



City of Tenino

Special Events/Exhibition Application

149 S Hodgden St. – P O Box 4019
Tenino, WA 98589
(360) 264-2368

Organization: _____

Contact Person: _____

Address: _____

Telephone: _____ **Fax:** _____

Email: _____

It is respectfully requested that a special event permit be issued to the above named organization.

The following items of information are submitted:

(1) Purpose of the special event/exhibition is _____

(2) Description of organizing group: _____

(3) Date and time of special event/exhibition: _____

(4) There will be an estimated _____ persons, _____ animals, _____ floats, and _____ motor vehicles participating or engaging in the special event/exhibition.

(5) Place, area, route or location, as applicable to the special event/exhibition: (Please attach a map or describe) _____

(6) What portion of the sidewalks and streets indicated will be occupied by the special event/exhibition: _____

(7) Please provide 3 references and dates of last 3 events/exhibitions:

a) _____

b) _____

c) _____

(8) Are any temporary structures going to be erected? **Yes** ____ **No** ____ If yes, you must attach plans indicating clearly the (a) type of construction, (b) seating arrangements, (c) aisle arrangements, (d) structural details and calculations of the seats and supports and (e) location of all exits.

(9) Is any open flame going to be used within the structure? **Yes** ____ **No** ____ If yes, what precautions are to be taken to render it safe? _____

(10) What provisions have been made for sanitary facilities for persons using the premises? _____

(11) Will you deposit with the City Clerk at or before the time of the special event/exhibition a surety or cash bond for \$500.00 (Ordinance #____) conditioned upon holding the City harmless from all liabilities or causes of action? **Yes** _____ **No** _____

(12) Will you furnish evidence to the City Clerk at or before the special event/exhibition that a public liability insurance policy in the amount of not less than \$50,000 for one person and \$300,000 for any one accident will be in effect during the time the structure is to be occupied as a place of assembly? **Yes** _____ **No** _____

(13) The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/exhibition permit issued, and to abide by all the rules and regulations of the City of Tenino. We agree that the structure shall not be used as a place of assembly until the Fire Chief has inspected the entire premises.

(14) This application shall be accompanied by a proposed Traffic Control Plan to be reviewed and approved by the Public Works Director.

(15) The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

Signature of Applicant

Together with any supplementary information as may be required by the City of Tenino, this form must be filed with the office of the City Clerk, (Mailing – P.O. Box 4019, Tenino, WA 98589) 149 S. Hodgden Street, Tenino, WA 98589 not less than 60 days prior to the special event/exhibition date to ensure proper processing.

Please answer all questions above. If they do not apply, put N/A. Thank You.

Department approvals:

Administration: _____ **Finance:** _____ **Police:** _____

Fire Dept: _____ **Pubic Works/Parks:** _____ **Parks:** _____

FOR INTERNAL USE ONLY					
AMOUNT	DESCRIPTION	BARS ACCT#	TR#	DATE	ADD'L CHARGES
	Fee	001..322.90.00.00			
	Deposit	631..389.05.00.00			
	Refund	631..389.05.00.00	CK#		

ORDINANCE NO. 698

AN ORDINANCE OF THE CITY OF TENINO, WASHINGTON, CREATING AND ADDING CHAPTER 5.15 OF THE TENINO MUNICIPAL CODE RELATING TO PARADES AND SPECIAL EVENTS

WHEREAS, the City of Tenino currently provides support services for parades and special events, and because the City's cost to provide the support services has increased substantially over the past several years, the City of Tenino is no longer able to provide the support services free of charge,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TENINO AS FOLLOWS:

Section 1. A new Section 5.15, Parades and Special Events is hereby created causing any person desiring to conduct or sponsor a parade, athletic event or other special event in the City of Tenino which will necessitate the use of a park, right-of-way or street shall first obtain a special event permit from the City as follows:

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5.15.010 Definitions:

- A. "Applicant" shall mean any person or organization who seeks a special event permit from the City to conduct or sponsor an event governed by this chapter.
- B. "Athletic event" shall mean an occasion in which a group of persons collect to engage in or watch a sport or form of physical exercise on a city street, sidewalk, alley or other street right-of-way, which obstructs delays or interferes with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws and controls. Athletic events include bicycle and foot races.
- C. "City" shall mean the mayor or his/her appointed designee.
- D. "Other special event" shall mean a street fair, arts and craft show, carnival, rally, dance or other events that occur on a city street, sidewalk, alley or other street

right-of-way, which obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic, or do not comply with traffic laws and controls.

- E. "Parade" shall mean a march, walk or procession consisting of any number of persons, animals, or vehicles, or a combination thereof, on any city street, sidewalk, alley or other street right-of-way, which obstruct, delay or interfere with the normal flow of pedestrian or vehicular traffic, or do not comply with traffic laws and controls.
- F. "Permit application fee" shall mean the fee to be paid by the special event permit applicant at the time the application is filed with the city. A fee shall be set by the city council and shall cover the actual full costs (or a portion thereof) of processing special event applications and administering the provisions of this chapter.
- G. "Permittee" shall mean any person or organization that has been issued a special event permit by the city. The permittee shall have authority, subject to approval by the city, to determine participation in commercial activities during a special event.
- H. "Refundable deposit" shall mean the amount of money required of a permittee by the public works department in order to assure adequate cleanup of the special event site. The deposit shall be returned to the permittee upon the completion of the event and approval of the public works department.
- I. "Special event permit" shall mean the permit issued by the city after the applicant has met all applicable reviews and requirements as set forth in this chapter.
- J. "In-kind contributions" shall mean any physical donation and/or labor provided directly to the City that benefits the citizens of the City.

5.15.020 Permit required:

- A. Any person desiring to conduct or sponsor a parade, athletic event or other special event in the city of Tenino which will necessitate the use of a park, public right-of-way or street shall first obtain a special event permit from the city.
- B. Highway 507 cannot be part of the route without permits and written notices with the Washington State Department of Transportation.
- C. Highway 507 can be crossed only at the intersections where traffic devices or traffic intersection lights are installed.

5.15.030 Permit fee:

- A. The fee for a special event permit shall be \$100.00. The applicant shall also be billed for any necessary police, public works, or other city personnel or services required as a result of the special event. A \$500.00 refundable deposit shall be paid at the time the application is submitted to cover cleanup or damage costs. If the damage or cleanup exceeds \$500.00, the organization will reimburse the city of Tenino as specified in TMC 5.15.080. If the cost for city personnel or services is known prior to the special event, payment of that fee is required prior to the special event permit being issued. No additional special event permits shall be issued for an applicant until all previous fees have been paid.
- B. Fees may be exchanged dollar for dollar for in-kind contributions from a bona fide charitable or nonprofit organization or entity; however, the refundable deposit shall not be exempt.

5.15.040 Permit application:

- A. Any person desiring to sponsor a parade, athletic event or other special event shall apply for a special event permit by filing an application with the city, on the form as supplied by the city, not more than six months and not less than 20 city working days prior to the date on which the event is to occur.
- B. The application shall set forth the following information:
 - a. The name, address and telephone number of the person seeking to conduct the parade or special event;
 - b. The name, address and telephone number of an emergency contact;
 - c. The type of activity planned;
 - d. The date(s) when the parade or special event is taking place including start and end time;
 - e. The route to be traveled (include a map), the starting and ending point as well as rest stop locations;
 - f. The approximate number of participants and staff or volunteers;
 - g. The number and type of animals or vehicles taking part in the event;
 - h. A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;
 - i. The location by streets of any assembly areas;
 - j. A copy of any brochures, posters, flyers or mailing advertising the event;
 - k. Whether food and/or beverages will be sold (in which case all necessary permits shall be obtained);
- C. The city shall issue the special event permit once the application has been approved after review of appropriate city departments to include police, fire, public works, administration and others as determined by the city, and the applicant has agreed in writing to comply with the terms and conditions of the permit.
- D. Immediately upon issuance or denial of a permit, the city shall send a copy thereof to the members of the city council, police department, fire department, and public works department.

5.15.050 Permit issuance:

The city shall approve, conditionally approve, or deny an application based on the recommendations of city departments involved in the review process of the application for special event permit and the grounds specified in TMSC 5.15.060 within 10 city working days of the application. If the application is denied or conditionally approved, the city shall inform the applicant of the grounds for denial, or the reason for a change in the date, time, route or location of the event. The applicant shall be notified of any permit conditions at the time the application is approved.

5.15.060 Denial of application:

A special event permit shall be denied based upon the determination that:

- A. The event would seriously endanger public safety;
- B. The event would seriously inconvenience the general public;
- C. There is not sufficient public safety personnel or other necessary city staff to accommodate the event;
- D. The applicant fails to complete the application form after having been notified of the additional information or documents required; or
- E. Information contained in the application, or supplemental information requested from the applicant, is found to be false in any material detail.

5.15.070 Permit conditions:

The city may condition the issuance of a special event permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. Such conditions may include but are not necessarily limited to:

- A. Alteration of the date, time, route or location of the event proposed on the event application.
- B. Conditions concerning the area of assembly and disbanding of an event occurring along a route.
- C. Conditions concerning accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of the street.
- D. Requirements for the use of traffic cones or barricades (must meet Manual of Uniform Traffic-control Devices Code).
- E. Requirements for the provision of first aid or sanitary facilities.
- F. Requirements for use of event monitors and providing notice of permit conditions to event participants.
- G. Restriction on the number and type of vehicles, animals or structures at the event.
- H. Compliance with animal protection ordinances and laws.
- I. Requirements for use of garbage containers, cleanup and restoration of city property.
- J. Restrictions on the use of amplified sound.
- K. Twenty-four-hour- advance notice to residents and/or businesses regarding any activity which would require a street closure.
- L. Pre-event street closure signage and detour sign and routing plan.

5.15.080 Indemnification:

- A. Prior to the issuance of a special event permit, the permit applicant and authorized officer of the sponsoring organization must agree to reimburse the City of Tenino for any costs incurred by the city in repairing damage to city property occurring in connection with the permitted event that exceed the damage deposit.
- B. Permittee agrees to defend, indemnify and save harmless the city, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the city, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use therefrom, arising out of any activity under of in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the city, its appointed or elected officers or employees.
- C. The city has the authority to require a refundable deposit at the direction of the public works director relating to reimbursement of costs for cleanup services.

5.15.090 Insurance required:

- A. Permittee shall provide the city with proof of commercial general liability insurance in the amount of \$1,000,000 combined single limits per occurrence,

and an endorsement naming the City of Tenino as an additional insured. The insurance coverage shall extend at least one day before and after the event with the certificate of insurance provided to the city not less than five days prior to the event.

- B. In the case of special event activity on city-owned, leased property, the lessee shall also be named as an additional insured, and written approval from the lessee for the requested activity shall be provided to the city.

5.15.100 Exemptions:

The provisions of this chapter shall not apply to:

- A. Funeral processions;
- B. Groups required by law to be so assembled.

5.15.110 Violation:

Any violation of this chapter by any promoter, sponsor or organizer of an event subject to this chapter, or by any participant in an event subject to this chapter, shall be a misdemeanor.

5.15.120 Grievance procedure:

Any person aggrieved by the determination of the city in denying an application for a permit, imposing conditions upon approval of an application for a permit, or revoking a permit, may lodge a grievance regarding such determination with the city council, which shall have full discretion in determining whether and how to hear and resolve such grievance, and which determination shall be final.

Section 2. If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of this ordinance, or application of the provision to other persons or circumstances, shall be unaffected.

Section 3. This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force on January 1, 2005.

ADOPTED this 14th day of September 2004 at a regularly scheduled public meeting.

Kenneth A. Jones, Mayor

ATTEST:

Kathleen L. Clayton, Clerk/Treasurer