



# Rules, Requirements & Application Packet for Special Event Permit

Parks, Recreation & Cultural Services  
610 W. Yakima Ave  
Moses Lake, WA 98837  
[www.mlrec.com](http://www.mlrec.com)  
(509) 764-3813

Dear Applicant:

Attached are the rules, requirements, and application packet for a Special Event Permit. If you would like to hold a special event on City of Moses Lake property, you will need to read the attached documents and submit a completed application to the Parks & Recreation office **at least 60\* days prior to your event**. The **\$75.00 non-refundable processing & review fee**, a map and/or drawing of the event setup, and a letter describing your event in full detail must be submitted with the completed application. Late applications will require additional non-refundable fees. Applications submitted less than sixty days prior to the proposed event will require an additional \$25 fee and those event applications submitted less than 30 days prior to proposed event will require an additional \$75 fee. Any application received less than 30 days could be subjected to modification to be approved. Applicants can request an aerial map of the proposed event location. Your application must include a valid Certificate of Insurance and a valid Additional Insured Endorsement and must be submitted a minimum of sixty (60) days prior to your event. The Additional Insured Endorsement must specifically list the City of Moses Lake as an additional insured on your insurance policy; it cannot be a blanket generic endorsement. If you cannot provide the required insurance documentation sixty (60) days prior to your event, we require a letter from your insurance broker (*on company letterhead*) stating that your policy is in progress and that the appropriate documentation will be delivered to the city no less than 14 days prior to proposed event. A sample of each of these documents is attached.

Please do not hesitate to contact us if you have any questions.

Thank you for choosing to hold your event in Moses Lake. This information packet will assist you in your application process and obtaining all required authorizations for your event. It is your responsibility to read this packet in its entirety to ensure you understand the rules and necessary requirements for holding a Special Event on property owned by the City of Moses Lake. The City of Moses Lake will review all requests and decide to permit the event based on the following considerations:

- Safety of pedestrians and vehicles
- Overall impact on street access and traffic
- Impact of other activities happening (*other events, construction*) on the date(s) requested
- Availability of City personnel and resources

In the case of a schedule conflict or multiple events impacting a specific location, priority is given to City of Moses Lake events, to established events and then to all others on a first-come, first-served basis.

*\*Memorial/Funeral events that recognize a recently deceased individual are exempt from the 60-day submission requirement due to the timing and nature of such activities.*

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## Definition of a Special Event

A “Special Event” Means:

1. Any organized formation, parade, procession, demonstration, or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk, or other public right-of-way, owned or controlled by the City, which does not comply with applicable traffic regulations, law, or controls.
2. Any organized assemblage of seventy-five (75) or more persons at any public place, property, or facility, which is to gather for a common purpose under the direction or control of a person.

## When do I need a Special Event Permit?

Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, on the water activities (*such as boat races*), mass participation sports (*such as marathons and other running events*), athletic or sporting events, and community celebrations and observances conducted on public property or public rights of way.

## Application Process and Fees

If your event meets the criteria for a Special Event, as outlined, and you would like to apply for a Special Event Permit, you will need to submit a completed application to the Moses Lake Parks, Recreation and Cultural Services Department (a minimum of sixty (60) days prior to your event). This will allow for necessary internal review and analysis, consultation with local governments and other City departments, public notice, establishment of permit conditions, and required park/facility preparations and coordination. Applications submitted less than thirty (30) days prior to the event may be denied or subject to additional review fees. The application must be accompanied by the \$75 nonrefundable fee, a map/drawing showing where the different components of your event will be set up at the event location, and a letter describing your event in detail. Allow sixty (60) days for staff review. Additional documentation may be required as outlined in the “Additional Requirements” section depending on the components of your event. *Proof of liability insurance must be submitted to Moses Lake Parks, Recreation & Cultural Services a minimum of sixty (60) days prior to the event. Insurance coverage must be in the amount of at least Two Million dollars (\$2,000,000) (combined single limits per occurrence), Two Million dollars (\$2,000,000) aggregate naming the City of Moses Lake as additional insured is required prior to application approval. Proof must include **BOTH** a Certificate of Insurance document and an Additional Insured Endorsement document specifically listing the City of Moses Lake as additional insured for the event.*

Please type or print information on application clearly and attach additional sheets as necessary. If we are unable to reach you because your contact information is illegible, we will not be able to approve your event. The Director shall approve or disapprove a permit application and establish the conditions for an approved application. The Director shall determine the need for any reimbursement or payment necessary to cover costs incurred by Moses Lake Parks, Recreation & Cultural Services for staffing, equipment, facilities, or special services not normally provided by the department, as well as the need for any bond, damage deposit, or liability insurance arising from any potential hazards associated with the conduct of the event. Any such fees, bond, damage deposit, or liability insurance shall be provided by the applicant prior to the issuance of the permit. If additional unanticipated costs are incurred by Moses Lake Parks, Recreation & Cultural Services resulting from the event, the applicant shall reimburse the department for such costs in a timely manner. If the Director approves your event as set forth in your initial submission packet, approval will be contingent upon receiving valid proof of insurance as stated above. If valid proof of insurance is not received your event cannot be held on City property.

Please be advised it is not the responsibility of City of Moses Lake staff to follow up with you to ensure you submit proof of insurance in a timely manner. If proof is not received, staff are required by the City Attorney and the City Manager to deny your event, even if you have advertised the event to the public. All costs associated with the cancellation of the event will be the sole responsibility of applicant and/or event sponsor.

Submittal of this application in no way constitutes the City of Moses Lake’s approval of the event. Permits are issued at the discretion of the City of Moses Lake upon thorough application review. The City of Moses Lake reserves the right to reject any Special Event Permit Application for any reason. Please be advised that any misrepresentation in the application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit.

### **Additional Requirements**

A Special Event Permit does not negate the additional requirements of obtaining the proper Zoning, Health, Alcohol, Tent, Park, Vendor, Sales and Amusement Ride Permits for an outdoor event. You will be responsible to contact the relevant agencies for other specific permits and/or licenses as listed below.

#### **Alcohol**

Alcohol – Alcohol is prohibited on City of Moses Lake property unless a valid permit has been issued by the Washington State Liquor and Cannabis Board (WSLCB). Applicants must apply for and be granted the required permit to serve alcohol at an event on public property. WSLCB website: <https://lcb.wa.gov/licensing/special-licenses-and-permits>. Private events are eligible to apply for a Banquet Permit and public events require a Special Occasion Permit. Public events would also need to provide a detailed map showing the event name and date, 20’ emergency lane to structures and fire protection systems, dimensions of area where serving, entrances and exits. All necessary documents must be submitted to the City at least 60 days prior to the event. Check with staff in advance of submitting an application to ensure the selected facility is not permanently prohibited from serving alcohol, such as Montlake Park.

#### **Amplified Sound/P.A. System/Concert/Live Music**

Amplified sound and live music are regulated by local ordinance. As an event organizer, you must be certain that all event-related activities comply with local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of State law. Any sound from amplified audio equipment, such as a radio, tape player, or compact disc player, which is operated at such a volume to be audible at seventy-five feet (75’) from the source of the sound may be deemed excessive. A police officer may determine that noise is offensive or excessive to others and may require you to lower or discontinue the noise. Also, the police may order amplified sound to end if it incites a crowd or has the potential for unruly and risky behavior. Please refer to the City of Moses Lake’s website at [www.cityofml.com](http://www.cityofml.com) for the City’s Noise Ordinance information. Click on *Municipal Code*, then *Chapter 8.28 – Noise Control*.

#### **Business License**

“Business, trade of profession” means any activity or venture carried on for profit or held out as a service for fees whether paid in cash, or by means of barter or trade. Anyone engaging in business in the City of Moses Lake must obtain and be the holder of a valid business license. Refer to Moses Lake Municipal Code Title 5 on the City’s website at [www.cityofml.com](http://www.cityofml.com). Click on *Municipal Code*, then *Title 5 Business Licenses and Regulations*. Please contact the Business License Tech at (509) 764-3803 for further information. See *Selling of Goods or Services/Vendors* below.

## **Equipment**

Expenses related to barricades, traffic control devices, portable toilets, garbage receptacles, and removal are the responsibility of the event organizer. See *Garbage/Recycling* below.

## **Event Staff**

Large-scale events will be assigned to Parks & Recreation Department Special Event Staff who will visit your event to assist with coordination of details, etc. They will also confirm that your actual event reflects those details included in your permit application. Serious deviation from Special Event Application details may result in immediate cancellation of your event and potential future events. Special Event Staff will also make every effort to stop by smaller scale events when possible.

## **Fireworks**

Fireworks are regulated by local ordinance. Please refer to the City of Moses Lake's website at [www.cityofml.com](http://www.cityofml.com) for the City's Firework Ordinance information. Click on *Municipal Code*, then *Chapter 8.04 – Fireworks*.

## **Food/Barbeque/Caterer**

Required permits must be obtained and displayed for food preparation, handling, and distribution. If an event is being catered by a food establishment, the food establishment is responsible for obtaining a food permit for the event. If you or your organization is providing food, you will need to contact the Grant County Health District at (509) 766-7960 to find out what, if any, type of food permit is required for your event. See *Selling of Goods or Services/Vendors* below if food or merchandise will be sold at the event.

## **Garbage**

Additional garbage cans must be provided if existing public receptacles are not adequate to handle the volume of waste generated by the event. The event organizer is responsible for cleanup and restoration of City property following the event. Most events will necessitate rental of one or more dumpsters to be located on site during and immediately following your event. (See additional form). The event organizer will be charged for staff time at overtime rates for any additional cleanup that is required following the event. If you would like to rent garbage cans from the City of Moses Lake Parks, Recreation and Cultural Services Department, the cost is \$10.00 per garbage can. Please be sure to indicate on the application how many garbage cans you are requesting. If your request cannot be approved for any reason, the applicant will be notified.

## **Map and/or Drawing of Event Setup**

You must provide a map and/or drawing of the event setup (in 8 ½" x 11" or 8 ½" x 14" standard format) with your completed application. Aerial maps of the appropriate park can be provided upon request.

Based on your event setup and components, the City of Moses Lake Fire Department may require an inspection of your venue at your cost before and/or during the event. For more information or assistance, please contact the City's Fire Prevention Division at (509) 764-3848 **prior to submission of your map.**

You must identify all structures proposed for the event on the map, including portable structures, prefabricated structures, or on-site building structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents, and membrane structures, as well as other similar structures. In addition, please identify all fire lanes, emergency fire access, all cooking locations, location of fire hydrants, location of LPG/propane tanks and generator locations.

### **Picnic Tables**

Most of the City of Moses Lake's parks have picnic tables available for public use. If you require more tables, you can rent them for \$20.00 each. Please be sure to indicate on the application how many tables you are requesting. If your request cannot be accommodated for any reason, we will advise you of the limitation(s).

### **Selling of Goods or Services/Vendors**

Any time a vendor or individual will be accepting money for merchandise or services, applicant will need to complete a separate Concessionaire Application. A flat fee for all gross commercial sales (food, beverages, admission fees, souvenirs, goods, and services) on City of Moses Lake property must be remitted to City of Moses Lake Parks, Recreation and Cultural Services Department within ten (10) days following the event. The required amount is a flat fee of \$50. Applicant will be required to sign a Concessionaire Agreement and supply the required insurance prior to the event. Also refer to *Business License* above.

### **Portable Toilets**

Large events may be required to provide portable toilets and hand-washing stations for attendees. If needed, you will need to contact a supplier to deliver them to your event.

### **Signage/Banners**

Banners, pennants, flags, signs, streamers, inflatable displays, and similar devices are regulated by local ordinance. The number and location for these items must be included in your site map and must receive approval from the City of Moses Lake. Please refer to the City of Moses Lake's website at [www.cityofml.com](http://www.cityofml.com) Click on *Community Development, Sign Placement Standards – City Property* to determine where these items are and are not permitted.

### **Incident**

If an incident occurs during your event, please follow up with Moses Lake Parks, Recreation and Cultural Services with the information regarding the details of the incident (i.e., Who, What, When, Where, and the outcome).

### **Street Closure**

Any event involving street closures altering traffic flow (such as a race, march, fun run, parade, etc.) must be approved by the appropriate City staff. All street closure requests must be submitted at least 2 weeks prior to the event. We will not approve any closure that is submitted less than 2 weeks prior to the event's start date. **We will no longer allow parades on Friday nights.** Review page 7, 8, 9, and 10 for the available routes for street closures and parade routes. Please contact the Street Department at (509) 764-3792 with any further questions.















## Use Policies and Regulations for Outdoor Special Events

1. User will be required to obtain any required city, county, or state permits and to meet and abide by any local and state regulations and laws. All related costs associated with the above will be covered by the user.
2. Proof of liability insurance in the amount of at least two million dollars (\$2,000,000) (combined single limits per occurrence), two million dollars (\$2,000,000) aggregate naming the City of Moses Lake as additional insured is required prior to application approval. **Proof of insurance constitutes BOTH a valid Certificate of Insurance and a valid Additional Insured Endorsement. Both documents must specifically list the City of Moses Lake as Additional Insured on the applicant's insurance policy for the event (Refer to Example). Certificate must cover all aspects of the event.** (*i.e., contracted food service and/or other event related activities must be included in event coverage details on the certificate or a separate certificate that covers that aspect of the event must be provided*) Failure to provide either of these documents will result in your event being denied, even if event has been advertised to the public.
3. Users cannot discriminate as to access into the park and the activity.
4. The Moses Lake Parks, Recreation and Cultural Services Department reserves the right to restrict the use of the park due to its condition and inclement weather. The purpose of this restriction is to assure the park is not damaged by an event to such a degree that repairs, and renovation would be very costly and time consuming, and potentially curtail public use of the park.
5. User is required to clean up area of use at the end of the reservation period. Failure to clean up or damages may result in the user being charged for the City's staff time at overtime rates for any additional clean up the City staff is required to do following the event.
6. User shall be responsible for damage and/or loss of City property and will be charged at the entire cost of repair or replacement, including any labor expenses.

## Grounds for Permit Denial

Reasons for denying a permit include, but are not limited to:

- ◆ The event, as presented, cannot function safely.
- ◆ The City was not provided sufficient notice of the event. Special Event Permit Applications must be submitted a minimum of sixty (60) days prior to the event date.
- ◆ The City did not receive proof of adequate insurance from the applicant a minimum of sixty (60) days prior to the event.
- ◆ The individual signing the application on behalf of an organization does not have legal authority to make legal commitments for the organization. During our review of the documents, we will access the Washington State Secretary of State's website to verify signatory authority for the organization. See: <https://ccfs.sos.wa.gov/#/>
- ◆ The diversion of police and fire resources to support the event would deny reasonable fire and police protection to other parts of the City.
- ◆ The proposed event would unreasonably disrupt the orderly or safe circulation of traffic as would present an unreasonable risk of injury or damage to the public.
- ◆ The applicant provides false or misleading information; the applicant fails to complete the application or to supply other required information or documentation; or the applicant declares or demonstrates an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit.
- ◆ The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting prop



*\* PLEASE GIVE THIS LIST OF INSURANCE REQUIREMENTS AND THE INSURANCE DOCUMENT SAMPLES TO YOUR INSURANCE AGENT.\**

## **SPECIAL EVENT INSURANCE REQUIREMENTS**

The Applicant shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the Applicant and his or her guests, representatives, volunteers, and employees.

Applicant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

As required by the City Manager, the applicant/permittee shall provide the City with proof of insurance as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The City shall be named as an additional insured on Applicant's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Applicant shall be the sole named insured, other than the City as an additional named insured.

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

If the Applicant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Applicant, irrespective of whether such limits maintained by the Applicant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Applicant.

The Applicant shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and is licensed to do business in the State of Washington.

If food or nonalcoholic beverages are sold or served at the event, the policy must also include an endorsement for product liability. If alcoholic beverages are sold or served at the event, Applicant shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$2,000,000 each occurrence. The City is to be named as an additional insured on Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the City.

If the event involves athletic or other types of active participants, the General Liability insurance shall include coverage for participant liability with limits of not less than \$2,000,000 per occurrence. If vehicles are used for other than nominal and standard commute purposes, a policy of business automobile liability, on an insurance industry standard form or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. This is required in the event any vehicle will be used on City property, including set up and take down of the event.

The City Manager or the City's Risk Manager may require additional endorsements or higher limits depending upon the proposed activity.

If your event includes other participatory organizations, entities or persons who are not covered under your insurance policies, those other participatory organizations, entities, and persons must provide proof of their own insurance in the same types, amounts, and coverages as set forth above.

Certificates of insurance shall be submitted to the City for approval directly from the insuring agency via postal mail, fax, or email. All policies shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days written notice to the City. Acceptability of Insurance, including coverage types and limits, is subject to approval by the City's Risk Administrator.

The above-noted insurance documents must be submitted to the Parks and Recreation Office by the insuring agency **not less than 60 days prior to your event.** A COPY OF THESE INSURANCE REQUIREMENTS IS INCLUDED AS A SEPARATE PAGE AT THE END OF THIS PACKET. PLEASE PROVIDE YOUR INSURANCE AGENT WITH THAT COPY TO ENSURE YOU ARE FURNISHING THE NECESSARY INSURANCE COVERAGE. FAILURE TO FURNISH THE REQUIRED INSURANCE WILL RESULT IN REJECTION OF YOUR APPLICATION AND TERMINATION OF YOUR SPECIAL EVENT.







THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designation Of Premises (Part Leased To You): <b>(List the City Facility(ies) or Park(s) you are using for your event)</b>
Name Of Person(s) Or Organizations(s) (Additional Insured): <b>City of Moses Lake PO Box 1579 Moses Lake, WA 98837</b>
Additional Premium: \$ <b>Included</b>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section I - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

- This insurance does not apply to:
- 1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
- 2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

## Application Check List

- Application form completed and signed
- Required application fee
- Map/drawing of event setup
- Letter describing the event
- Certificate of Insurance (*see page 11*)
- Additional Insurance Endorsement(s) (*see page 12*)
- Submit your route for street closures (*see page 6-10*)
- Contact the Fire Department if required (*see page 15*)





# Special Event Application

Moses Lake Parks, Recreation & Cultural Services

PO Box 1579

Moses Lake, WA 98837

(509) 764-3806 [www.mlrec.com](http://www.mlrec.com)

## EVENT REQUIREMENTS DUE WITH APPLICATION SUBMITTAL

1. \$75.00 non-refundable application fee	2. Map and/or drawing of the event setup.	3. Letter describing your event in full detail.
Received (staff initials/date):	Received (staff initials/date):	Received (staff initials/date):

## SUMMARY OF EVENT

Event Title \_\_\_\_\_ Event Date \_\_\_\_\_

Summary of Event \_\_\_\_\_

Location (be specific) \_\_\_\_\_

**DATE/TIME**

Setup	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of Week _____
Event Ends	Date _____	Time _____	Day of Week _____
Dismantle	Date _____	Time _____	Day of Week _____

Estimated Attendance \_\_\_\_\_ Will there be a paid admission? Yes/No \_\_\_\_\_ Is your event open to the public? Yes/No \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

On-Site Contact \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contact Organization \_\_\_\_\_ UBI Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

**Vendor Information:**

Business Name \_\_\_\_\_ UBI # \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact # \_\_\_\_\_

Business Name \_\_\_\_\_ UBI # \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact # \_\_\_\_\_

Please attach any additional vendors you may have.



**EVENT COMPONENTS. Mark all that apply.**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Alcohol               | <input type="checkbox"/> Distribution/Sales       | <input type="checkbox"/> Food **            | <input type="checkbox"/> Tables/Chairs  |
| <input type="checkbox"/> Amplified Sound       | <input type="checkbox"/> Drawing/Raffles          | <input type="checkbox"/> Tents/Canopies **  | <input type="checkbox"/> Vehicles       |
| <input type="checkbox"/> Animals               | <input type="checkbox"/> Dunk Tank                | <input type="checkbox"/> P.A. System        | <input type="checkbox"/> Vendors **     |
| <input type="checkbox"/> Bleachers             | <input type="checkbox"/> Electricity/Generator ** | <input type="checkbox"/> Race               | <input type="checkbox"/> Water          |
| <input type="checkbox"/> Boats                 | <input type="checkbox"/> Entertainment**          | <input type="checkbox"/> Rally/Protest      | <input type="checkbox"/> Street Sweeper |
| <input type="checkbox"/> Carnival Rides **     | <input type="checkbox"/> Exhibits/Displays        | <input type="checkbox"/> Signage/Banners    | <input type="checkbox"/> Other_____     |
| <input type="checkbox"/> Company Picnic        | <input type="checkbox"/> Fencing (temporary)      | <input type="checkbox"/> Sporting Event     | <input type="checkbox"/> Other_____     |
| <input type="checkbox"/> Concert/Live Music ** | <input type="checkbox"/> Festival **              | <input type="checkbox"/> Stage              | <input type="checkbox"/> Other_____     |
| <input type="checkbox"/> Cooking/Barbecue **   | <input type="checkbox"/> Fireworks **             | <input type="checkbox"/> Street Closures ** | <input type="checkbox"/> Other_____     |

\*\* If your event has any of these components, you will need to contact ML Fire Department at [mlfirepermits@cityofml.com](mailto:mlfirepermits@cityofml.com) or (509) 764-3848.

Provide details for all checked items and describe any "other" items. If there will be any food or merchandise/vendors at event, please indicate if food, merchandise, or services will be provided free of charge or if they will be sold:

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*(attach additional pages if needed)*

If needed Street Closure or Parade Route choice: \_\_\_\_\_  
*(see page 7-10 for options)*

Streets Closure or Parade Route Times: \_\_\_\_\_  
*(start and end time)*

**ADDITIONAL EVENT REQUIREMENTS**

Certificate of Liability naming the City of Moses Lake as an additional insured in amount of at least two million dollars (\$2,000,000) (combined single limits per occurrence), two million dollars (\$2,000,000) aggregate naming the City of Moses Lake as additional insured is required prior to application approval and must be submitted to the Parks and Recreation Office not less than sixty (60) days prior to your event. See application packet for additional event requirements.

*For rental or use of facilities such as community centers, senior centers, sport fields or swimming pools. For short term facility use WCIA, through our broker, offers short term liability insurance for tenant/users of member property or locations. This is called Tenant Users Liability Insurance Policy (Event Insurance). Event Insurance covers users and the WCIA members as insureds.*

*Please note that Event Insurance does not cover certain events and does not cover participant liability for athletic events. Please contact WCIA for Event Insurance details.*

*Please contact City staff for the venue code needed to obtain WCIA Event Insurance details using the following link:*  
<https://www.wciapool.org/216/Event-Insurance>

**Indemnification / Hold Harmless**

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

**A. Insurance Term:**

User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers, and employees.

**B. No Limitation:**

User's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

**C. Required Insurance:**

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The Public Entity shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 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 the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the User's insurance and shall not contribute with it.

**D. Public Entity Full Availability of User Limits:**

If the User maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the User.

**E. Certificate of Insurance and Acceptability of Insurers:**

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

**F. Alcohol, Available for Consumption on Premises, Whether Sold or Not:**

The User shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Public Entity is to be named as an additional insured on Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Public Entity.

**G. Athletic Participant Events:**

General Liability insurance shall include coverage for participant liability with limits of not less than \$2,000,000 per occurrence.

**APPLICANT AGREEMENT**

As planner of the Special Event described in this application, I understand that I and/or the sponsoring organization is/are responsible for adherence to state law, City of Moses Lake rules and regulations including, but not limited to:

- Please be respectful of all park users
- No alcohol, tobacco, marijuana, or illegal drugs
- No inflatable structures, bounce houses, etc.
- No overnight camping except in designated campground
- No fireworks allowed without a permit
- No unauthorized vehicles beyond parking lot
- No amplified sound without special event permit
- No littering
- Dogs must be on a leash in park, and you are responsible for cleaning up after them
- No unauthorized commercial activity allowed

I also understand that new events and/or unprecedented activities may require advance approval from the City of Moses Lake City Council and/or City Manager through a request of the Parks and Recreation Department.

I also understand that allowing non-permitted and/or unscheduled activities to occur during the above-described special event may jeopardize approval of future Special Event Applications from the City of Moses Lake to the Event Planner and/or sponsoring organization.

Event Applicant's Name (*printed*) \_\_\_\_\_

Event Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

City of Moses Lake			
<b>Community Development</b>	509-764-3750	<b>Signage Questions</b>	<a href="https://www.cityofml.com/610/Sign-Placement-Standards---City-Property">https://www.cityofml.com/610/Sign-Placement-Standards---City-Property</a>
<b>Fire Department</b>	509-764-3848	<b>Municipal Code</b>	<a href="https://moseslake.municipal.codes/">https://moseslake.municipal.codes/</a>
<b>Street Maintenance</b>	509-764-3935	<b>Additional Resources</b>	
<b>Police Department</b>	509-764-3885	<b>Grant County Sheriff</b>	509-754-2011 ext. 468
<b>Municipal Services Department</b>	509-764-3951	<b>Grant County Health District</b>	509-754-6060
<b>Washington State Liquor and Cannabis Board (<i>Alcohol Permit</i>)</b>		<a href="https://lcb.wa.gov/licensing/special-licenses-and-permits">https://lcb.wa.gov/licensing/special-licenses-and-permits</a>	

*OFFICIAL USE ONLY BELOW THIS POINT (i.e. This Section Completed by City Staff)*

<b>Application Received</b>		<b>Facility Booked</b>		<b>Insurance Received</b>		<b>Invoiced (if applicable)</b>	
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Available for an additional fee: *(These items may be an event requirement.)*

**Amphitheater** \$75.00 \_\_\_\_\_

**Garbage Cans** \$10.00 each # \_\_\_\_\_

**Picnic Tables** \$20.00 each # \_\_\_\_\_

**Shelter** 4 hrs./\$55 \_\_\_\_\_ 8 hrs./\$80 \_\_\_\_\_

**Deane Family Shelter** 4 hrs./\$75 \_\_\_\_\_

8 hrs./\$100 \_\_\_\_\_

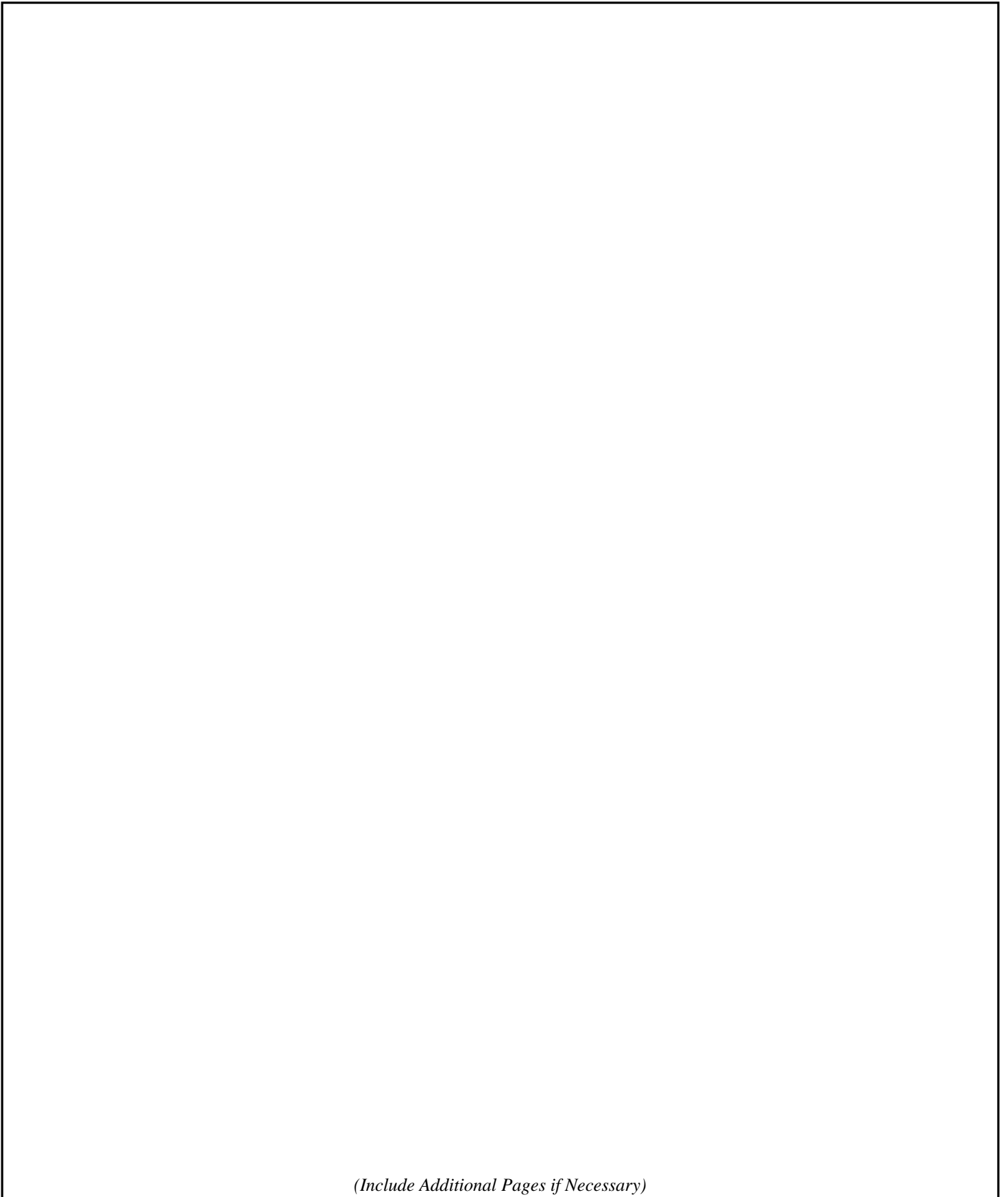
**Staff notes** \_\_\_\_\_

**Parks and Recreation Director** Application accepted \_\_\_\_\_ Applicant notified \_\_\_\_\_



# Detailed Drawing or Map of Event Layout

*(Please be very specific and include all details)*

A large, empty rectangular box with a thin black border, intended for a detailed drawing or map of an event layout. The box occupies most of the page's vertical space.

*(Include Additional Pages if Necessary)*



**Special Event**  
 Garbage Utility Request  
 Moses Lake Utility Department  
 PO Box 1579  
 Moses Lake, WA 98837  
 (509) 764-3719 / (509) 764-3715  
[www.cityofml.com](http://www.cityofml.com)

**UTILITY ACCOUNT**

A \$15.00 Service charge will be applied to first billing.

**Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Utility bills will be generated at the end of the month. Bills are due 30 days from the billing due date. A 2% late charge based on the past due invoice will be assessed (see fee schedule).

**CONTAINER**

**Container Size:** \_\_\_\_\_ **Quantity:** \_\_\_\_\_  
**Requested Delivery Date:** \_\_\_\_\_ **Requested Removal Date:** \_\_\_\_\_  
**Placement of Container\*:** \_\_\_\_\_

Container Description	Initial Haul Rate	Additional Haul Rate
Delivery Fee (Temp 2-8 Yard)	\$28.78	
Delivery Fee (Temp 10-40 Yard)	\$58.05	
2 Yard Temporary Dumpster	\$ 35.99	\$ 35.99
4 Yard Temporary Dumpster	\$ 57.59	\$ 57.59
6 Yard Temporary Dumpster	\$ 79.20	\$ 79.20
8 Yard Temporary Dumpster	\$ 101.38	\$ 101.38
10 Yard Roll-Off Container	\$ 439.12	\$ 323.93
20 Yard Roll-Off Container	\$ 527.49	\$ 376.46
30 Yard Roll-Off Container	\$ 634.54	\$ 442.38
40 Yard Roll-Off Container	\$ 932.86	\$ 505.08

*\*Placement must be approved by the City's contractor as well as the Parks Department. Rates are subject to change. Please refer to the Fee Schedule at [www.cityofml.com](http://www.cityofml.com) for current rates.*

**EVENTS**

**Event Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_  
**Applicant Name (Please Print):** \_\_\_\_\_

I do hereby declare that I am the special event applicant requesting additional garbage utility services for the previously stated location and will be responsible for the payment of the utility services provided.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internal Use Only**

**Utility Billing Department**

Garbage Services Form Received (Initial & Date): \_\_\_\_\_  
 Scheduled with Contractor (Initial & Date): \_\_\_\_\_  
 Garbage Services Form Received (Initial & Date): \_\_\_\_\_  
 Contractor Confirmation (Initial & Date): \_\_\_\_\_