City of Tumwater
Special Event Permits
Policy

Thank you for choosing City of Tumwater as the site of your event. This guide is intended to provide you with the information you need to plan your event with the City of Tumwater. Please read the event permit application carefully and complete it. Once completed, please turn it into Tumwater City Hall, Attn: Clerk's Office, 555 Israel Rd. SW, Tumwater, WA 98501 and pay the special event permit fee. The application includes information to help us determine what will be needed to ensure your event will be safe and successful! We appreciate your cooperation and patience.

You may find out more about Special Event Permit requirements on the City of Tumwater's website, www.ci.Tumwater.wa.us. Chapter 12.28 of the Tumwater Municipal Code contains the regulations and requirements for Special Event Permitting.

We are happy to assist you should you have any questions you may contact us at: Clerksoffice@ci.tumwater.wa.us or (360) 754-4139.

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1. **Purpose:** The purpose of this policy is to assist in ensuring Special Event Permit Applications are properly administered in accordance with TMC 12.28 to protect the public's health, safety and welfare when participating in special events.

2. **Special Event Permits:** The City of Tumwater Special Event Permit is available online at www.ci.tumwater.wa.us and should be submitted at least 60 days prior to the event date. Once the application is accepted and the non-refundable special event permit fee has been paid, the City must let the applicant know what insurance will be required. Please refer to the current City fee schedule for the permit fee cost.

3. **Permit Requirements:** Special Event Permits are required for events on public property and rights-of-way, and private events with attendance of at least 100 people, or if it will significantly impact public streets, rights-of-way, parks, or emergency services. A Special Events Permit is required for a private event if it interrupts traffic or the use of the road or sidewalks or public parking areas.

   Special Event Permits should be processed in a timely manner to provide applicants with sufficient time to comply with subsequent deadlines, such as submitting proof of insurance prior to the event.

4. **1st and 14th amendment:** There is a constitutional right to free speech, and right to assemble.

   Permits for special events protected under the First and Fourteenth Amendment are subject to reasonable exercise of public control or limitation based upon conduct impacting public health, safety, morality, and welfare. The City may impose conditions on a Special Event Permit that is for a 1st and 14th amendment event, but the conditions must be content and viewpoint neutral time, place, or manner restrictions related to impacting public health, safety, morality, and welfare.

5. **Insurance Requirements:** All Special Events are required to have insurance in accordance with Tumwater Municipal Code 12.28.070 and name the City as an

additional insured. Insurance limit requirements will be determined at the time of permit application. Additional insurance requirements are determined at the discretion of the City and may be required on a case-by-case basis.

Check the "Special Considerations" section of the Special Event Permit Application to determine if additional insurance will be needed. Events with vehicles, rides, fireworks, alcohol, food vendors, floats *(see section 8)*, or amusement rides and inflatables all require additional insurance. Larger events may also need higher limits on the General liability policy. Applicants should be informed what type of insurance and amounts they will need as quickly as possible after the City receives an application. Applicants must provide proof of insurance coverage for every type of insurance the City has determined the event needs at least 14 days prior to the event. This includes proof of insurance for each food and/or drink vendor. If applicants are unsure where to obtain these types of insurance, Gatherguard.com is recommended by WCIA, the City of Tumwater's risk pool manager.

6. **Events with Food:** All food vendors are required to have at a minimum, $1,000,000 in Products – completed operations aggregate insurance. The minimum may increase based off the determination of the City. This includes events with food that is not being sold, for example neighborhood barbecues and block parties. This is required by WCIA, there are no exceptions. If applicants are unsure where to obtain these types of insurance, Gatherguard.com is recommended by WCIA.

   Every person cooking and serving food is required to have a Washington State Food Workers Card. For information on food worker cards, , please visit Washington State Department of Health's website and navigate to the Food Worker Card application, or follow this link: www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard

   Events with food trucks or mobile food vendors may require additional permits from the State as well as from the City of Tumwater. For information on food truck and mobile food vendor licensing, please visit Washington State Department of Labor and Industries and navigate to their page on licensing and permits for manufacture and modular mobile structures, or follow this link: https://lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/

For food trucks / mobile vendors at events located at City of Tumwater Parks, a Park vendor form must be completed and posted in a visible location throughout the event. Park vendor forms may be obtained by emailing City of Tumwater Parks and Recreation at Tumwaterparks@ci.tumwater.wa.us. You may also call them for information about the Permit at (360) 754-4160.

If the applicant does not provide the City with proof of insurance for food vendors 14 days prior to the event, the City may either revoke the permit, thereby cancelling the event, or require as a condition on the permit that only food vendors who have provided proof of insurance may be present and providing food at the event.

For events sponsored by the City, the Department organizing the event is responsible for ensuring that all food vendors have provided the City with proof of insurance, and that proof of insurance has been provided to the City.

7. **Events with Alcohol:** The Washington State Liquor and Cannabis Board requires that special events serving alcohol and cannabis obtain one-time "Special Occasion License" for public events or "Banquet Permits" for private events serving alcohol. Alcohol is not permitted in City of Tumwater parks. Information regarding Washington State Liquor and Cannabis Board permits is available on the Washington State Liquor and Cannabis Board's website by navigating to the page on licensing and permits, or by following this link: https://lcb.wa.gov/licensing/special-licenses-and-permits

   All events which include alcohol service must obtain additional liquor liability insurance naming the City of Tumwater as an additional insured. Coverage limits will be determined by Risk Management. If applicants are unsure where to obtain these types of insurance, Gatherguard.com is recommended by WCIA.

   Alcohol sale, service, and consumption must be restricted to designated beer gardens. Applicants for events with alcohol must include a site map for their event that shows the designated location for a beer garden. The site map should clearly indicate where the entrance/exit to the beer garden is located, there should only be one entrance and one exit. The beer garden must be fully enclosed by fencing designed to deter hopping over it and passing alcohol through it. Alcohol may not be served to individuals under 21 years of age. The beer garden entrance must have a clearly visible sign stating, "must be 21 years or older to enter," must have sufficient lighting to inspect ID's, and every individual entering the beer garden must present a valid ID showing 21 years of age to beer garden security. The beer garden must be staffed with sufficient security personnel to ensure compliance with state and local

laws. The exit and entrance must be staffed with sufficient security to ensure drinks are not removed from the beer garden.

All beer garden staff must be 21 years of age. When using servers that do not have a Washington State Liquor and Cannabis Mixologist license, "Responsible Alcohol Sales Training" must be provided. Information about this course can be obtained at the Washington State Liquor and Cannabis Board's website by navigating to the page on Responsible Alcohol Sales Training, or by following this link: https://lcb.wa.gov/mastrvp/online-training

If the applicant does not provide the City with proof of insurance for alcohol vendors 14 days prior to the event, the City may either revoke the permit, thereby cancelling the event, or require as a condition on the permit that only alcohol vendors who have provided proof of insurance may be present and providing food at the event.

For events sponsored by the City, the Department organizing the event is responsible for ensuring that all alcohol vendors have provided the City with proof of insurance and service staff are properly trained or licensed.

8. **Insurance for Vehicles / Floats in parades:** All vehicle and float operators are required to provide proof of automobile liability insurance with entry application.

9. **Waste Management / Cleanup Deposits:** The Applicant is responsible for general clean-up of site following event. At sites where the City already provides trash cans, such as City Parks, this includes removal of all trash which exceeds the normal capacity of the trash cans. At sites without City provided trash cans Applicant may be required to provide adequate trash receptacles as determined by the City.

   Waste management requirements must be listed as conditions of approval on the application permit. Please specify how many and sizes / types of waste receptacles in the conditions section of the permit. For example, "at least ten 32-gallon garbage receptacles and at least ten 32-gallon recycling receptacles." For events where Applicant provides trash receptacles, all waste and waste receptacles for the event must be removed following the event.

   Damage to city property or failure to clean up after use may cause future Special Event Permit Applications to be denied and clean-up fees may be assessed by the City. Any applicant for an event, involving the sale of food or beverages for immediate consumption, erection of structures, horses or other large animals, water aid stations, or the use of fireworks or other incendiary devices, or any other event likely to create a substantial need for cleanup, may be required to provide a

cleanup deposit prior to the issuance of a special event permit. The amount of the deposit shall be reasonably determined by the City.

The cleanup deposit may be refunded after the event if the area used for the permitted event has been cleaned and restored to the same condition as existed prior to the event. If the property used for the event has not been properly cleaned or restored, the applicant/organization shall be billed for the actual cost by the City for cleanup and restoration.

10. **Restrooms:** For events that do not have adequate restroom facilities already located at the event site, the applicant must supply restroom facilities, and they must comply with ADA requirements. If the City is going to require restroom facilities, list how many will be required in the approval conditions section of the application return form. The ADA requires at least one (1) accessible unit per cluster up to 20 units, or 25% of the total number of units with at least one (1) per cluster. If your event will have only one (1) unit, it must be ADA accessible.

11. **Revoking Permits:** All permits issued pursuant to TMC 12.28 shall be temporary and shall vest no permanent rights in the applicant. Any permit may be summarily revoked by the City at any time when, by reason of disaster, public calamity, riot or other emergency or exigent circumstances, if the City determines the safety of the public or property requires such immediate revocation. The City may also summarily revoke any permit if the City finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit or fails to comply with any condition of the permit. Notice of such action revoking a permit shall be delivered in writing to the permittee at the address specified by the permittee in the application. A Permit may be revoked at any time if it is found that a condition that would be ground for denial of the permit exists.

12. **Cancellations:** Cancellation of any event must be made in writing, or via e-mail to the City Clerk's Office. The Special Events Permit application fee is non-refundable. Fees for other services may be refundable, depending on whether the City has incurred costs related to those fees/services prior to receipt of the notice of cancellation.

13. **Fees for use of City Property:** There may be additional fees if the Special Event is taking place on public property. If the event requires reservation of City Park space, the applicant should follow the normal process for reserving park shelters, this permit does not reserve City Park space or shelters for events.

    Special Event Permit application fees are non-refundable, and cover costs associated with special City services necessary for public health, safety, and staff time, which will be identified through the application review process. For example,

additional fees may be required to provide traffic control, emergency services, or if the Applicants intend to use fireworks, etc.

14. **Additional Permits:** Additional permits may be required depending on the activities included in the event. See the sections on Food and Alcohol for the specific permits required in events with those services.

    Amusement rides require licensing through L&I and must be marked with the appropriate L&I inspection decal. This also requires that the vendor supplying the ride must be an L&I certified amusement ride operator, and the ride operator must be an employee of that vendor. *This means that applicants cannot rent a ride from a vendor and pay someone else to setup or operate, or have volunteers setup or operate the ride. The ride must be set up, operated by, and torn down by the L&I certified vendor's staff member*.

    Amusement rides and inflatables also require proof that they have undergone an annual inspection by an L&I certified inspector.

    Signage for an event is subject to TMC 18.44 rules on signs and may require permit applications in accordance with TMC 18.44.050 and 18.44.060.

15. **Penalties for Violating Permit Rules:** It shall be unlawful for any person to operate or conduct a special event requiring a special event permit pursuant to TMC 12.28 or this policy unless a valid permit has been issued and remains in effect for the event. If an application is approved, it will be returned with conditions of approval listed. These conditions must be followed. It is unlawful for any person to participate in such an event with the knowledge that the organizer/operator of the event has not been issued a valid permit or with knowledge that a once valid permit has expired or been revoked.

    The special event permit authorizes the permittee/organizer to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee/organizer to willfully violate the terms and conditions of the permit, or for any event participant with knowledge thereof to willfully violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired.

    Any person or organization violating the provisions of this chapter shall be assessed a civil infraction pursuant to TMC 1.10.120 and RCW 7.80.

16. **Liability:** To reduce the potential for liability, the City should take reasonable action to ensure the public property is in a reasonably safe condition for its intended or expected use. Nothing in this policy, in the Special Event Permit Application itself,

or Tumwater Municipal Code creates a duty on behalf of the City in regards to Special Events. The City is not liable for any damages as a result of granting a Special Events Permit, or as a result of the Special Event, or Event Participants actions. The city and employees charged with enforcement and administration of this code, acting for the city in good faith and without malice in the discharge of their duties shall not thereby render themselves liable personally for any damages which may accrue to persons or property as a result of any act required by or by reason of any act or omission in the discharge of such duties.