



## SPECIAL EVENT PERMIT APPLICATION

Parks and Recreation Department  
2426 N. Discovery Place Spokane Valley WA 99216  
Phone: (509) 720-5200 Fax: (509) 720-5250  
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For Office Use Initials: \_\_\_\_\_  
\$  S.E.P.A. Fee Paid  
\$  Credit Card Fee  
 Insurance Received

The City of Spokane Valley Municipal Code, Chapter 5.15 (attached) requires any person or entity conducting a special event, in part or in whole, upon public property in control of the City, to obtain a Special Event Permit. A completed application and a **\$50.00 application fee** must be submitted at least **four weeks prior** to the event.

Permits for special events protected under the First and Fourteenth Amendment are subject to reasonable exercise of public control or limitation in the interest of public health, safety, morality, and welfare.

EVENT INFORMATION AND LOCATION		
EVENT NAME:		
ADDRESS/LOCATION OF EVENT:		
EVENT DATE(S) AND TIMES:		
EVENT SETUP DATE(S) AND TIMES:		
EVENT TAKEDOWN DATE(S) AND TIMES:		
ESTIMATED ATTENDANCE:		
ESTIMATED NUMBER OF AND TYPES OF ANIMALS INVOLVED:		
ESTIMATED NUMBER OF VEHICLES AND TYPES OF VEHICLES:		
EVENT ORGANIZATION AND COORDINATOR		
ORGANIZATION NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
EVENT COORDINATOR NAME:		
EMAIL:		
ORGANIZATION PHONE:	COORDINATOR PHONE:	
PROVIDE BRIEF DESCRIPTION AND PURPOSE OF EVENT:		
PROVIDE A DESCRIPTION OF YOUR PARKING PLAN/LOCATIONS FOR VOLUNTEERS, STAFF, AND FOR THE PARTICIPANTS THEMSELVES:		

**PLEASE ATTACH A MASTER SITE PLAN OF THE EVENT  
PLUS PROPOSED ROUTE PLAN IF PLANNING A WALK/RUN.**

The Master Site Plan will include everything that applies: e.g. locations of tents, vendors, stages, tables, activities, first aid, decorations, signs, waste and recycling receptacles, restroom facilities, fencing, emergency vehicle access, etc.

YES     NO    Is this the first time this event has been held in Spokane Valley?

YES     NO    Will any part of the event take place on a sidewalk, median, street, or other public right-of-way? If yes, list and describe:

If a Block Party, provide addresses involved/affected by street closure:

What type of traffic routing/control device(s) will be used?:

Who will be setting up the traffic routing/control devices?:

Who will be directing traffic? (Please note: only licensed flaggers or uniformed deputies may stop or direct traffic):

YES     NO    Tents, stages, or other structures involved?  
If yes, what type and amount:

YES     NO    Using a rental company for equipment? If yes, provide company name and contact information:

YES     NO    First Aid kits onsite are required, at a minimum. Please check yes that you will provide.

YES     NO    Providing additional emergency medical services, based on special event risk factors?  
If yes, provide description:

YES     NO    Amplified sound?    START TIME:    END TIME:  
                           PA System     DJ     Live Music     Other (specify):

YES     NO    Will food be prepared, served, or sold? If yes, describe how and type of food.  
(Please note: food handling and preparation must comply with Spokane Regional Health District regulations.)

YES     NO    Hiring a caterer or vendor(s)? If yes, provide company name and contact information:

YES     NO    Serving alcohol? (Please note: Alcohol is only allowed at CenterPlace and the grounds, and permits are required.)

YES     NO    Proposing to have a vendor(s) of any type? If yes, list vendor name and type of merchandise or service; if more than one, attach a separate, complete list.  
Vendors are subject to approval.

YES  NO Are staff/volunteers helping to monitor or facilitate the special event and provide spectator or participant control and direction? If yes, how many?

YES  NO Hiring a private security company? If yes, provide company name and contact information:

YES  NO Providing portable restrooms? If yes, provide location and amount:

YES  NO Providing hand washing sinks? If yes, provide location and amount:

YES  NO Providing trash/recycling dumpster? If yes, provide dumpster size and amount:

YES  NO Displaying/hanging any signs or banners? If yes, describe size, type, display dates, and locations. (Please note: nails, screws, & thumbtacks are not to be used, but rather tape, string, zip ties, etc.)

YES  NO Are you requesting any other support services from the City of Spokane Valley? If yes, please describe:

## APPLICATION CHECKLIST

For your application to be accepted, you must certify that each item of documentation is provided with this Special Event Permit Application by **initialing each applicable box**. If a box is inapplicable, you must so indicate by writing "N/A" in the box.

### All special events require the following documentation:

Completed application.

Master Site Plan of event, plus proposed route if holding a walk/run.

Traffic Control Plan pursuant to SVMC 5.15.090:

The Parks and Recreation Director may require any reasonable and necessary traffic control with the applicant responsible for the expense. The Parks and Recreation Director shall notify the applicant of any City-projected traffic control expense and collect this amount before a permit is issued.

An insurance declaration page naming the City of Spokane Valley as **an additional insured** demonstrating proof of general liability insurance with a combined single limit of at least \$1,000,000 per occurrence, and \$2,000,000 aggregate, or such other amounts as may be established by the City's insurance carrier.

If goods, services, food, or beverage are sold, Products Completed needs to be included in the insurance coverage also.

### Depending on the event, some or all of the following documentation, in addition to the required documentation for all special events, may be required:

- If applicant is applying on behalf of an organization, a letter from the organization stating that the applicant is authorized to apply for the special event permit on behalf of the organization.
- If applicant applying would like to have vendors at the event, a list of the vendors and what services they would be providing. Note that submitting a list of vendors and services does not guarantee vendor approval. This will be either denied or granted as part of the special event permit process.
- If the event is a block party, a sketched map with names and phone numbers of affected parties.
- If applicant is claiming to apply on behalf of a tax-exempt, non-profit organization, a copy of the tax exemption letter.

**PLEASE NOTE: Charitable solicitation is not allowed in the right-of-way.**

**Spokane Valley Municipal Code 5.15.080 (J.) regarding allowing charitable solicitation in the right-of-way was repealed through Ordinance 12-012, passed by the Spokane Valley City Council on April 10, 2012.**

## CERTIFICATION

I certify the following:

- All information contained in this Special Event Permit Application and required accompanying documents are true and correct to the best of my knowledge.
- I have submitted all applicable documents listed on the Special Event Permit Application. I will be financially responsible for any City fees or costs that may be imposed for the special event, including the posting of the bond required in SVMC 5.15.060:

The Parks and Recreation Director may require a cash deposit or performance bond as a guarantee that the public property will be cleaned and returned to the condition in which it was found. The amount shall not be less than \$50.00 and no more than \$1,000. The Parks and Recreation Director shall determine the amount of bond or deposit by considering type of event, projected number of participants and spectators, and the sponsor's experience. For an event where clean-up or other potential expenses would likely exceed \$1,000, the parks and recreation director shall refer the matter to the City Council for consideration.

- I will comply with the insurance requirements in SVMC 5.15.070:

The Applicant is required to procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or occur in connection with the use of the facilities and the activities of the applicant and his or her guests, representatives, volunteers and employees.

Accordingly, the Applicant shall provide proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and name the City of Spokane Valley as an additional insured by using ISO endorsement CG 20 11, or coverage at least as broad. The insurance policy shall contain or be endorsed to reflect that the Applicant's insurance coverage shall be primary insurance as respect to the City of Spokane Valley. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Spokane Valley shall be excess of the Applicant's insurance and shall not contribute with it. If alcohol will be available for consumption, Applicant/Organization may be required to procure and maintain for the duration of the agreement liquor liability insurance in an amount not less than \$1,000,000 each occurrence. The City of Spokane Valley is to be named as an additional insured on liquor liability insurance. Host liquor liability coverage, which is included in a commercial general liability policy, may be adequate when alcohol is consumed and not sold on premises, with the prior written approval of the City of Spokane Valley.

Liability insurance may be available through Gather Guard Event Insurance. Gather Guard offers \$1,000,000 per occurrence (no general aggregate) which meets the minimum insurance requirement. The liability policy automatically names the City of Spokane Valley as an additional insured and includes host liquor coverage. For an additional fee, liquor liability coverage may also be available for purchase. Applicant can access the Gather Guard program through the Washington Cities Insurance Authority website at <https://www.wciapool.org/216/Event-Insurance>.

- I will comply with the hold harmless and indemnification provisions in SVMC 5.15.070:

The applicant shall defend, indemnify, and hold harmless the City, its officers, 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 out of the applicant's event, or from any activity, work or thing done, permitted, or suffered by applicant which arises from the applicant's event, except only such injury or damage as shall have been occasioned by the sole negligence of the City.
- I am fully aware of the health risks and hazards connected with the activity, and hereby agree to comply with all federal, state, and local health district requirements.

NAME OF APPLICANT: \_\_\_\_\_

(print)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVALS:**

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Community & Public Works Department   Date

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Parks & Recreation Director   Date

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Risk Manager   Date

---

Police Department   Date

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Fire Department   Date

## **Spokane Valley Municipal Code (SVMC)**

### **Chapter 5.15**

### **SPECIAL EVENTS**

#### **5.15.010 Definitions.**

- A. "Applicant" means the person, firm or entity making application for a permit.
- B. "City manager" shall mean the city manager or his/her designee.
- C. "Parade" means any march or procession consisting of people, animals, bicycles, vehicles, or combination thereof, except wedding processions and funeral processions, upon any public street or sidewalk which does not comply with adopted traffic regulations or controls.
- D. "Run" means an organized procession or race consisting of people, bicycles, or other vehicular devices or combination thereof upon the public street or sidewalk.
- E. "Public property" means a street or other public place (i.e., park) under the control and authority of the City.
- F. "Private Event" means an event which uses public property for the purpose of monetary or personal gain by any person, partnership, group, organization, company or corporation or which is closed to the general public.
- G. "Special event" means:
  - 1. Any activity of a temporary nature on public property which affects the ordinary use of public rights-of-way, public parking lots, public parks, intersections, sidewalks or streets, 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, walks/runs, street dances, fundraisers, sales, auctions, bikeathons, shows or exhibitions, filming/movie events, carnivals, circuses, car shows, horse shows, fairs and block parties, or other activity, demonstration or exhibition; or
  - 2. Any activity, function, or event, which is open to the general public, where 200 or more people are estimated to attend; or
  - 3. A private event.
- H. "Street" or "streets" means any public roadway, sidewalk, or portions thereof in the City of Spokane Valley dedicated to the public use.
- I. "Street dance" means any organized dance on any public street, public sidewalk or publicly owned parking lot.

#### **5.15.020 Permit – Required.**

No person shall conduct a special event upon public property unless a permit has been obtained from the parks and recreation director. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 2, 2003).

#### **5.15.030 Permit – Application – Fee.**

The fee for a special event shall be determined by resolution. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 3, 2003).

#### **5.15.035 Permit – Exceptions.**

The following activities are exempt from the requirement to obtain a special events permit, although such activities must still comply with all other applicable laws:

- A. A funeral procession by a licensed mortuary;
- B. Activities conducted by a governmental agency acting within the scope of its authority; and
- C. Lawful picketing on sidewalks. (Ord. 08-013 § 2, 2008).

## **5.15.040 Permit – Application – Contents.**

The application for a special event permit shall include the following:

- A. The name, address, and telephone number of the applicant and any event organizer, if different than the applicant;
- B. A certification that the applicant will be financially responsible for any City fees or costs that may be imposed for the special event, including the posting of the bond required in SVMC 5.15.060, and compliance with the insurance requirements in SVMC 5.15.070;
- C. A certification that the applicant will comply with the hold harmless and indemnification provisions in SVMC 5.15.070;
- D. If the special event is designed to be held by, on behalf of, or for any organization other than the applicant, the applicant for the special event permit shall file a written communication from such organization:
  1. Authorizing the applicant to apply for the special event permit on its behalf;
  2. Certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the special event;
  3. A copy of the tax exemption letter issued for any applicant claiming to be a tax-exempt nonprofit organization;
- E. A statement of the purpose of the special event;
- F. The proposed location for the special event;
- G. Dates and times when the special event is to be conducted;
- H. The approximate times when assembly for, and disbanding of, the special event is to take place;
- I. The proposed locations of the assembly or production area;
- J. The specific proposed site or route, including a map and written narrative of the route;
- K. The proposed site of any reviewing stands;
- L. The proposed site for any disbanding area;
- M. Proposed alternate routes, sites or times, where applicable;
- N. The approximate number of persons, animals or vehicles that will constitute the special event;
- O. The kinds of animals anticipated to be part of the special event;
- P. A description of the types of vehicles to be used in the special event;
- Q. The number of bands or other musical units and the nature of any equipment to be used to produce sounds or noise;
- R. The number and location of portable sanitation facilities;
- S. Other equipment or services necessary to conduct the special event with due regard for participant and public health and safety;
- T. The number of persons proposed or required to monitor or facilitate the special event and provide spectator or participant control and direction for special events using City streets, sidewalks, or facilities;
- U. Provisions for first aid or emergency medical services, or both, based on special event risk factors;
- V. Insurance and surety bond information;
- W. Any special or unusual requirements that may be imposed or created by virtue of the proposed special event activity; and
- X. Any other information required by the parks and recreation director. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 4, 2003).

## **5.15.050 Permit – Application – Filing.**

A completed application for a special event permit shall be filed with the parks and recreation director at least four weeks before the date on which the event will occur. The parks and recreation director shall notify the applicant of approval or disapproval. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 5, 2003).

## **5.15.060 Bond required.**

The parks and recreation director may require a cash deposit or performance bond as a guarantee that the public property will be cleaned and returned to the condition in which it was found. The amount shall not be less than \$50.00 and no more than \$1,000. The parks and recreation director shall determine the amount of bond or deposit by considering type of event, projected number of participants and spectators, and the sponsor's experience. For an event where clean-up or other potential expenses would likely exceed \$1,000, the parks and recreation director shall refer the matter to the city council for consideration. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 6, 2003).

## **5.15.070 Insurance required – Hold harmless/indeMNification.**

A. The applicant shall provide the City with a declaration page demonstrating proof of liability insurance with a combined single limit of \$1,000,000 per occurrence, and \$2,000,000 in aggregate or such other amounts as may be established by the City's insurance carrier. Evidence of insurance shall be filed with the application and shall name the City of Spokane Valley as an additional named insured. Depending upon the nature of the special event and its risk to the public and private individuals, the parks and recreation director may increase or reduce the liability limits for a given event after consultation with the City's insurance carrier.

B. The applicant shall defend, indemnify, and hold harmless the City, its officers, 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 out of the applicant's event, or from any activity, work or thing done, permitted, or suffered by applicant which arises from the applicant's event, except only such injury or damage as shall have been occasioned by the sole negligence of the City. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 7, 2003).

## **5.15.080 Permit – Issuance standards.**

The parks and recreation director shall not issue a special event permit if:

- A. The time, route, or size of the event will unreasonably disrupt the movement of traffic along streets;
- B. The size or nature of the event requires supervision by a significant number of police officers that causes unreasonable expense or diversion of police duties;
- C. The applicant has failed to remit all fees, documents, or proof of bonds.
- D. The applicant has failed to conduct a previously authorized special event in accordance with law or the terms of a permit, or both;
- E. The police department or City traffic engineer fails to sign the permit due to traffic or other safety concerns;
- F. The applicant has failed to provide sufficient safety, health or sanitation equipment services, or facilities;
- G. The applicant has not provided sufficient off-site parking or shuttle service, or both, when required to minimize substantial adverse impacts on general parking and traffic circulation caused by the event;

H. The special event will substantially interfere with any other special event for which a permit has already been granted or with the provision of City services in support of other scheduled special events or governmental functions;

I. The special event would block traffic lanes or close streets during peak commuter hours on weekdays between 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. on streets designated as arterials by the City's public works department;

### **5.15.090 Traffic control.**

The parks and recreation director may require any reasonable and necessary traffic control with the applicant responsible for the expense. The parks and recreation director shall notify the applicant of any City-projected traffic control expense and collect this amount before a permit is issued. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 9, 2003).

### **5.15.100 Appeal procedure.**

Upon denial of a permit by the parks and recreation director, an applicant may appeal to the city council by filing a written notice of the appeal within 10 days from the parks and recreation director's decision. Upon such appeal, the city council may reverse, affirm, or modify the parks and recreation director's determination. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 10, 2003).

### **5.15.110 Permit revocation or suspension.**

The special event permit issued under this chapter is temporary and vests no permanent rights in the applicant, and may be immediately revoked or suspended by the parks and recreation director if:

- A. The applicant has made a misstatement of material fact in the information supplied;
- B. The applicant has failed to fulfill a term or condition of the permit in a timely manner;
- C. The applicant requests the cancellation of the permit or cancels the event;
- D. The activity endangers or threatens persons or property, or otherwise jeopardizes the health, safety or welfare of persons or property;
- E. The activity conducted is in violation of any of the terms or conditions of the special event permit;
- F. An emergency or occurrence requires the cancellation or termination of the event in order to protect the public health or safety; or
- G. The applicant fails to prepay expenses.

The City shall refund the permit fee in the event of revocation caused by an emergency or supervening occurrence. All other refunds shall be at the discretion of the parks and recreation director. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 11, 2003).

### **5.15.120 Rules and policy.**

To implement the special event permit, the parks and recreation director may develop and adopt rules, policies and forms consistent with this chapter. All adopted rules, policies and forms shall be filed with the city clerk. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 12, 2003).

### **5.15.130 Violation – Penalty.**

Violation of this chapter is a class 1 civil infraction. (Ord. 08-013 § 2, 2008; Ord. 05-023 § 1, 2005; Ord. 64 § 13, 2003).

**Spokane Valley Municipal Code (SVMC)**  
**Chapter 6.05**  
**PARK REGULATIONS**

**Sections from Chapter 6.05:**

**6.05.040 Special event permits.**

A special event permit is required prior to holding a special event in any City park. If the department deems necessary, special event permits may be required for events involving more than the routine use of a City park. Applicants shall apply for a special event permit and such applications shall be processed pursuant to Chapter 5.15 SVMC.

When deemed necessary by the City to mitigate anticipated impacts on the park, traffic, and general public health and welfare, and when deemed appropriate to carry out other requirements set forth in this Chapter 6.05 SVMC, the director may impose special conditions for a special event, which shall be included in the permit. The department reserves the right to cancel a permit for good cause. If reasonably possible, the City shall provide notice of cancellation at least 24 hours in advance of the event.

A cancellation or denial of a special event permit for an event occurring in a City park may be appealed to the city manager by filing a written appeal with the city clerk within 10 days of the date of the decision. Upon such appeal, the city manager may reverse, affirm, or modify the department's decision pursuant to the criteria set forth in SVMC 6.05.040. (Ord. 19-018 § 2, 2019; Ord. 09-038 § 3, 2009; Ord. 65 § 5, 2003. Formerly 6.05.050).

**6.05.050 Sale of goods or services.**

City parks are established for recreational purposes. Accordingly, commercial use, whether by for-profit or nonprofit entities, is prohibited except through written agreement with the City or by permit issued by the department. The City may require appropriate compensation from any commercial use, which may include, but shall not be limited to, a per-event fee. Such compensation may be in addition to any rental fee. Such compensation shall be determined based upon the nature of the event, the public benefit of the event, and the impact to the City and City park facilities from the event, including how much of the park facilities will be unavailable to other users. Any agreement or permit for sale of goods or services in City parks shall include procuring and maintaining liability insurance at least consistent with that required in SVMC 5.15.070. (Ord. 19-018 § 2, 2019; Ord. 09-038 § 3, 2009; Ord. 65 § 6, 2003. Formerly 6.05.060).