

Small Special Event Packet

**APPLICATIONS ACCEPTED BEGINNING ONE YEAR PRIOR TO EVENT
UP TO 30 DAYS PRIOR TO EVENT**

DEFINITION OF A SPECIAL EVENT/SMALL

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

A ***small special event*** is defined as meeting any of the following criteria:

- Events expecting less than 100 people gathering in a park or other public place
- Events expecting an impact on park or other public place
- Event requires the provision of public services
- Event to reserve a specific area for a specific event on a set date and time filming or photo shoots with a small crew (9 people or less)
- Event with amplified sound, bringing equipment into the park
- Any non-profit event expecting less than 100 people and serving alcohol. Insurance and a Banquet Permit will be required.

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.

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REVIEW / EVALUATION CRITERIA

Listed below are some possible criteria that staff would use to evaluate an event:

- Sponsorship (priority given to City of Mukilteo sponsorship)
- 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 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
- Only household pets 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 and where 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 communications with City staff and 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.

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.

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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.

	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

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 when application is submitted
- 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



City of Mukilteo
Recreation and Cultural Services
Rosehill Community Center
304 Lincoln Ave
Mukilteo, WA, 98275
recreation@mukilteowa.gov 425-263-8180

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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, 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 heed or comply with notices given him/her.

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EXHIBIT 'A' – INSURANCE

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

EVENTS THAT REQUIRE INSURANCE

- INCLUDE BUT ARE NOT LIMITED TO
 - Events serving alcohol
 - Events anticipating 200 or more people
 - Events deemed to be high risk
 - Events open to the public

LIABILITY INSURANCE FOR EVENTS

- Liability Insurance must include the following, if you purchase through your own insurance company
 - Alcohol liability clause
 - Limits of no less than \$2,000,000 general aggregate and \$1,000,000 per person/per incident
 - City of Mukilteo must be listed as “additionally insured”
 - Date, time, and location of the event
 - Endorsement that the renter’s insurance coverage shall be primary insurance as respects to the City of Mukilteo and provide the endorsement
 - **Insurance must be in the renter/contract holders name**

OBTAINING INSURANCE

- Your personal insurance agent or an insurance agency may be able to provide you with the insurance that is needed.
- You may also obtain insurance through the City of Mukilteo’s insurance broker, Washington Cities Insurance Authority (WCIA). The cost of this insurance will vary. The instructions below describe how to get a quote or purchase insurance through WCIA.

WASHINGTON CITIES INSURANCE AUTHORITY

(WCIA) - TENANT RENTER LIABILITY INSURANCE PROGRAM

Instructions for obtaining a quote and/or insurance are as follows:

Access the site at tulip.intactspecialty.com

- **Rosehill Community Center: ID Code 0465-107 or you can search venue by putting Mukilteo - Rosehill / Lighthouse Park**
- The Renter answers questions about the event. **Do not click the Liquor Liability button unless you are selling alcohol.**
- The Renter then clicks on “Quick Quote” for the cost of the insurance.
- **If the Renter elects to purchase the insurance it must be in the renter/contract holders name, we will ask for the name to be changed if it isn’t in the renter’s name**

The transaction is completed with credit card on-line. Visa and MasterCard are accepted for payment. In a matter of minutes (after credit card approval) an insurance certificate will be emailed to the Renter (contact information email address) and to the Rosehill Community Center (WCIA member) email address.



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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.

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EXHIBIT 'B' – ALCOHOL

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

WASHINGTON STATE PERMIT/LICENSE REQUIRED FOR SERVING ALCOHOL AT ROSEHILL COMMUNITY CENTER

BANQUET PERMIT:

- A Banquet Permit is required to allow the service and consumption of beer, wine and champagne.
- Insurance must be in the renter/contract holders name – we will ask you to get the name changed if it doesn't match the name of the renter
- It can be obtained from the State of Washington Liquor Control Board at <https://lcb.wa.gov/licensing/online-banquet-permit>.
- **Make sure you sign the bottom of the banquet permit before submitting it to Rosehill Community Center**

SPECIAL OCCASION LICENSE (FOR NON-PROFIT ORGANIZATION SELLING ALCOHOL):

- Special Occasion license applications **must be filed at least 45 days in advance of the event** with the Washington State Liquor Control Board (<https://lcb.wa.gov/>.)
- A copy of the approved Special Occasion License must be received by the Rosehill Community Center **30 days** prior to the use of the facility.
- Caterers may submit their Class I license in lieu of the rental group obtaining a special occasion license at least **30 days** prior to the use of the facility. The Special Occasion License or Caterer Class 1 license must be posted in the rental space during the event. *If a renter is planning on using the Caterer's Class I license, the Business License must have the City of Mukilteo endorsement and the renter must provide us with a copy of their license with this endorsement.*

SERVING ALCOHOL DURING EVENT

- Beer, wine and champagne in **bottles or cans** does not require a State of Washington licensed bartender.
- Kegs are allowed under the following conditions:
 - Licensed bartender has sent a copy of Class 12 MAST License to Rosehill PRIOR TO EVENT.
 - Licensed bartender will be required to show valid picture identification before tapping and serving.
 - Keg must be loaded into Rosehill cooler outside of the building in the parking lot.
 - Keg must be tapped by licensed bartender outside of the building in the parking lot.
 - Renter must provide pump tap. (No CO2 taps allowed)
 - Only 2 kegs are allowed in the community center and must be inside Rosehill's keg holders

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

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EXHIBIT 'C' – PARK RULES

City of Mukilteo, Washington

Reg No.	Regulation	Lighthouse Park*	92 nd Street	All Other Parks
1	Hours of Operation	6:30 AM to 10:00 PM Oct. 1-May 14 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

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Reg No.	Regulation	Lighthouse Park*	92 nd 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



City of Mukilteo

Special Event Application

For Small Events

- **Non-refundable Application fee: \$25.00**
- **Other fees may apply to approved permits**
- **Please allow 30 days for City review**
- **Insurance Required**

Applicant Information

1. Applicant Name			
2. Company/Organization			
3. Mailing Address	City:		State:
			Zip:
4. Phone	Day:		Evening:
	Cell:		FAX:
5. E-mail			

Event Information

6. Name of Event:			
7. Type of Event: (i.e., wedding, company picnic, school event)			

Please provide detailed information on the event (i.e., road closures, parking, equipment, street crossings, volunteers and event staffing, etc.)

8. Event Date(s)			
9. Event Setup date/time:			Event Takedown date/time:
10. Actual event date/time:			
11. Location:			
12. Facilities you plan to use (check all that apply):	Park	Street	Sidewalk
	Trail	Rosehill Community Center	Mukilteo Lighthouse Grounds (separate agreement with Historical Society)
13. Is the Event Private OR Public (Please select the checkbox after reading the description to the right)	A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs, or media advertising.		
14. Will participants be charged a fee? Yes No	If Yes, please explain how much and purpose for collecting fee?		

Event Components

15. **Please mark all items that apply to your event and provide details in box `16.**

Alcohol	Dance or Drama	Fireworks	Run (non-timed)
Amplified Sound	Drawing or Raffle	Food	Satellite
Animals	Dunk tanks	Distribution/sales	Sporting Event
Bicycling	Electricity/Generator – Where will	Helium Balloons	Stage
Bleachers	generator be located? _____	Marching Bands	Tables/Chairs
Boats	Entertainers (clowns etc.)	Parade Floats	Tents
Carnival Rides	Exhibits or Displays	Public Address	Theater
Caterer	Fencing/scaffolding	System	Vehicles
Company Picnic	Festival	Rally/Protest	Vendors
Concert/Live Music	Filming-video	Parking/shuttle	
Cooking/barbecue	Filming-photography	Race (timed	Other
	Inflatable toys (i.e. bounce house)	event)	
		Race (non-timed)	

16. **Provide details for checked event components and describe any “other” items not on the list:**

Attendance

17. Estimated total attendance		18. Register # of participants	
19. # of volunteers		20. # of staff:	

21. Will food be distributed at your event? No Yes If yes, please provide information on the type of food distributed, how it will be prepared and who will be handling and serving the food items:

22. If applicable, please provide: Health Permit # _____ Expiration date: _____

WARNING: SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF YOUR EVENT. Failure to complete all sections of this form or failure to meet all required submittals may result in delay, limitations, or cancellation of your event.

Signature of Applicant:

Date: _____