



Special Event Application Checklist

60 Days from Event Date (90-Days if event includes requires the closure of any highway or street, any detouring of traffic, or any significant impact on city services):

- Submit Special Event Application to Katie Darrow kdarrow@monroewa.gov
- Submit Site Map with Special Event Application
**Example: Google Earth Image marked up*
- Submit \$60 Special Event Administration Fee
- Submit Application to Waive Fees (if applicable). Must meet all 4 requirements:
 1. The activities are conducted by a non-profit organization
 2. The activities are open to the public without discrimination
 3. The activities will benefit the public health, safety, or welfare
 4. There is no charge for admission, participation, or a vendor fee (except for pledges for events such as walkathon)
- Submit Application for Additional Concession Request Form (if applicable)
- Events with 1,000+ attendees submit Emergency Management Plan

30 Days from Event Date:

- Submit a copy of general liability insurance naming the City of Monroe as additionally insured
- Collect and submit a copy of general liability insurance with a minimum of \$1 million per occurrence with a \$2 million aggregate naming the City of Monroe as additionally insured from each food truck participating in event (if applicable)

1-2 Weeks from Event Date:

- Meet on-site with city staff. Email Katie Darrow at kdarrow@monroewa.gov to set up
- Submit signed 'Original' permit
- Submit participating food truck name and size (if applicable)
- If applicable, submit participating food truck(s) name and length so city staff may coordinate an appropriate parking location

Questions:

Contact Katie Darrow, Parks & Recreation Events & Tourism Coordinator at 360-863-4519, or kdarrow@monroewa.gov

Special Event Information & FAQ's

Dear Applicant,

We are pleased that you are planning a special activity in the City of Monroe. By working together, we can make the necessary arrangements to make your event a success.

“Special event” means any parade, fair, show, festival, carnival, rally, party, filming of movie, video or television show, motorcade, run, street dance, bike-a-thon, race, walks, athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property and/or public right-of-way, or, if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event. “Special event” shall also mean any activity to be held in whole or in part upon publicly owned or controlled property and/or public rights-of-way where merchandise or services are offered for sale, whether by for-profit or nonprofit organizations, except where such activity is expressly authorized by a sidewalk use permit issued pursuant to Chapter [12.30](#) MMC. (MMC 5.28.010 E)

A special event is defined as any kind of activity that is out of the norm for activities typically occurring in the area where the event is proposed to take place, or an activity that may impact public places, areas, or facilities. Events involving 100 people or more at Lake Tye Park and Sky River Park, 50 people or more at Lewis Street Park and Al Borlin Park, and 30 people or more at Traveler’s Park and neighborhood parks require a Special Event Permit.

A special process has been developed to address the needs of special events in order to protect the health, safety and welfare of all citizens, while facilitating, to the extent reasonable, activities that enhance the quality of life. As much as is possible, the rules and regulations are designed, based upon experience, to provide for the specific needs for each special event, anticipating and addressing potential problems or areas of concern before they develop. This process is also meant to provide you with “one stop shopping,” eliminating the need to contact multiple city departments.

The following are some of the general requirements for a special event permit. You may wish to request a complete copy of MMC 5.28, which governs special events, for more detail on conditions, exemption, waivers, and appeals procedures.

Application Deadline:

Any person or organization desiring to sponsor a special event not exempted by ordinance, shall apply for the special event permit filing a complete application with the City on a form supplied by the City. This application should be submitted at least **60 days in advance of the proposed event date(s) (90-Days if event includes requires the closure of any highway or street, any detouring of traffic, or any significant impact on city services)**. It is in the best interest of the applicant to submit the application as early as possible to ensure that adequate time is available to develop and comply with the requirements of the specific permit. It will also allow the applicant time to use the appeal process if need be. Applications submitted on notice too short for adequate staff review will not be guaranteed approval.

Special Event Application Filing Fee:

A **\$60.00** non-refundable application filing fee is due with completed application. There may be other fees depending on your location and request of facilities.

Indemnification Agreement:

The permit applicant must sign an agreement to defend, indemnify and hold the City of Monroe harmless from any claims arising out of event prior to the issuance of their event permit.

Insurance Required:

The applicant/sponsor of the event must possess or obtain public liability insurance. Coverage shall be commercial general liability policies with a minimum limit of \$1,000,000 each occurrence, \$2,000,000 aggregate. A certificate of insurance shall be submitted as evidence of liability insurance coverage. The city reserves the right to require high limits of liability insurance. An endorsement adding the City of Monroe on your organization's liability coverage as an additional insured for the date(s) of your event is required. Individuals can purchase one day insurance can be purchased through GatherGuard (<https://gatherguard.com/>).

Block Parties:

Notification Requirements: Applicants must notify all residents within affected area twice, once 30 days prior to the event and one week prior to the event. The notification must include details on the event that include date of event, time of event, time of the road closure, where the road will be closed. A copy of this notification must be provided to the city of Monroe prior to the event date.

Ingress/Egress Requirements: If a resident's only means of vehicle ingress or egress to or from the residence is eliminated by the road closure, the Applicant is required to allow for emergency access (min.10-ft. wide lane) for both homeowners within the road closure who are not interested in participating in the block party and for Police/Fire vehicles and equipment. For purposes of this policy, a developed (paved or graveled) alley is considered a viable means of vehicle ingress and egress for homeowners within the road closure.

Age Requirement:

The permit applicant must be above the age of 18 and if planning a block party, the applicant and homeowner must be at least 21 years of age.

Event Contact:

For Special Event Application process through event completion, there needs to be only one event representative in communication with the City of Monroe Events and Tourism Coordinator.

Beer Garden:

It is unlawful for any person to consume or possess any alcoholic beverage in a city park, including unopened alcoholic beverage containers, except in those areas and/or at those events for which the appropriate license(s)/permit(s) has been obtained from the state of Washington and an approved special event permit has been issued by the director or designee in accordance with Chapter 5.28 MMC. (Ord. 008/2012 § 1; Ord. 942, 1990)

- 1) Applicant to provide General Liability insurance including completed operations coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Higher coverage may be required based on event details. Provide copy of certificate naming the City of Monroe as additionally insured.

- 2) Liquor Liability insurance is required with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Applicant to provide copy of certificate naming the City of Monroe as additionally insured.
- 3) A non-profit organization must run the beer garden.
- 4) On-site the beer garden must be completely fenced off with a monitored entrance.

Block Parties:

- 1) A 20' Emergency Fire Lane must be kept open at all times within the road closure and for the duration of the block party.
- 2) No alcohol may be consumed or served on public right-of-way (streets, sidewalks, etc.)
- 3) General Liability Insurance is not required if there are no large activities on public right-of-way as part of the block party such as bouncy houses, stage, etc.
- 4) Applicant must fulfill Notification Requirements and Ingress/Egress Requirements (See page 3 – Special Event Information)

Bouncy House/Inflatables:

- 1) Applicant to provide General Liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Higher coverage may be required based on event details. Applicant to provide copy of certificate naming the City of Monroe as additionally insured.
- 2) Applicant to confirm Bouncy house rental company is L&I certified and has liability insurance.
- 3) In addition to applicant submitting insurance for the event, we must also receive a copy of insurance from the Bouncy House rental company naming the City of Monroe as additionally insured.
- 4) Bouncy Houses must be operated by certified operators.

Special Event Signage:

Prior to Event: Approved and permitted Special Events may display 1 Banner at Lake Tye Park 2 weeks prior to the event. This banner shall not exceed the size of 4' tall x 8' wide and must be hung using zip ties. It will be placed either on the chain link fence adjacent the Lake Tye playground OR on the chain link fence around the tennis courts. Banners will be installed using zip ties by the applicant and must be removed at the conclusion of the event. All zip ties must be removed from the fence and disposed of in the garbage.

Day of Event: Any temporary signage may be hung within park at location and installation directions discussed and approved at on-site meeting in accordance with City Sign Code.

HOA Parks

HOA Park Activities don't prompt special event requirements since it's a private park and not governed by park code. MMC 9.28 If it is a large gathering, please notify Monroe Police Department as a courtesy. If the HOA Park Event entails a road closure or activities that will affect the public right-of-way (streets, sidewalks, etc.,) a Special Event Application must be submitted through the city at least 90 days prior to event.

Monroe Special Event Application

Applicant Information:

Event Organizer/Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone: _____

Application Contact Person: _____ Phone: _____

Email: _____

On-Site Event Contact: _____ Phone: _____

Event Information:

Name of Event: _____

Date(s) of Event: _____

Location of Event: _____

Time (set-up): _____ Ending Time (take-down): _____ Start Time of Event: _____

Estimated Attendance: _____

** Events with 1,000+ attendees submit Emergency Management Plan*

Will city facilities be used? (Picnic shelters, athletic fields, streets, etc.) Yes No

If yes, identify which facility and the proposed activities:

Will you be requesting **services** from city agencies (Police, Fire, Parks, or Public Works)?

**This may include requesting cones, barricades/signage, off-duty officer, water and/or electricity, etc.*

Yes No

Please describe requested services:

Scope of Event:

Location – Attach Map(s) showing the following (does not need to be to scale):

**We suggest using a Google Earth Image marked up*

Your application will not be routed if a site map is not included.

- All streets and sidewalks used
- Road closure details desired
- 20 ft. fire lane placements on blocked roads
- Parking areas
- Placement of vendor booths
- Placement of tents
- Placement of stages
- Placement of food trucks (be sure to indicate size and truck type on page 7 of this application)
- Placement of demonstrations and other activities
- Staging and disbanding areas for parades
- Parade or procession route

1. Will there be a parade? Yes No
- a. Will children participate in parade? Yes No
- b. Will there be motorized floats in parade? Yes No
- c. Will there be horses or other animals in parade? Yes No

If yes, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

2. Will children participate in your event? Yes No
- If yes, please describe:

3. Will you have animals at your event? Yes No
- If yes, please describe:

4. Will there be music (Live or DJ) or dancing? Yes No
- Will there be public participation? Yes No
 - Will there be a stage? Yes No
 - Will the stage be on public property? Yes No
 - Will amplification equipment be used? Yes No

5. Will you need electricity for any event activities? Yes No
If yes, please describe wattage & amperage is needed and for what:

6. Will there be tents, trailers, or campers on public property? Yes No
• If yes, please indicate on site map size and location requested.

7. Will there be amusement rides? (bouncy houses etc.) Yes No
• Do you have approval from the Gambling Commission? Yes No
• Do you have approval from Dept. of L&I? Yes No
If yes, identify the amusement type, location, and hours of operation:

8. Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? Yes No

9. Will there be demonstrations on public property (fireworks)? Yes No

10. Will there be events/activities in/on the water? Yes No

If yes, please describe:

11. Will there be liquor sales or consumption? Yes No
If yes, give license number, license holder, and describe location and activity, including hours of operation:

12. Do you have approval from the State Liquor Control Board? Yes No

13. Do you have liability insurance? Yes No
If yes, please provide a copy of certificate naming the city of Monroe as additionally insured no later than 30-days prior to event date.

14. Will there be food at your event? Yes No
If yes, collect and submit a copy of general liability insurance with a minimum of \$1 million per occurrence with a \$2 million aggregate naming the City of Monroe as additionally insured from each food truck participating in event and submit Food

Truck name and vehicle size 1-2 weeks prior to event.

See page 10 of this application for additional Food Truck Requirements

15. Will food or non-alcoholic beverages be **sold** _____ or **served** _____? N/A
If yes, please list what you will **sell** or **serve**:

16. If a food item will be sold or served at Lake Tye Park or Sky River Park, please submit an Additional Concession Request form with the exception of events centrally located west of the soccer fields at Sky River Park.

17. Will a commercial product (t-shirts, cups etc.) or service be sold? Yes No
If yes, please describe:

18. If hosting a Block Party, have you fulfilled: (page 3, Special Event Information)
Notification Requirements Yes No
Ingress/Egress Requirements Yes No

19. Please describe any additional activities that will be available at your event:

Affidavit of Applicant:

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the city council, the mayor, or his designee.

Applicant Signature

Date

Special Event Indemnification Agreement

The sponsor/permittee agrees to defend, indemnify and hold harmless the City of Monroe, Washington, its appointed and elected officials employees, authorized volunteers, and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting there from, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted event, except those arising out of the sole negligence of the City of Monroe.

Name

Applicant Signature

Date



SPECIAL EVENTS WITH FOOD TRUCKS

All food trucks will be required to contact the Fire Marshals Office at 360-805-0338 and request a food truck inspection. This inspection is required to be done 1 week prior to the event to allow a food truck to make necessary corrections for any fire code violations prior to bringing the truck to the event. If the food truck was inspected by another AHJ within the last 12 months, please provide this inspection form to the fire inspector. If the food truck has not been inspected within the last 12 months by an AHJ, the food truck vendor will be required to provide the following at the time of inspection

- a. An inspection report showing the propane system has been inspected on the truck within the last 12 months. This inspection can be done by an RV repair center.
- b. An inspection report showing the last inspection of the hood and duct fire suppression system – This is required to have been accomplished within the last 6 months.

On the day of the event, a Fire Marshal will be verifying the food trucks on site have been inspected and have an operational permit issued by Snohomish Regional Fire and Rescue Office of the Fire Marshal. If a food truck is onsite that does not have an operational permit it will be subject to an immediate inspection to verify the hood suppression system has been inspected within the last 6 months and the LP gas system has been inspected within the last calendar year. A food truck will then be issued an operational permit and a multi-jurisdictional food truck inspection report and allowed to operate at the event.

WSFC 105.6.30