



# Special Event Permit Application

The information in this special event permit application packet will assist Special Event Applicants and Planners by providing the information needed for them to successfully conduct an event. It will identify for them the requirements needed to hold an event on City-owned property or in the right-of-way. This information provides coordination of efforts and ensures consistent support from the City of Walla Walla.

Review this packet and the [Walla Walla City Code 10.27](#) to ensure the activities you want to have at the event are allowed within City and Park rules. We can all work together with the goal of creating a successful, safe event for our community to enjoy.

Special 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.

All pages marked as **REQUIRED** in this packet need to be submitted with payment. An incomplete application will not be accepted.

## **SMOKE/VAPE FREE PARKS**

For events taking place on park property, it is unlawful to smoke tobacco, vape tobacco, smoke marijuana, or vape marijuana in any city park. Events taking place outside of park property are encouraged to be smoke/vape free.

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

[Kailey Newhouse, Parks & Recreation Administrative Specialist](#)

Walla Walla Parks & Recreation Department

201 E Rees Ave

Walla Walla, WA 99362

(509) 527-4527

[knewhouse@wallawallawa.gov](mailto:knewhouse@wallawallawa.gov)

[Visit Walla Walla Parks & Recreation online at www.wwpr.us](http://www.wwpr.us)





# Special Event Permit

RECEIVED:

APPROVED/DENIED:

Special Event Permit applications need to be completed and turned in **forty five (45) days** (90 days for events with beer/wine sales) prior to event date. Application fees are based on receipt of application: **90+ days - \$75.00. 45-89 days - \$125.00. 14-44 days - \$175.00** and are due at the time the application is submitted.

- Step 1:** Review the Special Event Permit Guidelines for rules, requirements, permits, and filing timelines.
- Step 2:** Reserve Park Facilities (if applicable) prior to submitting application to ensure space is available.
- Step 3:** Contact businesses directly impacted by event.
- Step 4:** Complete application in its entirety and ensure all documents are signed.
- Step 5:** Submit completed application to the Parks & Recreation Department in a timely manner.

Reserve a date, time & location by visiting the Parks & Recreation website at [www.wwpr.us](http://www.wwpr.us) **or** our in the office at 201 E Rees Ave, Walla Walla.

## Event Information

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Event Site(s), Facilities, Street Name \_\_\_\_\_

Event Setup Time \_\_\_\_\_ Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_ Event Cleanup Time \_\_\_\_\_

Purpose & Brief Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Expected Attendees at Event \_\_\_\_\_

## Contact Information

Event Coordinator/Primary Contact \_\_\_\_\_

Sponsor/Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Profit/Non-Profit \_\_\_\_\_ Tax Exempt # \_\_\_\_\_

**(All non-profit/non-taxable organizations are required to submit an IRS 501-C3 tax exempt identification number.)**



# Special Event Permit Requests

**PLEASE READ AND COMPLETE ALL INFORMATION ON THE FOLLOWING PAGES**

The City of Walla Walla Parks & Recreation Department will review and determine services we can provide. Additional charges may apply for these services.

Requests for City of Walla Walla			
Yes	No	Request	Requirements
<b>Parks - 509-527-4527</b>			
		<b>Electricity</b> (available in some locations with limited resources)	Describe Request _____  <b>**Identify these items on event logistic map**</b>
		<b>Extra Picnic Tables</b> <b>Quantity Requested</b> _____	There is a \$15 per table (minimum of 5 tables) charge for extra tables  <b>**Identify these items on event logistic map**</b>
		<b>Water - Existing Facilities</b> (available in some locations with limited resources)	Describe Request _____  <b>**Identify these items on event logistic map**</b>
<b>Streets Department - 509-527-4363</b>			
		<b>Barricades/Signs</b>  <b>Quantity Requested</b> _____	The Streets Department will charge a fee for all road closure supplies once they are collected. <b>An estimated cost will be provided when the application is submitted.</b>  <b>**Identify these items on event logistic map**</b>
		<b>Cones</b>  <b>Quantity Requested</b> _____	The Streets Department will charge a fee for all road closure supplies once they are collected. <b>An estimated cost will be provided when the application is submitted.</b>  <b>**Identify these items on event logistic map**</b>
<b>Police - nلودermilk@wallawalla.gov</b>			
		<b>Police Escorts</b> (Parades/Processions only) Parade/Procession will be on the: <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk  <b>Quantity Requested</b> _____	Please confirm the number of officers you are requesting with a brief description of expected duties. Cost determined by current ODS contract. A minimum of 3 hours and 2 officers are required.
		<b>Police Security</b> <b>Quantity Requested</b> _____	
<b>Sanitation - 509-527-4423</b>			
		<b>Sanitation</b>  <b>Quantity Ordered</b> _____	Event is required to order dumpsters for groups with over 300 attendees. Please contact <b>Sanitation</b> to make arrangements.  <b>**Identify these items on event logistic map**</b>
<b>Downtown Walla Walla Foundation - 509-529-8755</b>			
		<b>No Parking Signs</b> <b>Quantity Requested</b> _____	<i>No Parking Signs need to be in place 48 hours in advance of start of event. The No Parking Signage will be provided at cost by the Streets department.</i>

# Special Event Permit

## Services and Logistics

**PLEASE READ AND COMPLETE ALL INFORMATION ON THE FOLLOWING PAGES**

The Applicant is responsible for providing a complete list of event plans and a list of suppliers providing services. **An event logistics map is required**, detailing the location for all water, power, tables, canopies, stages, equipment, generators, vendors, booths, port-a-potties, activities and any other major services or activities planned.

### Event Services

Yes	No	Services	Requirements
		<b>Alcohol Served</b>	If yes, a City of Walla Walla <b>Liquor Permit</b> is required (\$10.00 fee) as well as a <b>Banquet Permit</b> through the State of Washington.
		<b>Alcohol Sold</b>	If yes, a City of WW <b>Liquor Permit</b> is required (\$10.00 fee) as well as a <b>Banquet Permit</b> through the State of WA. Plus City Council approval required. <b>(90 day filing period)</b>
		<b>Food/Beverage</b> Caterer/Food Vendor _____	Food vendors <b>must be on the approved</b> vendor list to provide services on park property. <b>**Identify these items on event logistic map**</b>
		<b>Gray Water Barrel/Grease Barrel (Circle)</b>	Gray water/grease need to be contained and removed from use sites. <b>**Identify these items on event logistic map**</b>
		<b>Recycling</b>	Recycling stations are required to be provided by all event sponsor/vendor(s) providing aluminum.

### Event Logistics

Yes	No	Setup	Requirements
		<b>Generators</b> Size(s) _____	<b>**Identify these items on event logistic map**</b>
		<b>Stages</b> Size(s) _____	<b>**Identify these items on event logistic map**</b>
		<b>Amplified Sound</b> Type of sound _____	Municipal Code on Noise Control allows <b>approved</b> amplified sound between the hours of <b>7am and 10pm on weekdays</b> and <b>9am and 11pm on weekends</b> .
		<b>Canopies/Tents</b> Size(s) _____	<b>**Identify these items on event logistic map**</b>
		<b>Vendor Booths</b> Size(s) _____	<b>**Identify these items on event logistic map**</b>
		<b>Port-a-Potties</b> Quantity: Regular _____ ADA _____	<b>**Identify these items on event logistic map**</b>
		<b>Traffic Control</b>	Location of barricades, traffic detours, and flaggers/marshals must be provided <b>**Identify these items on event logistic map**</b>
		<b>Activities/Entertainment</b>	List type of Activities/Entertainment
		<b>Other Equipment/Entertainment</b> (Bounce Houses/Band/Etc) Name of Vendor _____	Vendors <b>must be on the approved</b> vendor list to provide services on park property. <b>**Identify these items on event logistic map**</b>
		<b>Utility Vehicles/Golf Carts/ ATV's/ Gators/Mules/Other (Circle)</b>	List type(s) of vehicle to be used at event

**All Vendors, Suppliers and equipment MUST be removed at the end of the event or additional fees will be charged.**

# Special Event Permit Requirements

## Map Requirements

Every Special Event Permit Application is required to provide a logistic map outlining the entire venue including location of: *all canopies, stages, equipment, activities, port-a-potties, vendors, power, water sources, and extra picnic tables* (if requested). Map is to show areas to be closed to vehicle traffic and include *location of barricades and all traffic detours*.

Please check off items included on map.

- Location where electricity is needed
- Location where water is needed
- Location where extra picnic tables should be placed.
- Location of port-a-potties
- Location of stages
- Location of canopies/tents
- Location of all vendor booths
- Location of all activities (bounce house, band, movie screen, etc)
- Location of all barricades
- Details of all traffic detours
- Details of all flaggers/marshals

I have identified the items above on the logistics map which I am including with my application.

## Vendor Requirements

Event Applicants are responsible for ensuring 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. Event applicant is responsible for ensuring all vendors are compliant with all local, county, and state regulations.

I understand I am responsible for ensuring vendor compliance as stated above.

## Parks Facility Requirements

Vehicles are not allowed on turf. Any damage to the turf, park amenities or infrastructure is the responsibility of the event and the event shall incur costs associated with repairs. It is unlawful to smoke tobacco, vape tobacco, smoke marijuana, or vape marijuana in any city park.

I understand I am responsible for any damage stated above.

I understand all city parks are smoke/vape free.

## Emergency Services Requirements

**Police** - Please have all no parking signs out 48 hours in advance of road closure. Please send date stamped photos of no parking signs in place as proof to Captain Loudermilk at [nloudermilk@wallawalla.gov](mailto:nloudermilk@wallawalla.gov). The person(s) drawing the permit will be responsible for towing costs if a vehicle is towed and the person contests it in court.

I understand the person(s) drawing the permit will be responsible for towing costs if a vehicle is towed and the person contests it in court.

**Fire** - Please keep a 5' open area around all fire hydrants for emergency access. Please provide a 16' access into/through each event location for emergency vehicles.

I understand I am responsible for placement of no parking signs and failure to do so may result in towing costs to be covered at my expense and I must provide access for emergency vehicles into event area and to fire hydrants.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Special Event Permit

## Department Approvals

I hereby certify that I have read and will abide by the rules and regulations set forth by the City of Walla Walla, Parks & Recreation Department, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Walla Walla and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Walla Walla, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Walla Walla for any clean up, loss or damage to City property resulting from this use. In addition, I give consent to the disclosure of the phone number(s) I have listed on this application pursuant to requests from the public, and I give consent to the disclosure of these phone number(s) in informational publications, releases, or announcements about this community event.

Event Title \_\_\_\_\_

Event Coordinator's Signature \_\_\_\_\_

Date \_\_\_\_\_

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### City of Walla Walla Approvals

Development Services Department: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Parks & Recreation Department: \_\_\_\_\_

Police Department: \_\_\_\_\_

Streets Department: \_\_\_\_\_

Engineering Department: \_\_\_\_\_

Sanitation Department: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Title \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_



# Special Event Permit

## Recycling Plan

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Event Sponsor/Contact Person \_\_\_\_\_

Telephone/Email \_\_\_\_\_

RCW 70.93.093 states:

*In communities where there is an established curbside service and where recycling service is available to businesses, a recycling program must be provided at every official gathering and at every sport facility by the vendors who sell beverages in single-use aluminum cans. A recycling program includes provision of the receptacles or reverse vending machines, and provisions to transport and recycle the collected materials. Facility managers or event coordinators may choose to work with vendors to coordinate the recycling program. The recycling receptacles or reverse vending machines must be clearly marked, and must be provided for the aluminum cans that contain the beverages sold by the vendor.”*

I hereby certify that recycling stations will be provided by all vendors participating in the above referenced event selling aluminum cans that contain the beverages sold by the vendor. If no vendors are involved with the event, event sponsor will assume responsibility for funding and providing recycling services.

Signature of Sponsor/Contact Person \_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

# Special Event Permit

## Guidelines - Scheduling an Event

### **PLEASE SCHEDULE YOUR DATE AS SOON AS POSSIBLE**

#### **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.

It is unlawful to be in a City park after closing time without an approved Special Event-Application. City parks are open from 5:00 a.m. to 11:00 p.m. daily. The exceptions to these park hours include:

- Senior Center reservations
- Approved Special Events

#### **SCHEDULING & APPROVAL OF SPECIAL EVENTS**

To schedule a special event and obtain approval from the City of Walla Walla Parks & Recreation Department, all special 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 online at [www.wallawallawa.gov](http://www.wallawallawa.gov). In addition, approval is subject to the conditions as presented in this "Guidelines for Special Event Applicants & Planners".

Approval of a Special Event Permit 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 special 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.wallawallawa.gov](http://www.wallawallawa.gov).

#### **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 of Walla Walla 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, including crowd control managers and public safety plans are required
- Traffic control plan

# Special Event Permit

## Guidelines - Fees and Services

### FEES

All fees and reservation payments must be submitted to the City of Walla Walla Parks & Recreation Department at the time of application. Fees for special event permits 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, check, or credit card.

### SERVICES AVAILABLE FOR SPECIAL EVENTS

**Basic Services Provided for Reservations:** Cost included in reservation fees, services are provided by Parks & Recreation staff or other City staff, as necessary.

- Daily cleaning before each reservation when possible
- Minimal garbage containers (existing park containers on location)
- Restrooms cleaned, opened, and stocked (seasonally)
- 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 Special 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 (current per hour 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 the City of Walla Walla Finance Division at 509-527-4423
- Clean restrooms during event, provide paper products
- Direct event cleanup and exit
- Contact the Non-Emergency Dispatch at 509-527-1960 if you have security or traffic control concerns that may require special attention.

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

### 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.

### 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).

### 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 Restrooms).

# Special Event Permit

## Event Services and Logistics

The Applicant is responsible for providing a complete list of event plans and a list of suppliers providing services. **An event logistics map is required**, detailing the location for all water, power, tables, canopies, stages, equipment, generators, vendors, booths, port-a-potties, activities and any other major services or activities planned.

### 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, and C 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.

### 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 applicant is responsible for ensuring all vendors are compliant with all local, county, and state regulations.

Event Applicants are responsible for ensuring 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 45.04.040 of the Walla Walla Municipal Code:

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

- A. *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*
- B. *Within one hundred feet of any restaurant, café, or eating establishment which is open for business if selling food or food items; or*
- C. *In that portion of the right-of-way abutting private property without the permission of the property owner; or*
- D. *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 event applicant and this written authorization is posted while operating during the special event; or*
- E. *Within three hundred feet of any city authorized concession stand in any public park of the city during times other than during a public celebration except as approved by the parks and recreation department of the city; or*
- F. *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.*
- G. *The International Fire Code requires inspections for mobile vendors, particularly for the commercial cooking hoods, fire extinguishing systems, and flammable gases. Documentation is required for verification of current inspections.*

All Vendors, Suppliers and equipment **MUST** be removed at the end of the event or additional fees will be charged.

# Special Event Permit

## Event Services and Logistics

### **WATER DISPOSAL**

Liquid wastes are to be disposed of in waste tanks provided by the Applicant. Liquid wastes of any kind cannot be poured on the ground. Health codes require all grey water, other wastewater, and all cooking grease to be contained and/or properly disposed of. Discharge of waste to stormwater facilities is prohibited.

### **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 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/](http://www.epa.gov/recycleonthego/).

### **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.

### **CANOPIES, TENTS, 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 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 secured with weighted anchors rather than stakes. All vendors, suppliers and their equipment MUST be removed at the end of the event or additional fees will be charged. Tents exceeding 400 sq. ft and canopies exceeding 700 sq. ft require a separate permit and inspection prior to use during the event. Refer to Chapter 31 of the International Fire Code for specific requirements.

### **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 Special Event Permit Application.

### **LOGISTIC MAP & SCHEDULE OF EVENT ACTIVITIES**

A logistics map and event agenda must be submitted with the Special Event Permit 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.

# Special Event Permit

## Guidelines - City Site Restrictions

### **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.

### **RESTROOMS**

Restroom requirements 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 Park Maintenance Supervisor. These units should be serviced as needed.

### **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.

### **SMOKE/VAPE FREE PARKS**

It is unlawful to smoke tobacco, vape tobacco, smoke marijuana, or vape marijuana in any city park. Events taking place outside of park property are encouraged to be smoke/vape free.

### **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.

### **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 Department.

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.

# Special Event Permit

## Guidelines - Traffic Control

### **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 Applicant 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.

### **COURSE / ROUTE IDENTIFICATION**

All supplies used to identify course/route must be listed on the Special Event Permit Application and approved by the Parks & Recreation Department. Course supplies 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 signs are recommended for course identification.

### **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 are required to be filed with the Special Event Permit 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. If road closure supplies are needed, they can be picked up from the Streets Department on Mondays and Fridays from 11am to 1pm ONLY. If supplies are not pick up during these hours, there is no guarantee of availability. A twenty-foot (20') fire lane must be maintained for emergency vehicle access on all roadways. The City of Walla Walla Parks & Recreation, Police, Fire, Public Works Departments and Development Services will review the security and traffic plan proposed by the Applicant. Special Event Permit 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.

### **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 of zones, loading zones or of 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. All "No Parking" signs need to be in place 48 hours in advance of closure. A date stamped photo of "No Parking" signs in place must be sent as proof to the Police Captain. If the city is required to reimburse tow and impound expenses, the person drawing the permit acknowledges and agrees to reimburse the city within 30 days of the city notifying the permittee.



# Special Event Permit

## Insurance Requirements

No later than fourteen (14) calendar days before the event, the applicant shall provide to 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 commercial general liability providing for bodily injury and property damage coverage in an amount not less than \$1 million per occurrence with a \$2 million aggregate and auto liability providing bodily injury and property damage liability coverage in an amount not less than \$1 million combined single limit. A completed endorsement naming the City of Walla Walla as an additional insured. Additional endorsements for liquor liability and/or completed products liability coverage 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 Special Event Permit Application by the City of Walla Walla.

Per Section 10.28.080.A.1 of the City Code Requirements for Special Events:

No later than fourteen (14) calendar days before the event, the applicant shall file with the Parks & Recreation Department the following:

“Evidence of liability 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 covering bodily injury to persons and property damage in an amount not less than one million dollars. 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”

Certificate of Insurance Requirements (Acord Form #25):

1. This standard insurance form must be completed according to these guidelines.
2. The applicant shall provide the City of Walla Walla with written notice of any policy cancellation within two business days of their receipt of such notice.
3. The City of Walla Walla is named as an additional insured.
4. The appropriate amount and types of coverages specified above are contained therein; and
5. Any wording crossed out or added must be approved by the City of Walla Walla and initialed by the agent/broker.

The City of Walla Walla has the right to place or renew the coverage at its discretion and charge the sponsor for the cost thereof should the sponsor fail to obtain or maintain the required insurance coverage for the event. A certified copy of the insurance policy may be submitted which shall name the City of Walla Walla as an additional insured.

# Special Event Permit Insurance Sample



Policy Number: 526BAF6552

Date Entered: 4/23/2019

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE (A/C, No. Ext.)	FAX (A/C, No.): (509) 529-2838
	E-MAIL ADDRESS	
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED	INSURER A	Hartford Fire Ins Co.
	INSURER B	
	INSURER C	
	INSURER D	
	INSURER E	
	INSURER F	

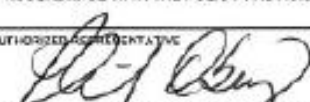
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FOR LTR	TYPE OF INSURANCE	ADD. SUBR. RSD. WVS	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		4/28/2019	4/28/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIM-MADE COB RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in WA) If yes, describe in brief: DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is named as additional insured for an event being held June 1, 2019.

CERTIFICATE HOLDER	CANCELLATION
City of Walla Walla 15 N 3rd Avenue Walla Walla, WA 99362	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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# Special Event Permit

## Physical Activity Event Waiver Form

Per Section 10.27.080.A.3 of City Code Requirements for Special Events:

“For a special event involving registered participation of person involving physical effort, an agreement that each participant, as a condition of participation, will be required to waive any and all liability against the City of Walla Walla, its officers, agents and employees arising from the event, which agreement shall be in language approved by the City Attorney.”

The City of Walla Walla has approved the following language for participation waivers for events such as fun runs, bike-a-thons, walk-a-thons, or other events involving physical activity on the part of the participant.

### RELEASE

*In consideration of your acceptance of this race entry, I, for myself, my heirs, executors, administrators and assigns, forever release and discharge any and all rights, demands claims for damages and causes of suit or action known or unknown, that I may have against (sponsor's name), the City of Walla Walla and any and all participating race sponsors, and the Directors, Officers, Employees and Agents of such parties, for any and all injuries or death in any manner arising or resulting from my participation in said race. I attest and verify that I have full knowledge of the risks involved in the race, that I will assume those risks, that I will assume and pay my own medical and emergency expenses in the event of an accident, illness or incapacity, regardless of whether I have authorized such expenses, and that I am physically fit and sufficiently trained to participate in this race.*

---

Signature

Date

---

Signature of Parent or Guardian if participant is under



# Special Event Permit

## Helpful Telephone Numbers

Walla Walla Parks & Recreation Department .....	509-527-4527
Community Event/Park Use Applications.....	509-527-4527
Parks & Recreation Reservations .....	509-527-4527
Walla Walla Police Department.....	509-527-4434
Walla Walla Area Crime Watch.....	509-525-3342
Walla Walla Fire Department .....	509-527-4429
Walla Walla Streets Division.....	509-527-4363
Walla Walla Sanitation Division .....	509-527-4423
Walla Walla Finance Division .....	509-527-4423
Walla Walla Public Works/City Engineer.....	509-527-4537
Walla Walla Development Services .....	509-524-4710
Pioneer Park Garden Center.....	509-527-4527
Walla Walla Senior Center .....	509-527-3775
Fort Walla Walla Museum .....	509-525-7703
Downtown Walla Walla Foundation.....	509-529-8755
Walla Walla County Commissioners Office .....	509-524-2505
County of Walla Walla Public Works.....	509-524-2710
County of Walla Walla Health Department.....	509-524-2650



# Special Event Permit

## 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 party.

**Application fees are based on receipt of application: 90+ days - \$75.00. 45-89 days - \$125.00. 14-44 days - \$175.00**

**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 Walla Walla Area Crime Watch Block Parties:** Block parties sponsored by an organized block watch committee which is recognized by the Chief of 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 Area 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: Walla Walla Balloon Stampede, Sweet Onion Festival, 4<sup>th</sup> 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.