

SPECIAL EVENT – GENERAL

Instructions and Check List



1. Submit completed Special Event Application and fee (\$75) to Naches Town Hall at least 60 days prior to event date.
2. The Event Applicant (Host) is responsible for submitting the following items:
 - a. A certificate of insurance listing the Town of Naches as additional insured.
 - b. Detailed map with route highlighted, including direction arrows if appropriate and/or set up plan showing the location of all tents, vendors, beer gardens, exits/entrance, etc. Also include a copy of the event flyer/poster/notice.
 - c. If the Special Event will require street closures or use of street lanes, the **Street Closure Information Form** must be filled out for each closure and indicated with your application. The Host must also complete the **Acknowledgement of Notification Form**.

REQUIRED AT TIME OF APPLICATION

☐	Application for Special Event
☐	Site Map
☐	Street Closure Information Form
☐	Special Event Permit Fee - \$75

REQUIRED ON DUE DATE (As needed)		MINIMUM
☐	Certificate of Insurance	2 weeks prior
☐	Liquor Liability Insurance/Permit	2 weeks prior
☐	Map of Route	45 days prior
☐	List of Vendors	2 weeks prior
☐	Acknowledgement of Notification Form	45 days prior
☐	Garbage/refuse plan	2 weeks prior

SPECIAL EVENT – GENERAL

PERMIT APPLICATION



Please answer all of the questions completely. Additional pages may be attached. Completing this application will provide Town Staff with the information necessary to ensure public safety and compliance with local policies and laws. Acceptance of this application by the Town does not indicate or guarantee approval of application of the dates requested. Additional information may be requested by Town Staff prior to submittal for final consideration.

**Please submit this application 60 days prior to event date.

**Applications may be submitted to Naches Town Hall at 29 E. Second Street, Naches, WA 98937

EVENT INFORMATION

Name of Event		
Event Applicant (Host) <i>(must match signature on application)</i>	Name: _____	
	Title: _____	Organization: _____
	Phone: _____	Cell: _____
	Email (Required): _____	
	Street Address: _____	
	City/State/Zip: _____	
Event Location <i>(Describe location, address, and neighborhoods)</i>		
Event Date		
Event Type	☐ Run/Walk/Ride	☐ Music Event/Concert
	☐ Parade	☐ Park Event
	☐ Street Fair	☐ Holiday Event
	☐ Car Show	☐ Meeting/Dinner Event
	☐ Festival	☐ Other
Event Description		
Proposed Event Set Up Time:		Proposed Event Clean Up Time:
Anticipated Number of Visitors:		Anticipated Number of Vendors:
Time open to the Public:		Time Closed to Public:

**Depending on size or nature of the event, you may be required to submit a security plan. Applicant will be contacted by the Town if a security plan is required*

SECONDARY CONTACT INFORMATION

Name: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State/Zip: _____

Email (Required): _____

STREET/PUBLIC RIGHT OF WAY USE

Events that include sidewalk, traffic lane, or street closures, reserved parking, or affects any streets or right of way, are required to provide detailed maps (see below for details).

Street closure and directional signage, no-parking barricades, traffic cones, etc. may be required. These items are at the expense of the permit holder and not included in the Special Event Permit Fee. \$50 fee applied for use of Town traffic control items.

Does your event require any sidewalk, traffic lane, or street closure? ____ Yes / ____ No

Closure Area:

- ____ Entire Street
____ Parking Lane only (side of street: _____)
____ Partial Street (side of street: _____)
____ Sidewalk only

☐ Indicate if closure is longer than 12 hours (Council approval may be required)

Street Closure Details

Street Name	Between (Cross Street)	And (Cross Street)	Date	Start Time	End Time
<i>Example: E 2nd Street</i>	<i>Naches Ave</i>	<i>Moxee Ave</i>	<i>2/22/22</i>	<i>8:00 a.m.</i>	<i>3:00 p.m.</i>

Additional Details:

PARKS

☐ Check here if your event is to be held on Naches Town property, complete the **Park Reservation Form**

Events held on any Naches park property require a separate reservation form and additional fees. Please familiarize yourself with the reservation form to understand the conditions, limitations, and fees for events on park property.

Will your event be fully or partially held on Naches Park Property? ☐ Yes / ☐ No

Have you completed the park reservation form? ☐ Yes / ☐ No

Park Requested: _____

Park Set Up Start Info			Park Take Down/Clean Up Info		
Start Day	Start Date	Start Time	End Day	End Date	End Time
<i>EX: Thursday</i>	<i>2/22</i>	<i>4:30 p.m.</i>	<i>Sunday</i>	<i>2/25</i>	<i>3:00 p.m.</i>

FOOD

Yakima Health District Food Establishment Permit may be required for events planning to sell food or have food vendors on site. The temporary food establishment permit application and fee are due at least 14 days prior to the event. Additional requirements are listed on the application available at www.yakimacounty.us

Does your event include:	How Many?
Any food service and/or sales?	____ Yes / ____ No
Professional catering?	____ Yes / ____ No
Food trucks?	____ Yes / ____ No
Food booths or food vendors?	____ Yes / ____ No

ALCOHOL

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. WSLCB Special Occasion and other Licenses and related fees for alcohol sales/service at events are not included in the Town of Naches Special Event Permit. Visit the WSLCB website (www.liq.wa.gov) for additional information and to apply for the appropriate license/permit. It is unlawful to serve or consume, within any Town park, any liquor as defined by RCW 66.04.010(25), without a proper permit.

Will alcohol be sold or consumed at your event:	____ Yes / ____ No	How many separate areas:
Will alcohol service be sponsored by a non-profit entity:	____ Yes / ____ No	Name of non-profit:
Will alcohol be provided by a caterer:	____ Yes / ____ No	Name of caterer:

____ (Initial) Do you understand you must apply for a special occasion permit and abide by all Washington State Liquor and Cannabis Board Rules and Regulations?

ELECTRICAL

Does your event require electricity? ☐ Yes ☐ No

If yes, describe how electricity will be provided (music, vendors, host, etc): _____

All applicants that require temporary power box(s) and cables must obtain an L&I permit for temporary power supply. It is also the requirement and responsibility of the Host to have L&I inspect the temporary power supply and cables prior to the event.

Scheduling the inspection with L&I: 509-454-3700

Have you obtained an L&I permit for temporary power _____ Yes _____ No

ADDITIONAL EQUIPMENT/SET UP:

- Restroom facilities are often limited or not available at special events. Host must supply adequate and accessible restroom facilities, including ADA compliant portable restrooms and handwashing stations. The recommendation for provision of toilets is one for every 100 attendees and a minimum of one ADA compliant restroom.
- Service, consumption, and/or sale of alcohol, and/or use of fireworks/pyrotechnics, and/or inflatables, and/or certain animals, among other things, require additional insurance coverage.

Additional Items - select all that apply.

(Include all equipment in your attached map and describe in detail in supplemental documents as needed or required)

____ Generators	____ Inflatables/Bouncy Toys	____ Other (Describe):
____ Speakers/PA System	____ Portable Restrooms	
____ Animals	____ Handwashing Stations	
____ Fireworks	____ Recycling/Garbage Bins	

SITE PLAN/MAPS

Detailed maps are required for all events. Please provide a detailed site map that includes the locations of any tents, staging, fencing, emergency exits, banners, portable toilets, dumpsters, road closures and/or any other event infrastructure.

**If you are holding your event on private property (such as a business parking lot), please provide a letter from the property manager indicating permission for you to hold your event at that location.

This proposed event includes the following (check all that apply – attach additional sheets if necessary)

**All of the items checked in this section should appear on your site map

Requirements

General:

- NORTH, indicated by a directional arrow symbol
- Street names
- Street or lane closure points
- Requested street parking spaces
- Business or residential driveways or pedestrian entrances
- Equipment/structures: fencing, bleachers, booths, canopies/tents, cooking areas, generators, vehicles, stage, portable restrooms, garbage bins, etc.
- All other set-up, equipment, or structure details you think are helpful

Runs/Walks/Races or Other Athletic Events on Street:

- Starting line including structure set up and “pens” or “corrals”
- Finish line including structure set up and dispersal area
- Route with directional arrows
- Street closure points and barricades
- Location of organizer-provided trained monitors for event route (to be placed throughout)
- Water station or other stops along the route
- All other set-up, equipment, or structure details you think are helpful

Beer Garden or Other Enclosed Areas:

- Fencing/barriers including dimensions
- Entrances and exits including dimensions
- Equipment/furniture: tables, chairs, bars, stage, etc., including dimensions
- All other set-up, equipment, or structure details you think are helpful

Park Use:

- Name of Park facility
- The overall event area
- Location of all physical equipment being placed, including but not limited to: any stage, vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, numbered shelters
- Electrical plans for vendors and stages All other set-up, equipment, or structure details you think are helpful

Garbage/Refuse Plan

How do you plan to handle the garbage generated by this event?

_____ Self Haul _____ Rented Dumpster _____ Rented Porta Potties _____ Requesting Town Garbage Cans (\$25)

Locations: _____

Items requested from the Town of Naches

_____ Traffic Cones (Number: _____)(\$15)

_____ Barricades (Number: _____) (\$15)

_____ Garbage Cans/Liners (Number: _____) (\$10)

_____ Other: _____

NEIGHBORHOOD/PUBLIC COMMUNICATION

Neighborhood and community outreach and notification may be required for certain Special Events. It is the responsibility of the Host to contact affecting neighbors/businesses about the event. The extent and timing of outreach and notification is determined by the impact the event brings to the community. Advance neighborhood notification helps to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity.

Due 45 days prior to the event:

- Submit copies of notification and media materials, notification area, methods of delivery, and communication plan to Town hall for review
- Host notify affected neighbors or businesses in writing
- Complete the Acknowledgement Notification Form and return it to Town Hall

Are your notification plan and materials attached? _____ Yes / _____ No

How will your event be advertised to the public? (Select all that apply)

_____ TV	_____ Social media
_____ Radio	_____ Email
_____ Print News/Magazines	_____ Posters/Flyers
_____ Website	_____ Other:

Special Event Permit: \$75

Extras: \$

Damage Deposit: \$

Total Due: \$

****Payment due in full 30 days prior to the event****

INSURANCE REQUIREMENTS

A CERTIFICATE OF INSURANCE must be submitted with permit application under the following conditions. Unless otherwise stated and agreed to, insured will be responsible for any damage to existing site property and/or facilities and/or in-place equipment.

The Town of Naches requires event insurance prior to issuance of a special event permit. Commercial General Liability Insurance. The limits and aggregates are as follows:

- Per Occurrence Limit = \$1 million
- General Aggregate Limit = \$2 million
- Products – Completed Operations Aggregate Limit = \$1 million

Other requirements include the following:

- Liquor liability is required for events involving the serving of alcoholic beverages. Liquor liability coverage shall be per occurrence limit of \$1 million. Higher limits may be required dependent on the event type or as determined by the Town's Clerk Treasurer.

Event holders can purchase Commercial General Liability insurance for their events through a TULIP through WCIA (GatherGuard)

HOLD HARMLESS AGREEMENT

Whereas, _____ ("Host") has applied for a Special Event/Street Use permit,

The Host agrees to defend, indemnify and hold the Town of Naches, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements, including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during the result of activities or appliances of this

applicant, his employees or otherwise, except for the sole negligence of the Town. The Host further agrees to comply with all provisions of pertinent laws, rules and regulations. This permit may be revoked at any time.

Host shall obtain and maintain a general liability insurance policy naming the Town of Naches as additionally insured. The minimum amount of coverage in this policy shall be \$2,000,000 general aggregate, \$1,000,000 personal injury, and \$1,000,000 each occurrence.

Date

Signature of Host

Print Name

FOR OFFICIAL USE ONLY

Approved: _____ Deny: _____ Date: _____

Departments	Comments
Public Works	
Town Clerk/Treasurer	
Fire Department	
Yakima County Sherrif's Department	
Town Administrator	