



SMALL Special Event Information

(Applications accepted between one year and 30 days of your event)

Dear Small Special Event Applicant:

You may need a Small Special Event Permit if you:

- Plan an event expecting less than 100 people
- Want to reserve a specific area for a specific event on a set date and time (i.e., a wedding, family picnic, birthday party, etc.)
- Request a film or photo shoot with a small crew (5 people or less)
- Want an event that has amplified sound and want to bring equipment into the park or will serve alcohol. Insurance and a Banquet Permit will be required if you are serving alcohol

Enclosed is the City of Mukilteo's Special Event Guidelines and Application (separate form) for small events. Please complete, sign and date the application and attach your non-refundable application fee of \$25. Return to: Rosehill Community Center at the address listed below. Acceptable forms of payment are: cash, check (made out to City of Mukilteo), Visa, MasterCard, and American Express.

Upon review of your application, staff may request a map or legible drawing outlining your plan/route on an 8 1/2" x 11" sheet of paper with street names and directions noted. This map needs to be printed on white paper in black or blue ink to facilitate duplication. Additionally, based on the type of event you are having, your application may be screened and approvals needed from other City Departments, which may require additional permissions.

Once your event has been approved, we will issue you a permit. The following must be completed before a permit will be issued:

- Full payment of the event fee(s)
- If required, provide an approved insurance policy naming the City of Mukilteo as additional insured and/or a banquet permit (at least 14 days prior to the event)
- If required, submit any additional information that may have been requested, i.e., a detailed map, parking plan, etc.

If you have any questions, contact me at jberner@ci.mukilteo.wa.us or 425.263.8180. We look forward to working with you.

Sincerely,

Jennifer Berner
Recreation and Cultural Services Director
Rosehill Community Center
304 Lincoln Avenue
Mukilteo, WA 98275

Enclosures





CITY OF
MUKILTEO

*Recreation and Cultural Services
Department*

SMALL Special Event Guidelines

City of Mukilteo
Recreation and Cultural Services Department
304 Lincoln Avenue
Mukilteo, WA 98275
425.263.8180

Rev. Nov 2015



DEFINITION OF A SPECIAL EVENT

Any temporary/ongoing activity that occurs on public (or possibly private) property that affects the ordinary use of parks, public streets, right-of-ways, sidewalks, traffic, etc. and/or generates large public participation.

A **Special Event/SMALL** is defined as meeting any of the following criteria:

- a. is reasonably expected to cause or result in less than 100 people gathering in a park or other public place
- b. is reasonably expected to have an impact on such park or other public place
- c. is reasonably expected to require the provision of public services
- d. wanting to reserve a specific area for a specific event on a set date and time (i.e. a wedding, family picnic, birthday party...).
- e. filming or photo shoots with a small crew (10 people or less)
- f. any event with amplified sound, bringing equipment into the park or serving alcohol. Insurance and a Banquet Permit will be required if you are serving alcohol.

The application/permit process reserves a designated area for your event and ensures that the activity meets legal requirements, allows the City to adequately schedule needed public services, recoups costs incurred during the event and, if needed alerts the affected neighborhoods and businesses.

GENERAL PROCEDURES STATEMENT

Special events that occur in Mukilteo can impact the citizens of specific neighborhoods and parks. These events are allowed because of the willingness of neighborhoods and businesses to cooperate; however, the City of Mukilteo has set up a number of guidelines that restrict the use of certain venues in order to protect the livability of all residents.

The City of Mukilteo has established procedures that allow for advance planning and management of personnel, financial resources and public property and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and special event producers to achieve their mutual goals.

REVIEW / EVALUATION CRITERIA

The Recreation Manager will review all requests. Listed below are some possible criteria that staff would use to evaluate an event:

- Sponsorship (priority given to City of Mukilteo-sponsored events)
- Event has local ties and/or interest
- Priority of non-profit events over 'commercial' for profit events
- Avoid 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 if required
- References
- History of an event
- Acceptance of other affected agencies

PARK RULES

Listed below is a brief list of most asked about park rules, please see attached complete list of park rules by site, see Exhibit 'C'. Other rules may apply to your event. This will be determined during the permitting process.

- All garbage must be picked up from the event location
- All rented equipment of any kind must be removed at the conclusion of the event
- Household pets only allowed.



- Alcohol, drugs, fireworks – prohibited in City parks
- Bonfires permitted in City designated fire pits at Lighthouse Park only
- Vehicles are not allowed on park property except when authorized
- All City ordinances and codes must be followed

SPECIAL EVENT REQUIREMENTS

All or part of these elements may be required of your event. Upon review of your event, staff will outline any special requirements for your event.

Pre-Event Coordination – submit completed event application and include any documentation from City staff and/or other affected agencies.

Insurance – if required, see Exhibit “A” attached for insurance information.

Alcohol – if required, see Exhibit “B” attached for banquet permit and insurance information.

Transportation/Parking Plan – if required, 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 Sound Transit, DOT and City of Mukilteo that may be impacted by traffic reroutes and/or delays due to street closures. Documentation must be received no later than 2 weeks prior to the event. **NOTE:** If your event includes Lighthouse Park, your guests may need to pay for parking.

Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles and Removal – if required, 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 Mukilteo does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.

Security and Crowd Control – if required, any City requirements for uniformed public safety officers and/or other City staff will be determined and must be arranged by the event organizer. **This additional cost is the responsibility of the event organizer.**

AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Mukilteo is committed to providing programs and services accessible to individuals 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; maintaining already designated parking and accessibility to restrooms for people with disabilities.

RESTROOM FACILITIES

Depending on the length of time of your event and location you may be required to provide portable restroom facilities. The recommendation for provision of toilets is one restroom for each sex for every 200 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.

# of People	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	# 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
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34



SPECIAL EVENT FEES

- Fees are due no later than fourteen (14) business days prior to the event.
- A \$25.00 non-refundable application fee is required.
- Additional permits and/or fees may be required from additional City Departments upon review of your application.
- Additional charges for extra clean up or damage to City property required by the event or other additional charges (i.e. final number of participants and/or City services), will be made at the conclusion of the event and shall be paid within 30 days of billing.

REFUND / CANCELLATION POLICY

The \$25 application fee is non-refundable. If you paid any additional event fees, you must make your request for a refund in writing or via email. You will receive the following percentage of the event fees paid if:

100% - the City of Mukilteo cancels the event

50% - you cancel no later than seven (7) business days before the event

0% - you cancel less than seven (7) business days before the event

50% Same Day Cancellation: If by chance your event is cancelled at the time of the event, due to weather, natural catastrophe or dangerous conditions to participants, you will receive a reduced refund. In most cases, in order to cover costs to the City, this refund will be at 50% of the event fee paid.

The Recreation and Cultural Services Manager, or appointee, may revoke, annul or terminate this application/permit if applicant fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect fails to need or comply with notices given him/her.



SMALL Special Event
EXHIBIT 'A' – INSURANCE

Evidence of Insurance must be provided no less than 14 days prior to the event.

INSURANCE REQUIREMENT

The User shall procure and maintain for the duration of the Special Event Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with uses of the Premises. The User shall add "City of Mukilteo" to their policy as an "Additional Insured" party.

User shall provide a certificate of insurance fourteen (14) days prior to the event evidencing:

General Liability

Insurance covering premises, products-completed operations and contractual liability. The City shall be named as an insured on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the City. Any insurance, self insurance, or insurance pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute to it.

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises and shall maintain the insurance for the life of the Special Event Permit.

Use/Insurance Cancellation

The amount of written notice that the User and the insurance company shall provide the certificate holder in the event the insurance policy is cancelled or amended shall be thirty (30) calendar days written notice. The words "will endeavor to" shall be stricken from the insurance certificate. Notice shall be mailed to Recreation and Cultural Services Division, Rosehill Community Center, City of Mukilteo at 304 Lincoln Avenue, Mukilteo, WA 98275.

Acceptability of Insurers

Insurance shall be placed with an insurer with a current A.M. Best rating of not less than A: VII.

Verification of Coverage

User shall furnish the City with an original certificate and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the User before the Special Event Permit is valid.

For your information, the following language will appear on your final contract/permit:

Indemnification/Hold Harmless

User 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 of damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by the User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

User Acknowledgement/Agreement

I hereby assume full responsibility for the facility's use and agree to comply with all rules and regulations of the City of Mukilteo. The information given in this application is said to be true under the penalty of perjury by the Laws of the State of Washington and regulations of the City of Mukilteo. I understand the City of Mukilteo reserves the right to deny use, change, or cancel any part of this Special Event Permit and any related scheduled activities.



EXHIBIT 'B' – ALCOHOL

Evidence of Banquet Permit or Special Occasion License must be provided no less than 14 days prior to the event

If serving alcohol, the following documents are required:

1. Either a State of Washington Banquet Permit or a Special Occasion License

A Banquet Permit is required for private, invitation-only (not open or advertised to the public) events at which alcohol is served. Examples of such events are weddings, family reunions, or club dinners. The liquor must be provided free of charge or brought by individuals attending the function. Package deals are allowed that may include the cost of dinner, liquor and entertainment. No separate or additional charge may be made for liquor. This permit can be obtained from a local State of Washington liquor store for \$10. Submit a photocopy of the approved permit with your Special Event Permit application. Post the original at the facility during the event.

A Special Occasion license is issued to non-profit organizations holding special events at which alcohol is served by the drink. Examples of such events are fundraisers or wine-tastings. Special Occasion license applications **must be filed at least 45 days in advance of the event** with the Washington State Liquor Control Board (www.liq.wa.gov.) The fee is \$60 per day per location. All proceeds from the sale of liquor at a special occasion event must be retained by the nonprofit organization.

2. Certificate of Liquor Liability Insurance

Liquor liability insurance is required for most events at which alcohol is served including:

- Events held by non-profit organizations that require a Special Occasion license (see above).
- All events where caterers or restaurants are used to sell, serve or furnish wine, beer or spirits.

Liquor liability insurance is not required for private, invitation-only events such as those that require a Banquet Permit (see above) that are not using caterers or restaurants to sell, serve or furnish wine, beer or spirits. Contact your insurance agent for this document. If coverage cannot be obtained through a private carrier, contact Washington Cities Insurance Authority, (206) 575-6046. The Rosehill Community Center Recreation Office (425) 263-8180 will supply you with the facility ID code so you can obtain an insurance quote. **All requests made through WCIA must be made 30 days in advance.**

If liquor liability insurance is required, submit an insurance certificate with the Special Event Permit, listing the following:

- Alcohol Liability
- \$2,000,000 general Aggregate, \$1,000,000 per person, per incident
- City of Mukilteo listed as “additionally insured”
- Date, time, and location of the event
- Endorsement that the renter’s insurance coverage shall be primary insurance as respects the City of Mukilteo

These documents must be submitted 14 days prior to the event.



EXHIBIT 'C' – PARK RULES
City of Mukilteo, Washington
Approved by Resolution 2008-25; Revised by Resolution 2009-10

Reg No.	Regulation	Lighthouse Park*	92 nd Street	All Other Parks
1	Hours of Operation	6:30 AM to 10:00 PM <u>Oct. 1-May 14</u> 4:00 AM – 10:00 PM May 15-Sept 30	6:30 AM to 10 PM	6:30 AM to 10 PM
2	Alcoholic Beverages	Prohibited	Prohibited	Prohibited
3	Amplified Music/Sound	Prohibited except for Approved Special Event Permit	Prohibited except for Approved Special Event Permit	Prohibited except for Approved Special Event Permit
4	Animals	Household pets only allowed except for City events. Pets must be leashed or restrained and licensed as required by law. Owner is required to clean up after animal(s).	Household pets only allowed except for City events. Pets must be leashed or restrained and licensed as required by law. Owner is required to clean up after animal(s).	Household pets only allowed except for City events. Pets must be leashed or restrained and licensed as required by law. Owner is required to clean up after animal(s).
5	Bicycles, Skates, Skateboards	Prohibited except in designated areas.	Prohibited except in designated areas.	Prohibited except in designated areas.
6	Commercial Activities	Only by Special Event Permit.	Only by Special Event Permit.	Only by Special Event Permit.
7	Illegal Drugs	Prohibited	Prohibited	Prohibited
8	Fireworks	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited	Prohibited
9	Group Reservations	Picnic Shelter Reservation Permit or Special Event Permit	Not permitted	Not permitted
10	Littering	Prohibited	Prohibited	Prohibited
11	Loitering/Trespass	Prohibited	Prohibited	Prohibited
12	Motorized Vehicles	Prohibited except in designated areas with an approved Special Event Permit	Prohibited	Prohibited
13	Outdoor Fires	Prohibited except in City designated fire rings	Prohibited	Prohibited
14	Overnight Camping	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited	Prohibited
15	Performances: theatrical, musical, ceremonial	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited except for City/City co-sponsored events with approved Special Event Permit.
16	Possessing graffiti writing instruments or spray paint	Prohibited	Prohibited	Prohibited
17	Reckless or nuisance activities/behavior	Prohibited	Prohibited	Prohibited



Reg No.	Regulation	Lighthouse Park*	92nd Street	All Other Parks
18	Removal, destruction, or alteration of park property	Prohibited	Prohibited	Prohibited
19	Swimming/boating	At user's own risk, when facility is open.	Prohibited	Mukilteo Community Beach Park, 769 Front Street. At users own risk when facility is open.
20	Tobacco products	Voluntary no smoking program by Sno Co Health District	Voluntary no smoking program by Sno Co Health District	Voluntary no smoking program by Sno Co Health District
21	Use of motorized equipment or devices	Prohibited except for City/City co-sponsored events with approved Special Event Permit.	Prohibited	Prohibited
22	Vending, Soliciting, or Posting of Signs	Prohibited except by Special Event Permit	Prohibited except by Special Event Permit	Prohibited except by Special Event Permit
23	Wildlife: capturing, catching, or striking	Prohibited except as allowed by State Law	Prohibited except as allowed by State Law	Prohibited except as allowed by State Law
24	Wildlife: Feeding	Prohibited	Prohibited	Prohibited
25	Glass Containers	Prohibited	Prohibited	Prohibited
26	Scuba Diving	Permitted No Lifeguard on Duty. Enter Water at Own Risk. Keep 100 ft. buffer from Boat Launch.	Prohibited	Prohibited except at Mukilteo Community Beach Park, 796 Front Street (Special Event Permit must be obtained for commercial /organizations holding trainings or events at this location.)

*Excludes Mukilteo Light Station Grounds



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 Department of Transportation (DOT)
Phone: 206.440.4471

Sound Transit
Phone: 206.398.5044

Snohomish Health District
Phone: 425.339.5200

Washington State Liquor Control Board
Phone: 360.664.1600

Rubatino Refuse Removal
Phone: 425.259.0044

AABCO Barricade
Phone: 1.800.559.6212

National Barricade
Phone: 206.523.4045

