

Application Packet for a Special Event Permit



City of Normandy Park
City Clerk's Office
801 S.W. 174th Street
Normandy Park, WA 98166



Normandy Park
Est. 1953

Dear Applicant:

Thank you for considering Normandy Park for your special event. It is our objective to accommodate special events and assist with their success while ensuring the community is not adversely impacted by the events. The Special Event Permit application packet has been developed to guide applicants through the preliminary planning elements of your event. Please complete the application in its entirety and include all additional required enclosures when submitting your application package. The city requires 45 days to review special event permit applications that will have alcohol and 30 days for events without alcohol.

After the city's review of your application, you will be notified of the preliminary acceptance and will be provided with a timeline for the completion of the review process. If it is determined that an event review with you is necessary, notification will be given at least one week prior to the meeting date.

A final permit will not be issued until the event has been approved, all required documentation such as insurance and other required attachments have been obtained and full payment of the application fee has been made.

Your interest in conducting your event in Normandy Park is appreciated. It is our pleasure to work with you to ensure the success of your special event. If you have any questions, please contact the City Manager's office at 206-248-8248.

Sincerely,

Aimee Lloyd
Parks & Recreation Manager

801 S.W. 174TH STREET | NORMANDY PARK WA 98166-3679 | PHONE: 206-248-7603 | FAX: 206-439-8674 |
WWW.NORMANDYPARKWA.GOV

DEFINITION OF A SPECIAL EVENT

Any activity which occurs upon private or public property that will affect the standard and ordinary use by the general public of parks, public streets, rights-of-ways, sidewalks and/or other publicly owned property within the vicinity of such event. This includes, but is not limited to, fair, show, parade, run/walk, festival, or other entertainment or celebration. A special event is also defined as meeting any of the following criteria: (a) is reasonably expected to cause or result in more than seventy-five (75) people gathering in a park or other public place; (b) is reasonably expected to have a substantial impact on such park or other public place; and (c) is reasonably expected to require the provision of substantial public services. The application process ensures that the activity meets legal requirements, allows the city to adequately schedule needed public services, alert the affected neighborhoods and businesses, and recover costs incurred during the event.

GENERAL PROCEDURES STATEMENT

Special events occurring in Normandy Park impact the residents of immediate as neighborhoods as well as adjacent neighborhoods and businesses. While many Normandy Park residents participate in special events, there are others that do not. Special events are allowed due to the willingness of neighborhoods and businesses to cooperate. The guidelines established by the City of Normandy Park that restrict the use of certain venues are intended to protect the livability of the city and its neighborhoods.

The City of Normandy Park has established procedures that allow for advance planning and management of personnel, financial resources, public property, and roadways under its control.

SPECIAL EVENT GUIDELINES

The City of Normandy Park recognizes the contribution of special events to the community's residents, visitors, and businesses. A permit for assemblies is required under Normandy Park Municipal Code. It is unlawful for any person or entity to conduct, promote, or manage a special event without first obtaining a Special Event Permit from the city (NPMC 4.12.020).

A Special Event Permit is required for any type of event planned in a park or public place when one or more of the following conditions exists: 1) Your group is larger than 75 people; 2) Your event requires police personnel for crowd or traffic control; 3) Your special event involves the sale of merchandise or services to the public; 4) Your special event involves other circumstances deemed by the City Manager sufficient to require an application, not limited to but including events on private property that have inflatable toys and dunk tanks.

All Special Event Permit applications will be reviewed and a decision to approve the permit will be based on the following criteria:

- Sponsorship (priority given to local tax-exempt nonprofit organizations operating in and providing services to the citizens of the city)
- Local ties and/or interest
- Priority of non profit events over 'commercial' for profit events
- Avoiding duplication of events
- Number of events in a specific neighborhood
- Overall impact on street access and closures
- Consideration of day and date of event that might conflict with other activities (i.e. another special event, road work or construction project)
- Availability of support staff and city resources
- References
- History of an event
- Acceptance of other effected agencies

In addition to other rules, which may apply to your event, the following park rules are applicable to all special events held in a city park.

- All garbage must be picked up and removed from the event location.
- All rented equipment of any kind must be removed at the conclusion of the event.
- Drugs, firearms, bonfires, and fireworks are prohibited in City parks.
- Grilling/barbecuing is only permitted in designated 'Barbecue Areas.'
- No vehicle access is allowed unless specifically permitted.
- All city ordinances and codes must be followed.

SPECIAL EVENT REQUIREMENTS

- **Pre Event Coordination** – provide and submit all necessary pre-event information and documentation including any communications with city staff and other affected agencies; and meet all event requirements and criteria in a timely manner.
- **Documentation of volunteer event staff** – provide information of organization or group providing volunteer services (individuals providing traffic control/monitoring and life guarding services must be over 18 years of age). This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event and where they will be stationed. Documentation must be received no later than two weeks prior to the event.
- **Transportation/Parking Plan** – provide written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Metro Transit, Sound Transit, DOT and City of Normandy Park Police Department that may be impacted by traffic reroutes and/or delays due to street closures. Contact names and numbers must be provided to the City of Normandy Park. These agencies may be contacted at the conclusion of the event for evaluation purposes. Documentation must be received with the application.
- **Route Map/Traffic Control Plan** – This plan needs to include an "Emergency Services Plan" (First Aid and Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire and emergency medical emergencies. Traffic volunteers must be over 18 years of age. Other details on the map include name and date of event, start/Finish lines, Routes, Arrows indicating direction of participant's travel, route monitor posts, water/first aid stations, and mile markers.
- **Site Plan for Security and Crowd Control** – any city requirements for uniformed police officers and/or other city staff must be arranged by the event organizer. The cost of this service is the responsibility of the event organizer and can be arranged through the Chief of Police. Include a site plan that contains the event name and date, outline of entire venue, name of parks/facilities/streets, 20' emergency lane to structures and fire protection systems, first aid facilities, command center, event and utility features, temporary structures, and emergency exits.
- **Portable Toilets, Garbage and Sanitation Plan** – large events may be required to provide portable toilets and hand-washing stations for attendees. See the Restroom Facilities section for suggestions on the number of toilets to provide and contact information on ordering them. Garbage cans must be provided if existing park receptacles are not able to handle the large volume of waste created at the event. Events are required to maintain all waste receptacles and city restrooms throughout the event.

- **Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles & Removal** – must provide documentation in the form of a work order or an invoice that these equipment needs/services have been arranged by the event organizer. The City of Normandy Park does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.
- **Impacts to residents/neighborhoods, businesses, Metro Transit, Sound Transit, DOT and other agencies** – provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them. This communication should be completed four weeks prior to the event.
- **Water Safety Plan** – a detailed water safety plan must be submitted for any portion of an event (i.e. triathlons) where a body of water will be utilized.
- **Food Service and Health Codes** – may be required to show department of health permitting for food preparation, handling and distribution. Please see <http://www.metrokc.gov/health/foodsfty/foodbusiness.htm> for details and application process. For food trucks please visit: <https://theboxonwheels.com/>
- **Alcoholic Beverages** – events not open to the public can obtain the appropriate permit from the Washington State Liquor and Cannabis Board. www.liq.wa.gov. Provide a detailed map showing the event name and date, 20' emergency lane to structures and fire protection systems, dimensions of area where serving, entrances and exits.
- **Concert Requirements** – may be required to provide a sample of music tape; must adhere to the city code for amplified sound regulations.
- **Constitutionally Protected Events** include an expressive activity where conduct has the sole or principal object of which the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donations is charged or required for participation or attendance. Expressive activity does not include events with the principal purpose of entertainment.
- **Private Property - Bouncy House Inflatable Requirements:**
 1. Inflatable shall have a current WA State Department of Labor and Industries decal.
 2. Minimum number of operators on an inflatable bounce shall be one (1).
 3. Minimum number of operators on an inflatable slide shall be two (2).
 4. The blower shall be placed so that it cannot accidentally be unplugged.
 5. **Do not** exceed manufacturer's requirements for maximum loads.
 6. Follow the manufacturer's requirements regarding maximum number and size of riders.
 7. Follow the manufacturer's requirements for anchoring with ground weights.
 8. Do not use inflatable toys above wind speeds that exceed the manufacturer's recommendation. No inflatable toys shall be inflated when wind speed exceeds 25 mph.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The ADA requires the City of Normandy Park and public events to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; as well as maintaining already designated parking and accessibility to restrooms for people with disabilities.

RESTROOM FACILITIES

Adequate and accessible restroom facilities are often limited or not available at special event sites including park and recreation facilities. The recommendation for provision of toilets is two restrooms for every 250 persons. The International Portable Sanitation Association provided a chart below as a rough guideline for estimating the number of portable sanitation units that will be required for special events. ADA requires 10% be handicap accessible.

	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
# of People	# of Portable Restrooms									
0-500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20

INSURANCE REQUIREMENTS

BASIC SPECIAL EVENT:

- ☐ Evidence of appropriate insurance must be provided no less than thirty (30) days prior to the event.
- ☐ General Aggregate Insurance Limits must be at least \$2,000,000 CSL per occurrence unless otherwise specified.
- ☐ **The City of Normandy Park must be added as additionally insured via ISO endorsement forms CG 20 26, CG 20 12 or equivalent wordings.** Note: The permit holder does NOT lease or rent premises from, or perform work for, the City, and additional insured language restricting coverage in this manner WILL BE rejected.
- ☐ Minimum limit for Commercial General Liability: \$1,000,000
- ☐ Copy of the additional insured policy endorsement MUST be attached to the application.

OTHER INSURANCE PROVISIONS:

- ☐ All Beer/Wine Gardens must have general liability and liquor liability coverage. All liquor liability insurance should be written with minimum limits of \$1,000,000 per occurrence/ \$2,000,000 general aggregate.
- ☐ INFLATABLE TOYS/DUNK TANKS: (private property only – prohibited on city property) CGL Limits must be at least \$2,000,000 CSL per occurrence.
- ☐ AUTO LIABILITY:
If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be \$500,000 CSL each occurrence.

NOTE: All limits and coverage may be adjusted to meet exposure determined by the City Manager.

Send certificates of insurance and copies of policy endorsement to certificate holder:

**City of Normandy Park
801 S.W. 174th Street
Normandy Park, WA 98166**

General Commercial Liability insurance may be purchased for events on city property through Intact Specialty Entertainment Insurance - Contact them at 1-800-507-8414 or online www.intactspecialty.com/entertainment. Tulip Instructions online from WCIA - <http://www.wciapool.org/insurances/tulip>.

Normandy Park Venue ID Codes:

- | | |
|-----------------------------------|-------------------------------|
| ○ Marvista Park 0465-234 | ○ Nature Trails Park 0465-237 |
| ○ Marvista Shelter 0465-235 | ○ Walker Preserve 0465-238 |
| ○ Marine View Park 0465-236 | ○ City Hall Fields 0465-239 |
| ○ City Hall Rec Building 0465-240 | ○ Parks Not Listed 0465-241 |

SPECIAL EVENT CONTACT LIST

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

Washington State Dept. of Transportation (DOT)

Phone: 206-440-4471

Sound Transit

Phone: 206-398-5044

Seattle/King County Fire Dept.

Phone: 206-242-2040

Ray Desmarais, KCFD#2 Fire

Marshal Phone: 206-209-4119

City of Burien

Phone: 206-241-4647

or

City of Des Moines

Phone: 206-878-4595

Waste Management

Phone: 1-800-796-9696

National Barricade Co.

206-523-4045 or 1-800-884-4045

AABCO Barricade

Phone: 1-800-559-6212

CITY OF NORMANDY PARK CONTACT LIST

Amy Arrington, City Manager

Phone: 206-248-8246

Dan Yourkoski, Chief of Police

Phone: 206-248-7600

**Aimee Lloyd, Parks & Recreation
Manager**

Phone: 206-248-8258

Shelly Bedingfield, Administrative Assistant

Phone: 206-248-7603

Brooks Wall, City Clerk

Phone: 206-248-8248

Nicholas Matz, Community Development

Director Phone: 206-248-8253

Ken Courter, Public Works Director

Phone: 206-248-8269



SPECIAL EVENT APPLICATION

This is an APPLICATION ONLY and NOT a permit to conduct an event. You must obtain a Special Event Permit PRIOR to conducting your event. Additional City permits may be necessary before you can conduct an event. Allow 30 days for city to review and approve applications, ie: at least 30 days prior to booking and soliciting an event.	
PART ONE. Applicant Information	
Organization Name:	
Mailing Address:	
Physical Address:	
Applicant Email:	
Applicant Name and Number:	
PART TWO. Event Information	
Event Name:	
Location:	
City Facilities (check all that apply): Park Street Sidewalk Trail Other: _____	
Event Day, Dates, Times:	
Setup Schedule:	
Cleanup Schedule:	
Is the event Public or Private? A private event is one in which you have a specific guest list and know who is going to attend and is not advertised. A public event is open to the public or advertised through word of mouth, flyers, signs, or social media.	
Type of event: (examples: fundraiser, concert, company picnic, triathlon, etc)	
If the event is a fundraiser, who is the beneficiary of the event and what is their Tax ID#?	
Will participants be charged a fee? If yes, explain amount and purpose for collecting the fee.	
Estimated Attendance: _____ # of Participants _____ # of Staff _____ # of Volunteers	
Is the event constitutionally protected? _____ Will alcohol be consumed at the event? _____ Will food be cooked and sold at the event? _____ Will alcohol be sold for offsite consumption? _____	
Number of: Portable Toilets _____ Handwashing Stations _____ Additional Trash Receptacles _____	
Security, crowd control, first aid/medical and water safety. Event staff are required to call 9-1-1 for emergency transportation. For-hire ambulance services may not be used for emergency transportation. Aid stations may be staffed by a licensed professional of your choice.	
Level of support to be provided at the event: ___ First Aid Kit and 9-1-1 access ___ Basic First Aid: First Aid Kit, First Aid/CPR certified person, 9-1-1 access ___ First Aid Station: First Aid Supplies, AED, First Aid/CPR/AED certified person, 9-1-1 access ___ Dedicated Aid Car: Basic or Advanced Life Support, 9-1-1 access	

Amplified Sound	Dunk Tanks	Helium Balloons	Timed Event
Animals	Electricity/Generator	Marching Band	Theater
Bicycling	Entertainers	Parade Float	Vehicles
Bleachers	Exhibits or Displays	Rally/Protest	Vendors
Boats	Fencing/scaffolding	Parking/shuttle	Other: _____
Carnival Rides	Filming – video	Sales/Distribution	_____
Caterer	Filming Photography	Sports	_____
Cooking	Inflatable Toys	Stage	_____
Dance/Drama	Fireworks	Tables/Chairs	_____
Drawing/Raffle	Food/Food Truck	Tent/Canopy	

Details for the above event components: (attached additional pages of paper if necessary)

PART THREE. Application Attachments – check all that are attached

☐ Certificate of Insurance and policy endorsements naming city as additional insured
☐ Contact List – additional staff, volunteers, sanitation vendors, state agencies, etc
☐ Liquor Permit and Map
☐ Parking Plan
☐ Route Map/Traffic Plan
☐ Site Plan
☐ Water Safety Plan

NOTICE: Submission of this form does not guarantee an approval of your event. Failure to complete all sections of this form or failure to submit all required documents may result in delay, limitations, or cancellation of your event.

I acknowledge that the information submitted in this application is true and complete to the best of my knowledge. I agree to be bound by the rules, regulations, policies and procedures of the City of Normandy Park, including any conditions of this special event. I have the authority to authorize the applicant and/or entity who shall defend, indemnify, and hold harmless the City of Normandy Park, its officials, employees, and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises from this event or from any activity, work or thing done, permitted, or suffered by applicant and/or entity in or about the event premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Normandy Park.

 Applicant Signature and Title _____ Date _____

Office Use: Dates Received Application, Attachments and Fee _____

DEPARTMENT APPROVAL: Police _____ Community Development: _____

Parks _____ Public Works _____ date cc: King County Fire District #2 _____