Dear Small Special Event Applicant:

**When do I need a City of Mukilteo Small Special Event Permit?**

- Want to reserve a specific area for a specific event on a set date and time (i.e. a wedding, family picnic, birthday party…).
- Any event expecting less than 100 people.
- Filming or photo shoots with a small crew (5 people or less).
- Any event that has amplified sound, is bringing equipment into the park other than tables and chairs or is serving alcohol. Insurance and a Banquet Permit will be required if you are serving alcohol.

Enclosed is the City of Mukilteo’s Special Event Guidelines and Application for small events. Please complete, sign and date the application and attach your non-refundable application fee of $25. Return to: Rosehill Community Center, City of Mukilteo, Recreation and Cultural Arts, 304 Lincoln Avenue, Mukilteo, WA 98275. Acceptable forms of payment are: check (made out to City of Mukilteo), Visa, MasterCard, and American Express.

Upon review of your application staff may request a map or legible drawing outlining your plan/route on an 8 ½” x 11” sheet of paper with street names and directions noted. This map needs to be printed on white paper in black or blue ink to facilitate duplication. Additionally, based on the type of event you are having your application may be screened and approvals needed from other City Departments, which may invoke additional requirements.

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

- Full payment of the event fee(s)
- If required, provide an approved insurance policy naming the City of Mukilteo as additional insured and/or a banquet permit (at least 14 days prior to the event)
- If required, submit any additional information that may have been requested i.e. a detailed map, parking plan....

If you have any questions, contact me at jberner@ci.mukilteo.wa.us or 425.263.8180.

Sincerely,

Jennifer Berner
Recreation and Cultural Services Manager
Rosehill Community Center
304 Lincoln Avenue
Mukilteo, WA 98275

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

SMALL SPECIAL EVENT
APPLICATION PACKET
DEFINITION OF A SPECIAL EVENT/SMALL
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 public participation.

A Special Event/SMALL is defined as meeting any of the following criteria:

a. is reasonably expected to cause or result in less than 100 people gathering in a park or other public place
b. is reasonably expected to have an impact on such park or other public place
c. is reasonably expected to require the provision of public services
d. wanting to reserve a specific area for a specific event on a set date and time (i.e. a wedding, family picnic, birthday party…).
e. filming or photo shoots with a small crew (5 people or less)
f. any event with amplified sound, bringing equipment into the park other than tables and chairs or serving alcohol. Insurance and a Banquet Permit will be required if you are serving alcohol.

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

GENERAL PROCEDURES STATEMENT
Special events that occur in Mukilteo can impact the citizens of specific neighborhoods and parks. These events are allowed because of the willingness of neighborhoods and businesses to cooperate; however, the City of Mukilteo has set up a number of guidelines that restrict the use of certain venues in order to protect the livability of all residents.

The City of Mukilteo has established procedures that allow for advance planning and management of personnel, financial resources and public property and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and special event producers to achieve their mutual goals.

REVIEW / EVALUATION CRITERIA
The Recreation Manager will review all requests. Listed below are some possible criteria that staff would use to evaluate an event:

- Sponsorship (priority given to City of Mukilteo sponsorship)
- Event has local ties and/or interest
- Priority of non-profit events over ‘commercial’ for profit events
- Avoid duplication of events
- Number of events in a specific neighborhood
- Overall impact on street access and closures
- Consideration of day and date of event that might conflict with other activities (i.e. another special event, road work or construction project)
- Availability of support staff and city resources if required
- References
- History of an event
- Acceptance of other affected agencies

PARK RULES
Listed below is a brief list of most asked about park rules, please see attached complete list of park rules by site, see Exhibit ‘C’. Other rules may apply to your event. This will be determined during the permitting process.

- All garbage must be picked up from the event location
- All rented equipment of any kind must be removed at the conclusion of the event
- Household pets only allowed.
- Alcohol, Drugs, firearms, 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
• 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, a check list will be given to you outlining any specific requirements for your event.

Pre-Event Coordination – submit completed event application and include any communications with City staff and other affected agencies.

Insurance – if required, see Exhibit “A” attached for insurance information.

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

Transportation/Parking Plan – if required, provide written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Sound Transit, DOT and City of Mukilteo that may be impacted by traffic reroutes and/or delays due to street closures. Documentation must be received no later than 2 weeks prior to the event.

Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles and Removal – if required, must provide documentation in the form of a work order or an invoice that these equipment needs/services have been arranged by the event organizer. The City of Mukilteo does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.

Security and Crowd Control – if required, any City requirements for uniformed public safety officers and/or other City staff will be determined and must be arranged by the event organizer. This additional cost is the responsibility of the event organizer.

AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Mukilteo is committed to providing programs and services accessible to individuals with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to restrooms for people with disabilities.

RESTROOM FACILITIES
Depending on the length of time of your event and location you may be required to provide portable restroom facilities. The recommendation for provision of toilets is one restroom for each sex for every 200 persons. The International Portable Sanitation Association provided a chart below as a rough guideline for estimating the number of portable sanitation units that will be required for special events.

<table>
<thead>
<tr>
<th>Number of Hours for Event</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td># of People</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
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<td>0-500</td>
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<td>4</td>
<td>4</td>
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<td>30</td>
<td>30</td>
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<td>34</td>
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</table>

SPECIAL EVENT FEES
• Fees are due no later than fourteen (14) business days prior to the event.
• A $25.00 non-refundable application fee is required.
• 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
<th>Dates Available for Rentals</th>
<th>Times Available for Rentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosehill Playfield</td>
<td>$30 per hour</td>
<td>January 1 – December 31</td>
<td>6:30am - Dusk</td>
</tr>
<tr>
<td>Lighthouse Park Volleyball Court</td>
<td>$15 per hour</td>
<td>May 1 – September 30</td>
<td>6:30am - Dusk</td>
</tr>
</tbody>
</table>

**REFUND / CANCELLATION POLICY**
The City of Mukilteo will refund your event fee if for any reason you are not able to fulfill your agreement. The $25 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% - 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 fourteen (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.

Use/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 and must be provided no less than 14 days prior to the event.

If serving alcohol, the following documents are required:

**State of Washington Banquet Permit**
This permit can be obtained from a local State of Washington liquor store. Submit a photocopy of the approved permit with your Special Event Permit application. Keep the original to post at the facility during the event.

**Certificate of Insurance**
Additional insurance is required for events serving alcohol. Contact your insurance agent for this document. 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.

**Additional Insured Endorsement**
This document provides proof the insurance policy has been endorsed to contain that the renter’s insurance coverage shall be primary insurance as respects the City of Mukilteo. Contact your insurance agent for this document.

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

If coverage cannot be obtained through a private carrier, contact Washington Cities Insurance Authority, 206.575.6046. The Rosehill Community Center Recreation Office 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.
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