both permits must be posted on site for the duration of the event.

O. AMPLIFIED SOUND

No person in any park or City owned property shall operate or aid in the operation of private radios, stereophonic, or sound-amplification devices at a greater operating level than 55 (fifty five) decibels; except as authorized by City staff. A rule of thumb is that if the Police Department receives complaints about the noise level of your event they will ask you to turn down your volume. If they continue to receive noise complaints after they have requested the volume be lowered they will require you to turn off the amplification. Approval for amplified sound may be granted only in conjunction with a park facility reservation or the approval of a Community Event Application.

P. CANOPIES, STAGES, BANNERS, & FENCING

Prior to your event, placement of tents, canopies, stages, banners, fencing, and other equipment; the quantity, size, and location of these items require approval from the Parks & Recreation Department. A logistics map identifying the location of all of these items is required to obtain final approval. To avoid possible damage to electrical, irrigation, and water lines the Parks & Recreation Department strongly encourages all equipment be water or sand weighted instead of staked. All vendors, suppliers and their equipment MUST be removed at the end of the event or additional fees will be charged.

Q. TREES

Unless specifically authorized by the Municipal Arborist, no person shall damage, transplant, mark, tie on to, or remove any street tree or other City-owned tree.

Unless specifically authorized by the Municipal Arborist, no person shall place any object, fill or other material which may impede the free passage of air, water, or nutrients to the roots of any tree on City-owned property. Likewise, no activity is permitted which may compact the soils encompassing the root zone of any such tree, and thus impede the free passage of air, water, and nutrients to that tree.

R. UTILITIES

Adequate and accessible electricity, drinking water, and wastewater dumping sinks and drains are limited in all parks and facilities. Power and water are available in some locations. If electricity is available all Applicants are required to provide all electrical supply equipment for vendors and suppliers. Any additional electrical installation or connections must be installed by a licensed electrician and approved by the Parks & Recreation Department and the Washington State Electrical Inspector.

S. GENERATORS

When a generator is used at an event, it must be UL-approved and in good working condition. Fuel must be kept in an approved safety can and kept in a secure area, away from the generator. A fire extinguisher must be available at the site, and absorbent material in case of fuel spills. Fuel may NOT be refilled during the event while the public is present. Generators will not be placed under trees, where the exhaust may be damaging. The noise levels should not exceed the approved amplified sound limit.

T. SANITATION

The current requirements for toilets are one restroom for each gender for every 200 people. If there are not enough on-site restrooms or other restroom facilities available, the Parks & Recreation Department requires that portable restrooms and hand washing facilities be provided, serviced and removed at the expense of the Applicant.

If additional restrooms are needed, one approved ADA restroom must be included in each group of restrooms ordered. All portable restrooms must be placed on hard surfaces and be accessible from the roadway. Supply companies are not allowed to drive on turf. Location of portable restrooms must be approved by the Parks & Recreation Department. These units should be serviced as needed.

All vendors, suppliers and their equipment MUST be removed at the end of the event or additional rental fees will be charged.

U. SITE AND FACILITY CLEAN-UP

Applicant will be held responsible for adequate clean-up of sites and facilities during and after their scheduled event including bagging garbage and placing trash in the receptacles or dumpsters. If trash receptacles are full, trash is to be removed by the Applicant.

Dumpsters, additional trash bins, and bags may be required for events attracting or involving over 100 people. The Applicant is responsible for arranging for additional dumpsters through the City of Walla Walla Finance Division.

It is the responsibility of the Applicant to identify proper disposal options and utilize them. These materials must be contained and removed by the user for proper disposal. Hazardous materials are prohibited from entering the trash or sanitary landfill. It is the responsibility of the Applicant to identify proper disposal options and utilize them.

V. RECYCLING

RCW 70.93.093 concerning event recycling became effective in Washington State on July 22, 2007. The City enforces this RCW by requiring all sponsors of events occurring on City-owned properties provide a written recycling plan which must be approved by the City. A recycling program must include and provide:

- Clearly marked recycling receptacles or reverse vending machines
- Collection of aluminum, glass or plastic bottles or cans that contained the beverages sold by the vendor
- Transportation and recycling services for the collected materials

For further information on public event recycling contact the Washington State Department of Ecology at 1-800-RECYCLE or visit their website at www.epa.gov/recycleonthego/.

W. WATER DISPOSAL

Liquid wastes are to be disposed of in waste tanks provided by the Applicant or in the sanitary sewer. Wastewater cannot be poured on the ground. Health and storm water codes require all grey water, other wastewater, and all cooking grease to be contained and/or properly disposed of. Clean water in small amounts may be spread across landscaping and turf areas.

X. COURSE / ROUTE IDENTIFICATION

Some maps and aerial photos are available upon request. If a map needs to be generated by the City GIS staff there will be a charge associated with that request. All materials used to identify course/route must be listed on the permit application and approved by the Parks & Recreation Department. Course materials including signs must be removed immediately following the event. NO paint, chalk, flour, or tape is allowed. Nothing can be attached to trees, benches, or park signs. Self-supporting tripods are recommended for course identification.

Y. USER AND DAMAGE FEES

It is the intent of City of Walla Walla to minimize the impact of events to park facilities and other City-owned properties while maximizing the use of public land. Additional fees apply when the event requires services beyond routine maintenance, such as repairs for damages to any park property. All damage costs will be billed back to the Applicant, as determined by the Parks & Recreation Department. All user fees are based on the City of Walla Walla Parks & Recreation Fees & Charges Policy. Some user fees may be subject to sales tax.

Z. ADMISSION CHARGES FOR EVENTS

City Code restricts the sale and advertisement of goods and services in City parks. The City of Walla Walla chooses to maintain public parks as open space accessible to all residents and visitors (no admission charges are permitted).

COMMUNITY EVENT CHECKLIST

Event Name _____ Scheduled Event Date _____

Event Contact Person & Telephone _____

TASK	N/A	Completed/Date	Incomplete	Approved/Date
AS EARLY AS POSSIBLE SECURE PARK SITE				
Event Coordinator receives Guidelines for Event Applicants & Planners				
Written proposal for New Event or Event selling beer/wine (<i>no later than 90 days prior to event</i>)				
Return Community Event/Park Use Application and other applications needed for event				
– Community Event/Park Use Application (45 days prior to event date)				
– List of Vendors (15 days prior to event date)				
– Beer & Wine Sales Application (90 days prior to event date)				
– Request for Permit to Consume Liquor on City-Owned Property (15 days prior to event date)				
Proof of Insurance Certificate & Endorsement (14 days prior to event date)				
Submit Site Plans (30 days prior to event date)				
Submit Traffic and Emergency Plans				
Submit Recycling Plan				
Schedule Pre-Event Walk Through with Park Personnel				
Schedule Post-Event Walk Through with Park Personnel				
At Event: Have all permits and licenses on site. Have adequate communications on site. Distribute a list of phone numbers, with event staff, job responsibilities, and emergency contacts for all staff and service groups.				