



## Special Event Permit Application Planning Information

Welcome to the City of Mount Vernon.

The City of Mount Vernon recognizes the contribution of special events to our community and is pleased that you have chosen our City to host your event. This packet is designed to aid you in the planning stages of your event and answer some questions you may have early in the planning process.

The City of Mount Vernon does have policies and procedures for accommodating events within the City of Mount Vernon. A Special Event Permit is required to hold any event on City-owned property. The Special Event Permit process ensures that the event meets all legal requirements and allows the City to adequately schedule needed public services.

This packet is designed to assist you in completing your Special Event Permit Application. There is information in this packet that may or may not apply to your specific event. Section One will list possible requirements that City Departments may impose on your event. Section Two will list insurance requirements depending on the elements of your event and acquisition options. Section Three includes contact information and resources you may need as you plan your event.

Special Event Permit Application Checklist:	
All Events Require:	Events May Require:
<input type="checkbox"/> \$50 Non-refundable application fee or \$35 if submitted 60 days in advance <input type="checkbox"/> Special Event Permit Application <input type="checkbox"/> Proof of Insurance and Copy of Endorsement <input type="checkbox"/> Proposed Site Layout	<input type="checkbox"/> Street Closure Request <input type="checkbox"/> Transportation/Parking Plan <input type="checkbox"/> Liquor Liability Insurance <input type="checkbox"/> Inflatable Insurance <u>and</u> L&I certificate <input type="checkbox"/> Temporary Sign Application <input type="checkbox"/> Copy of Notification Letters <input type="checkbox"/> Business License <input type="checkbox"/> Operational or Installation Permit (Fire)

The City of Mount Vernon will review your request and, upon approval, will provide you with a Special Event Permit. Special Event Permit Applications are available and coordinated through the City of Mount Vernon Parks & Recreation Department. Please note: applications are due a minimum of 60 prior to your requested event date.

We hope that you find this packet useful in your event planning and look forward to working with you. If you have questions, please contact Mount Vernon Parks & Recreation at (360) 336-6215 or [mvparks@mountvernonwa.gov](mailto:mvparks@mountvernonwa.gov).

### Section One: Possible City Requirements for Special Events

### **Possible Requirements from Sanitation - (360) 336-6218**

- At least one trash receptacle at the location of each food service booth.
- One commercial size dumpster per each 12 booths.
- Restrooms and/or portable toilet stalls and hand washing stations shall be provided for public use at the event, conveniently located by the food service area.
- Portable restrooms shall be serviced daily or, on an emergency basis, more frequently.
- Dumpsters shall be provided for disposal of waste, being monitored by on-site personnel and being emptied as needed. No receptacle or dumpster shall be allowed to remain in an overflowing condition.
- Some food vendors produce large quantities of deep fryer oil. The event organizer should remind their food vendors *not* to throw their waste oil in the garbage dumpsters. Waste fryer oil needs to be recycled properly. Please reference "Proper Disposal & Recycling Options for Deep Fryer Oil" instructions provided on our website.
- Please coordinate recycling services through Waste Management (cardboard) or Tri-County Recycling (see resources in Section Three).
- The City of Mount Vernon Solid Waste Department will provide small recycle stations for plastic bottles and aluminum cans at no charge.
- Any requirements of the Skagit County Health Department.

### **Possible Requirements from Public Safety - (360) 336-6271**

#### **Security**

- Provide Security Plan for review prior to event.
- Work with the Police on possible adjustments to Security Plan.
- If private security is used, responsibility for action lies upon the private security officers. Provide private security company contact/staffing information to Police by calling (360) 336-6271.

#### **Traffic Control**

- Event must provide Police and Fire access.
- Event must provide disability access.
- Vehicles used in and for the event must meet all required safety standards and obey all traffic laws.
- Road closure requests must be submitted with your event application. All road closures must be approved by City Council and are reviewed during scheduled Council Meetings; which take place the second and fourth Wednesday of each month. We will notify you of your agenda date; you are not required to attend.
- The Police Department is not responsible for setting up your traffic or street closure signage.
- All parking areas will be clearly identified with proper signage and prior to event with sufficient time to notify community members.
- No persons under the age of eighteen are permitted to direct traffic.
- An organized first aid station should be designated at your event.
- Provide detailed traffic control plan/staffing/signage with special event packet.

### **Possible Requirements from the Fire Department - (360) 336-6277**

- Provide layout of the event and access plan.
- Obtain a Fire Department Operational or Installation Permit. (For example, this could include tent inspections. There is no additional fee for these permits).

- Keep all fire hydrants unobstructed at all times.
- Have a fire and life safety inspection conducted prior to the opening of the event.
- Inform the Fire Department of the use of canopies, tents and other temporary structures and their locations at your event. Any activities including open flames, fireworks, or performances should also be noted.
- All booths that are cooking food or have a heating appliance will require a currently serviced (within the last year) fire extinguisher. Size and rating: 2A10BC or Type K (if you are cooking with grease).
- Propane tanks will not be allowed within structures. All tanks must be secured.
- Coleman type cook stoves and outdoor heating devices are prohibited inside temporary structures or tents with sides.
- The Fire Department should be informed of the location of cooking vendors at your event including booth structure information and if they are cooking with grease.
- All electrical must meet electrical safety standards.
- Post no smoking signs in the appropriate areas.
- Prevent collection of combustible materials.

**Possible Requirements from Transportation Division - (360) 336-6217**

- Provide a traffic control plan and parking plan.
- Event coordinator will set up and take down all signage, barricades and fencing.
- Keep the street(s) clean of all debris during the event and immediately following the event.
- Provide proposed location of any banners and displays advertising the event within the public right-of-way.
- Notify businesses in the area of the event with event details and provide a copy of notification letter and/or flyer to Mount Vernon Parks and Recreation.

**Possible Requirements from Community & Economic Development - (360) 336-6214**

- Temporary Sign Permit (no additional fee)

***Please keep in mind:***

**Americans with Disabilities Act (ADA) Requirements**

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 and maintaining designated parking and accessibility to restrooms for people with disabilities. More information: [www.ada.gov](http://www.ada.gov)

**First Amendment**

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

**14<sup>th</sup> Amendment**

1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

**Section 2: Special Event Insurance Requirements**

**Liability Insurance**

The event organizer shall provide proof of adequate insurance to cover the event. According to Mount Vernon [Municipal Code 5.05.100](#), \$1,000,000 commercial liability insurance combined with single limits & \$2,000,000 aggregate is required. A certificate of insurance must be

submitted naming the City of Mount Vernon as additionally insured as follows: “It is agreed that the City of Mount Vernon and its employees are additionally insured.” A policy endorsement is also required. ***Proof of insurance is required at least 2 weeks prior to your event.*** A Special Event Permit will not be issued without proper proof of insurance.

#### **A. Washington Cities Insurance Authority - Tenant User Liability Insurance Program**

Instructions for obtaining a quote and/or insurance online are as follows:

1. Access the site at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)
  2. Under the ***“Tulip - Event Insurance”*** heading on the right side of the page, click the shaded box labeled ***“Purchase or Quote”***.
  3. In ***“Step 1- Confirm Your Venue”***, under ***“Or search for your venue”***, enter ‘Mount Vernon’ in the drop down box and click ***“Go”***.
  4. In the drop down box that appears, find the location of your rental. (Note: all Mount Vernon locations begin with “Washington Cities Insurance Authority”; for example: Washington Cities Insurance Authority - MOUNT VERNON-Hillcrest Lodge - P.O. Box 809).
  5. Click the shaded box labeled ***“Next”*** in the bottom right corner of the page.
  6. In ***“Step 2- Enter Your Event Details”*** select your event type from the drop down box; for example: Weddings and Wedding Receptions.
- \*\*If your event is not listed in the drop down list of activities, please click the link labeled “view the list” to see if your event is considered ineligible for insurance coverage through this program.***
7. Answer the 4 following questions regarding your event by clicking the circle next to the appropriate answer, either Yes or No.
  8. Once all 4 questions have been answered, you will be asked to select a date range for your event. Do so by clicking on the date of your event. If your event is a one day event, click only that date.
  9. Enter the name of your event; for example: John & Jennifer’s Wedding.
  10. ***“Do you require liquor liability coverage?”*** -If you are *providing* alcohol to your guests at no charge, the coverage required for your event is included in the coverage you are purchasing and you can answer NO. If you are *selling* alcohol to your guests, liquor liability coverage is needed and you must answer YES.
  11. Enter the number of guests invited to your private event. If the event is open to the public, enter the number of anticipated guests. (Please keep in mind all City venues do have a maximum capacity per the City’s Fire Code)
  12. Answer the 4 questions pertaining to concessionaires, exhibitors, and attractions that may be present at your event.
  13. Click the shaded ***“Get Quote”*** box in the bottom right corner of the page.
  14. The insurance price quote for your event will appear in ***“Step 3- Premium Quote and Contact Information”***. If you decide not to purchase insurance through this program, simply close out of the web site. If you decide to purchase your insurance through this program you must enter the Tenant User Information and enter the Insurance Contact Information.
  15. Click the shaded ***“Next”*** button in the bottom right corner of the page.
  16. ***“Step 4- Review and Confirm Information”***
  17. If all information is correct, click the boxes in agreement next to the 2 statements at the bottom of the page.
  18. Click the shaded ***“Complete”*** button in the bottom right corner of the page.
  19. ***“Step 5- Summary”*** for your review.
  20. Click the shaded ***“Purchase Coverage”*** button in the bottom right corner of the page.

21. Complete the appropriate payment information section and click the "Submit Payment" button at the bottom of the page. (Note: you may purchase coverage with VISA, MasterCard, American Express, Discover, or you may use a checking account with a valid Driver's License)

22. Upon receipt of payment, all necessary documentation will be emailed directly to you, as well as, to our Department. While it is not necessary to bring a copy of the insurance document to our office, it will be a good idea to have a copy with you on site during your event.

**If you have any questions please call Mount Vernon Parks and Recreation at (360) 336-6215**

## **B. Other Insurance**

If you choose to go through another company (or through your business or non-profit) to purchase insurance for your event, the following information must be included:

1. **City of Mount Vernon, 809 Cleveland, Mount Vernon WA 98273** must be listed as an additional insured.
2. General Aggregate - \$2,000,000
3. Each Occurrence- \$1,000,000
4. Certificate of insurance must be submitted naming the City of Mount Vernon as additionally insured as follows: "It is agreed that the City of Mount Vernon and its employees are additionally insured."
5. A policy endorsement is also required. A policy endorsement is a separate document which declares that a change has been made to your policy and also references the policy number that has been changed.
6. Host Liquor or Liquor Liability coverage
7. The Parks and Recreation Department must have a copy of the insurance certificate showing these requirements, as well as a copy of the endorsement for the certificate **two weeks prior to your event.**

## **Additional Requirements (as applicable):**

### **Alcohol**

If your event will include the use of alcohol, Liquor Liability insurance must be procured and maintained in the amount of \$1,000,000 for each occurrence of alcohol available for

consumption on the premise, whether sold or not. The City of Mount Vernon must be named as an additional insured on the Liquor Liability insurance policy. Host Liquor Liability coverage may be substituted when alcohol is consumed and not sold on the premises.

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor Control Board regulations, licensing and permit requirements. The City’s liquor liability limits apply to events in which alcohol is sold. A banquet permit may be required by the Washington State Liquor Control Board when alcohol is provided to event guests. Please visit the WSLCB website, [www.liq.wa.gov](http://www.liq.wa.gov) for additional information.

**Inflatable (ie: Bouncey House, etc)**

- The event organizer must also have the inflatable noted on their liability insurance, naming the City of Mount Vernon as additional insured and include a policy endorsement. (See “Other Insurance” requirements on the following page).
- The company from which you rent your inflatable must submit proof of insurance in the amount of \$2,000,000 with the City of Mount Vernon named as additional insured, along with a copy of the policy’s endorsement.
- The inflatable must also be certified by the Department of Labor & Industries and a copy of the certification is required.

**Amplified Sound/Live Music**

[Mount Vernon Municipal Code 9.28](#) will be enforced. Sound amplification is permitted between 8:00 a.m. and 5:00 p.m. Sound must not be audible for a distance in excess of 50 feet. Sound amplification is prohibited near hospitals, retirement homes, or any area that is detrimental to the health, welfare, or morals of any person or class of persons within the City.

Helpful Phone Numbers & Resources	
Department	Contact Information
<b>Mount Vernon Parks &amp; Recreation Dept.</b>  (Special Event Application)	Rashel O’Neil - (360) 336-6215 Email: <a href="mailto:rashelo@mountvernonwa.gov">rashelo@mountvernonwa.gov</a> or <a href="mailto:mvparks@mountvernonwa.gov">mvparks@mountvernonwa.gov</a> Website: <a href="http://www.mountvernonwa.gov">www.mountvernonwa.gov</a>

### Section 3: Resources & Contact Information

<p><b>City of Mount Vernon Public Works Dept.</b> (Recycling Stations &amp; Dumpsters)</p> <p style="text-align: right;">(Street Signage)</p>	<p>Solid Waste Division: Scott Sutherland - (360) 336-6218</p> <p>Transportation Division: Charlie Tewalt - (360) 336-6217</p>
<p><b>City of Mount Vernon Police Dept.</b> (Traffic Plan)</p>	<p>(360) 336-6271</p>
<p><b>City of Mount Vernon Fire Dept.</b> (Operational or Installation Permit)</p>	<p>(360) 336-6277</p>
<p><b>City of Mount Vernon Finance Dept.</b> (Business Licenses)</p>	<p>(360) 336-6207</p>
<p><b>City of Mount Vernon Community &amp; Economic Development Dept.</b> (Temporary Sign Permit)</p>	<p>(360) 336-6214</p>
<p><b>Skagit County Public Health Department</b> (Temporary Food Permit)</p>	<p>Administration - (360) 336-9380 Environmental Health - (360) 336-9474 E-mail: <a href="mailto:health@co.skagit.wa.us">health@co.skagit.wa.us</a></p>
<p><b>Tri-County Recycling</b> (Recycling Services)</p>	<p>(360) 770-5591</p>
<p><b>Washington State Liquor Control Board</b> (Banquet Permit &amp; Information)</p>	<p>Website: <a href="http://www.liq.wa.gov">www.liq.wa.gov</a></p>
<p><b>Waste Management</b> (Recycling/Cardboard Recycling)</p>	<p>(360) 757-8245</p>
<p><b>WCIA Tulip Program</b> (Event Insurance)</p>	<p>(800) 507-8414 Website: <a href="http://www.onebeaconentertainment.com">www.onebeaconentertainment.com</a></p>
<p><b>Washington State Gambling Commission</b></p>	<p>(360) 486-3440 or (800) 345-2529 Website: <a href="http://www.wsgc.wa.gov">http://www.wsgc.wa.gov</a></p>