

Community Development Department

1208 S. Lundstrom

Airway Heights, WA 99001

Tel 509-244-2552 * Fax 509-244-4746 * Cell 509-844-8720

Web Site www.cawh.org * E-mail tlien@cawh.org



Special Event Permit

At the direction of the Airway Heights City Council, the City Manager has authorized the Community Development Division to issue Special Event permits, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighboring residents and businesses. The Special Event Guidelines are attached, as is a Special Permit Application.

Please complete the Special Event Permit Application forms, and submit to the Community Development Division at least **45 business days prior to the requested date**. Permit requests may be submitted in person or by mail. Note - only applications with original signatures will be accepted, so block party applications cannot be accepted electronically or by fax.

The Community Development Division is located at:

13120 W. 13th Ave.

Airway Heights, WA 99001

Mailing Address:

1208 South Lundstrom

Airway Heights, WA 99001

If you have any questions about this process or about the permit application form, please direct email to: commdevdir@city-of-airway-heights.org or call the office at 509-244-2552.

The Community Development Division will approve or deny the permit application and inform you of that decision at least 20 business days prior to the scheduled date of your event.

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Special Event Permit Request Form Instructions and Guidelines

A Special Event Permit shall be required for the following activities:

- a) An organized formation, parade, procession or assembly of more than one hundred (100) participants (may include people, animals, vehicles or any combination thereof); that assemble or travel in unison on any public street, highway, alley, sidewalk or other public way.
- b) Any organized formation, parade, procession or assembly which either (1) may impede, obstruct, impair or interfere with free use of a public street, highway, alley, sidewalk, or other public way owned, controlled, or maintained by the City or (2) does not comply with normal or usual traffic regulations or controls.
- c) Any outdoor activity of a group of more than one hundred (100) persons on City-owned, controlled, or maintained property such as City parks and open space, where a standard picnic shelter reservation or facilities use permit has not been granted.
- d) Any activity on public property that could reasonably be expected to require provision of public safety services.
- e) Any activity on public property that involves the placement of a tent, canopy, or other temporary structure (e.g. stages, bleachers), if that placement requires a permit from the City's Fire Department or Building Department.

This includes but is not limited to:

- a) Parades
- b) Marathons and fun-runs/walks
- c) Motorized vehicle races or contests
- d) Circuses, fairs and rodeos
- e) Outdoor music concerts, shows and exhibitions
- f) Other outdoor cultural events and community festivals
- g) Street fairs
- h) Public speaker event

Exceptions to Special Event Permit requirements:

- a) Funeral processions by a licensed mortuary.
- b) Activities conducted by governmental agency acting within the scope of its authority.
- c) Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, pyrotechnics or equipment (other than sound equipment).
- d) Any religious activities taking place on premises approved and/or regularly used for religious purposes.
- e) Filmmaking activities for which a filming permit has been requested and granted.
- f) Community/neighborhood block parties, where a block party permit has been requested and granted.
- g) Groups of up to 200 people using picnic shelters at city parks where a shelter reservation and facilities use permit has been requested and granted, and the group does not exceed/violate any other noise, facilities use or public safety regulations.
- h) Standard sporting leagues/tournaments held within a city park or recreation field, and where all necessary facilities use permits and approvals have been requested and granted by the Recreation Department.
- i) Established assembly/entertainment facilities that have long-term contracts with the City, which define the conditions and requirements for conducting ongoing public events.

Insurance Requirements:

The City of Airway Heights requires liability insurance for all special events on City-owned, controlled, or maintained property. Event organizers must meet the following minimum requirements.

- a) Provide a certificate of insurance evidencing General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis. Limit to be determined by the City of Airway Heights based upon risk.
- b) Provide an Additional Insured Endorsement naming the City of Airway Heights, its officials, officers, agents, employees and volunteers as Additional Insured in respect to the operations of the insured. Endorsement page must include name of insured, policy number and policy period.
- c) Policy must be issued by an admitted insurer licensed transact business in the State of Washington.
- d) Policy must be issued by an insurer assigned an A.M. Best Rating A V (5) or better.
- e) Provide that policy is primary and non-contributory to any other insurance available to the City.
- f) Provide minimum of thirty (30) days written notice of cancellation of the policy for any reason, other than non-payment of premium.
- g) Provide other insurance as deemed necessary by the City of Airway Heights to address the risk associated with the event, i.e. Liquor Legal, Fireworks, Automobile, Aviation, etc.

Common Grounds for Denial of Application:

- a) Application is submitted less than 45 days prior to scheduled event start date.
- b) Application is found to be incomplete or contain material falsehood or misrepresentation.
- c) Inadequate insurance coverage.
- d) Requested venue has already been reserved on the same date for another event/activity.
- e) Requested venue cannot physically accommodate the proposed event, due to the number of anticipated attendees or size/nature of planned activities.
- f) City staff cannot provide necessary services to ensure public safety or prepare/maintain venue.
- g) Event organizer has violated the terms of previous event permits or damaged City property.
- h) Event organizer has unpaid debts resulting from previous events (e.g. fees assessed for permits, city services, damages, etc.)

Appealing Denial of Application:

- a) If the Community Development Division denies a special event application, an appeal may be submitted in writing to the City Manager.
- b) If the City Manager's office upholds the denial of application, a final appeal may be presented in person at the next City Council meeting, by filing a speaker request in advance with the City Clerk's Office.

Timelines:

- a) A Special Event Permit Application must be completed at least 45 days before the start date of the event in question.
- b) All insurance requirements must be filed and processed with the City Clerk 7 business days prior to the event in order to receive a final, approved special event permit.
- c) Late and incomplete applications may not be processed.
- d) The applicant will receive a conditional notice of approval; or notice of denial within 20 working days of submission of special event permit application. Final, full approval is contingent on completion of all outstanding paperwork, including insurance, noted on conditional approval.

Fee:

A non-refundable fee as determined by the most recently adopted City fee resolution will be charged for Special Event permits.

Submission of Applications:

Special Event Permit Applications must be submitted at least 45 days prior to the scheduled start date of the event to:

Community Development Division

13120 W. 13th Ave.

Airway Heights, WA 99001

(509) 244-2552

Special Event

Permit Application

(Type or Print all Information)

EVENT: Dates(s) Requested: _____ Days: Mon Tue Wed Thu Fri Sat Sun
 Name/Title of Event _____
 Location: Describe Specific location, including a drawing/detailed map to include area used, entry and exits (if enclosed), parking, structure locations, bleachers, canopies, fences, displays, concessions, etc. (Attach additional pages if necessary)

Description of Event (in detail)

Admission fee/registration charged to participants? Yes _____ Amount _____ No _____

Set up to start at (date & time): _____ Event start time: _____

Event end time: _____ Cleanup completed (date & time) _____

Person in charge (day of event) _____

Home/office phone: _____ Cell phone: _____

Estimated daily attendance: _____ Estimated total attendance: _____

APPLICANT: Organization(s): _____ Phone: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Mailing Address: _____

Non-profit org? No _____ Yes _____ ID Number _____

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Community Development Division of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organizations(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of Airway Heights, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

 Applicants Signature

 Date

Community Development Division Only

_____ Application conditionally approved pending: _____ Insurance documents _____ Fees/Deposits \$ _____

_____ Application fully approved

_____ Application denied; reason _____

EVENT NAME/TITLE _____ **REQUESTED DATE(S)** _____

EVENT ELEMENTS: Indicate with Y/N in the left column, whether your event will include any of the following elements

YES/ NO	TYPE OF ACTIVITY	CITY DEPT	YES/ NO	TYPE OF ACTIVITY	CITY DEPT
___	Alcohol ___ beer ___ wine ___ mixed drinks	1, 5	___	Live animals	1, 2, 3, 5, 7
___	Special lighting	3, 7	___	Shuttle buses/mass transportation	1
___	Amplified music/sound	1, 3, 5, 7	___	Parade on city streets/in public right of way	All
___	Barbecue/open flame	2, 3	___	Casino games/bingo/drawing/lottery	1, 2, 5
___	Car show	1, 2, 3	___	Food/beverage preparation/service/vendors	1, 2, 3
___	Carnival (attach detailed description)	All	___	Retail sales booth(s)	2, 5, 7
___	Circus (attach detailed description)	All	___	Trade/craft show	1, 2, 3, 5, 7
___	Live performance/concert (attach details)	1, 2, 3, 5	___	Tents/canopies (attach details on size & #)	1, 2
___	Public dance	1, 2	___	Scaffolding/temporary structures/stages	1, 2, 3, 5, 7
___	Use of venue dumpsters/trash receptacles	3	___	Private security	1
___	Dunk tank	3, 5	___	Posting of signs/promotional banners, etc.	3, 6, 7
___	Electrical generators	3, 5, 7, 2	___	Skydivers/hot air balloons/aerial activities	1, 2, 5
___	Exclusive use of city parking lot (attach details)	1, 7, 8	___	Solicitation of funds	1, 5
___	Fencing	1, 2, 3	___	Street closures (attached detailed map)	1, 2, 3, 5
___	Fireworks/pyrotechnics/lasers/rockets, etc.	1, 2	___	Race: type _____	1, 5
___	Portable restrooms	3	___	Media coverage	5
___	Vehicles driven/parked in parks	1, 2, 3	___	Other: _____	
___	Inflatables (jumps, etc.)		___	Other: _____	

CITY SERVICES REQUESTED/REQUIRED: Indicate with Y/N in the left column, whether you require/request any of the following city services. Note: Fees may be charged for city services.

YES/ NO	TYPE OF ACTIVITY	CITY DEPT	YES/ NO	TYPE OF ACTIVITY	CITY DEPT
___	Electrical hookup to City/venue power source	3	___	First aid on site	2
___	Additional trash services/receptacles	3	___	Special park maintenance svcs. (attach details)	3
___	Street sweeping	1, 2, 3	___	Other: _____	
___	Use of City park/recreation field/shelter bldg.	1, 3, 4	___	Other: _____	
___	Police traffic control (required for street closure)	1, 3	___	Other: _____	
___	Crowd control/security by Police	1, 2, 3, 5	___	Other: _____	

DEPT. KEY

1. Police	4. Recreation	7. Building
2. Fire	5. Admin/Finance	8. Comm. Development
3. Public Works	6. Planning	9. Other

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Community Development Division of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organizations(s) and all members thereof, applicant agrees to abide by all policies, procedures and instructions set forth or provided by the City of Airway Heights, its staff, officers and designated agents; and will also comply with all relevant local, state and federal regulations.

Applicants Signature _____

Date _____

Return completed Special Event Application form, plus any additional attachments & information to:
Community Development Division * 13120 W. 13th Ave. * Airway Heights, WA 99001 * Tel (509) 244-2552

**GROUP/ORGANIZATION
WAIVER AND RELEASE OF LIABILITY**

ORGANIZATION/GROUP NAME: _____

EVENT NAME: _____

EVENT DATE: _____

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly WAIVE, RELEASE and DISCHARGE the City of Airway Heights, its officers, agents, and employees or any other person from any and all LIABILITY for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the City of Airway Heights is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly INDEMNIFY AND HOLD HARMLESS the City of Airway Heights, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group I represent.

DATE: _____

SIGNATURE _____

NAME: _____
(Please Print)

TITLE: _____

ADDRESS: _____

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