



# LARGE Special Event Information

*(Applications accepted between one year and 90 days of your event)*

## PLEASE ALLOW 90 DAYS FOR CITY REVIEW

Dear Large Special Event Applicant:

We want to make sure you are familiar with the City of Mukilteo's Large Special Event Criteria:

- Events expecting more than 100 people gathering in a park or other public place
- Events expecting to have a substantial impact on such park or other public place
- Events that will be charging an entry fee, using sponsors or will rent booths
- Events held on public streets, sidewalks, walkways or other areas that interfere with regular vehicular or pedestrian traffic or require the use of City Services
- Filming or photo shoots that require closed sets or have a crew of more than 10 people

Attached is the City of Mukilteo's Special Event Guidelines for large events. The application is a separate form.

Please complete, sign, and date the application and attach your non-refundable application fee of \$100 and map as described below. Return to the address listed below. Acceptable forms of payment are: cash, check (made out to City of Mukilteo), Visa, MasterCard, American Express.

**In addition to the application the following documents are required:**

Attach detailed map(s) outlining your plan/route with street names, directions, specific road closures, volunteer locations, placement and collection of signage, barricades and other traffic control devices. Indicate on the map(s) the requested sites for police coverage.

Once your application has been reviewed and accepted, you may be required to edit your map(s). When all your paperwork and map(s) are in order, the Recreation Department will forward your application to City staff for review. If the staff require an event review with you, the Recreation Department will notify you.

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

- Full payment of the event fees
- Provided an approved insurance policy naming the City of Mukilteo as additional insured with the endorsement (at least 14 days prior to the event)
- Submit any additional fees or information that was required, i.e. additional or edited map(s), parking plan, traffic control plan, etc.

If you have any questions, contact me at <mailto:jprice@mukilteowa.gov> or 425.263.8180.

Sincerely,

Jeff Price  
Recreation and Cultural Services Director  
Rosehill Community Center  
304 Lincoln Avenue  
Mukilteo, WA 98275





CITY OF  
**MUKILTEO**

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*Recreation and Cultural Services  
Department*

# LARGE Special Event Guidelines

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



## **DEFINITION OF A SPECIAL EVENT/LARGE**

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 considerable public participation.

A **special event/large** is defined as meeting all of the following criteria:

- Events expecting more than 100 people gathering in a park or other public place
- Events expecting to have a substantial impact on such park or other public place
- Events that will be charging an entry fee, using sponsors or will rent booths
- Events held on public streets, sidewalks, walkways or other areas that interfere with regular vehicular or pedestrian traffic or require the use of City Services
- Filming or photo shoots that require closed sets or have a crew of more than 10 people

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

## **GENERAL PROCEDURES STATEMENT**

Special events that occur in Mukilteo impact the citizens of specific neighborhoods as well as adjacent neighborhoods and businesses. Many Mukilteo residents participate in these events but many do not. 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 Special Event Committee will review all requests and make a decision to permit the event based on the following criteria:

- 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
- 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, 'Exhibit C'. Other rules may apply to your event. This will be determined during the permitting process.

- 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
- 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 in designated areas
- 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 large special event application 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.

**Insurance** – See Exhibit “A” attached for insurance requirements.

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

**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.

**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 Sound Transit, DOT and City of Mukilteo 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 Mukilteo. These agencies will be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than 2 weeks prior to the event.

**Impacts to residents/neighborhoods, businesses, 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 4 weeks prior to the event.

**Traffic Control Plan** - Provide detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. 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. **Volunteers must be over 18 years of age.**

**Water Safety Plan** - A detailed water safety plan must be submitted for the swim portion of an event (i.e. triathlons) with any corrective measures outlined in plan as required by the City of Mukilteo.

**Concert Requirements** - Must provide a promotional CD or cassette music tape for screening, adhere to City Noise Ordinance, and subject to post event evaluation.

**Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles and 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 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** – 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 your event and location you may be required to provide portable 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 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
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 FEE SCHEDULE

- Groups that do not charge a fee to participate in their event are charged at rates in Column 'A'. The fees charged to Column 'A' are according to the anticipated total attendance at the event.
- Groups that do charge a fee to participate in their event are charged at rates in Column 'B'. The fees charged to Column 'B' are according to the anticipated participation (registered numbers).
- Event Fees are due no later than fourteen (14) business days prior to the event.
- A \$100.00 non-refundable application fee is required.
- Additional permits and/or fees may be required from additional City Departments.
- 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.

### (Fee per day of event)

Anticipated Attendance	'A' No Entry Fee	'B' Entry Fee
100-500	\$100.00	\$300.00
501-1000	\$200.00	\$400.00
1001+	\$300.00	\$500.00

## REFUND / CANCELLATION POLICY

The City of Mukilteo will refund event fees based on the percentages below if for any reason you are not able to fulfill your agreement. The \$100.00 application fee is non-refundable. You must make your request for a refund in writing or via email. You will receive the following percentage of the fee paid if:

100% - an agency of 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 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.

## 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.

User shall provide a certificate of insurance ten (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.

#### User/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](http://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**

<b>Reg No.</b>	<b>Regulation</b>	<b>Lighthouse Park*</b>	<b>92<sup>nd</sup> Street</b>	<b>All Other Parks</b>
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



<b>Reg No.</b>	<b>Regulation</b>	<b>Lighthouse Park*</b>	<b>92<sup>nd</sup> Street</b>	<b>All Other Parks</b>
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

## **CITY OF MUKILTEO CONTACT LIST**

Recreation and Cultural Services Manager  
Phone: 425.263.8180

Public Works Superintendent  
Phone: 425.263.8170

Fire Chief  
Phone: 425.263.8150

Police Chief  
Phone: 425.263.8100

Right-of-Way Permits  
Phone: 425.263.8050