



Special Event Organizer Guidelines

City of Mount Vernon ~ Parks & Recreation
1717 South 13th Street, Mount Vernon WA 98274
(360) 336-6215 | mvparks@mountvernonwa.gov

A “special event” is considered to be a pre-planned activity sponsored by an individual or group for the purpose of entertainment, celebration, cultural recognition, demonstration, competition, or other similar activity.

If your event involves political or religious activity intended primarily for the communication or expression of ideas, we encourage you to submit a Special Event Application to help ensure a successful event, and safety of all participants.

A Permit Application should be submitted to the City of Mount Vernon if one or more of the following applies to your event:

1. The event will be held on City public streets, sidewalks, walkways, trails, or on other publicly owned property;
2. The event interferes with normal vehicular or pedestrian traffic and/or requires the use of City services;
3. The event is on private property, but cannot be self-contained (i.e. parking spills over onto City owned public property) and/or requires the use of City services, and/or closure of City streets.

Specific activities that require a permit include (but, are not limited to) the following:

- Bike or Pedestrian Races
- Fun Runs & Relay Races
- Bike/Walk-a-thons
- Parades/Processions
- Block Parties
- Tournaments
- Carnivals
- Outdoor Movies
- Fairs/Festivals/Concerts
- Street Vendor Sales

TO APPLY FOR A SPECIAL EVENT PERMIT:

- Complete Special Event Permit Applications should be submitted to the **Mount Vernon Parks and Recreation Department**. See attached pages 2-8 for application and guidelines.

Mount Vernon Parks and Recreation Department

1717 South 13th Street

Mount Vernon, WA 98274

(Administration Office)

(360) 336-6215 or mvparks@mountvernonwa.gov

www.mountvernonwa.gov

****See Exhibit A for Special Event and Vendor Fees***

Mount Vernon Parks and Recreation SPECIAL EVENT GUIDELINES

We are pleased that you are considering the City of Mount Vernon for your event location! The information contained within this guide has been developed to make the process of event planning as comprehensive as possible, and to help ensure clear communication between the Event Organizer and the City of Mount Vernon.

1. **APPLICATION.** If your event meets any of the criteria listed on the front page, Event Organizers should complete a Special Event Permit Application. Submit the Application to Mount Vernon Parks and Enrichment Services at least 60 days prior to your event start date. An initial application received less than 60 days prior to the requested event date, may be rejected by the City if it is determined that ample notice to accommodate the event has not been provided.

Low-Impact Events are considered to be events that meet the following criteria:

- Is *not* expected to have significant impact on public safety and/or public property;
- Is *not* expected to draw gatherings of 100 persons or more at a time;
- Will *not* include food vendors or food service;
- Will *not* include the presence or consumption of alcohol;
- Will *not* include street or public parking lot closures;
- Will *not* include canopies/groupings of canopies whose size equals 700sqft or more. Canopies are considered to be structures with no sidewalls;
- Will *not* include tents/groupings of tents whose size equals 400sqft or more. Tents are considered to be structures with one or more sidewalls.

The Parks and Enrichment Services Department is located at 1717 South 13th Street in Mount Vernon, WA 98274. Applications may also be submitted via email to mvparks@mountvernonwa.gov. Please feel free to contact Parks and Enrichment Services with any questions you may have, (360) 336-6215.

2. **APPLICATION FEE.** A non-refundable Application Fee payable to the City of Mount Vernon must be submitted with your permit application:

\$50.00 60 days or more prior to requested event date

\$100.00 59 days or less prior to requested event date

And Low Impact Event Fees:

\$35.00 30 days or more prior to requested event date

\$50.00 29 days or less prior to requested event date

Accepted forms of payment are Visa, MasterCard, and Discover cards, checks payable to the City of Mount Vernon or cash. ****See Exhibit A for Special Event and Vendor Fees***

3. **APPLICATION REVIEW.** Special Event Applications will be forwarded to departments within the City of Mount Vernon, including the Mayor's office, so that all aspects of the event may be evaluated. Each Department will assess the impact of every event from their department perspective. Recommendations from departments are made with the health and safety of the Mount Vernon community as the primary concern. The City will attempt to deliver a response regarding your application within 30 days of submittal. The scope of your event and

thoroughness with which the application is completed, will significantly affect the speed at which the review process is concluded.

Please Note: the City reserves the right to *withdraw permit approval* when it determines circumstances have arisen that jeopardize public safety or welfare. Additionally, the City will revoke permit approval when it has determined the applicant has submitted false, misleading, or incomplete information in the application.

4. **EVENT LAYOUT.** A detailed event layout **must be submitted with your permit application.** The layout must represent, at minimum, your proposed locations for:
 - a. Emergency access route
 - b. Scheduled activities (i.e. activity/information booths, inflatables, amusement rides...)
 - c. All structures erected for your event (i.e. bleachers, stage, generator, canopies/tents...)
 - d. Food vendors
 - e. Concessionaire/merchandise/information booths
 - f. First aid station(s)
 - g. Event headquarters
 - h. Designated parking areas
 - i. Portable restrooms/hand-wash stations and waste/recycle receptacles
 - j. Propane/LPG tanks and size, if applicable.
 - k. Open flame or spark producing equipment, if applicable (i.e. fire pit, barbeque/grill...)
 - ❖ Be sure that your event layout provides sufficient ADA access and services.
 - ❖ Your layout must also include sufficient access for extra sanitation services that may be needed during your event.

5. **FIRE and LIFE SAFETY INSPECTION.** The Mount Vernon Fire Marshal may require an inspection prior to an event opening. The inspection will verify that:
 - Fire hydrants, fire sprinkler systems remain readily visible and unobstructed with a 3 foot (3') minimum clearance around the circumference.
 - Street access is unhindered.
 - Emergency access routes have an unobstructed width of not less than 20 feet (20') and a vertical clearance of not less than 13 feet, 6 inches (13'6").
 - Exit locations are clearly marked and remain unobstructed.
 - Booths that are using a heating appliance have an easily accessible, currently serviced fire extinguisher. Minimum size and rating = 2A10BC or Type K (if cooking with grease).
 - Propane/LPG tanks are certified, are secured and are not located within structures.
 - Coleman/camp-style cook stoves and heating devices are not located inside temporary structures or tents with sides.
 - All electrical wiring has met electrical safety standards.
 - 'No Smoking' signs have been posted in appropriate areas.
 - All applicable permits or licenses have been obtained.

6. **INSURANCE DOCUMENTATION.** A Certificate of Liability Insurance AND an Endorsement page naming the Event Organizer as Insured and the City of Mount Vernon as Additional Insured must be received by the City a minimum of 30 days prior to your event start date. The documentation must meet the following *minimum* requirements:

A. CERTIFICATE OF INSURANCE

a. The Additional Insured/Certificate Holder* must be listed as: City of Mount Vernon
910 Cleveland Avenue
Mount Vernon, WA 98273

**Do not list specific departments, facilities or persons as Additional Insureds/Certificate Holders*

b. Description of Operations/Additional Remarks must include the statement: “Additional Insureds include the City of Mount Vernon, its elected officials, appointed officers, employees, volunteers, and agents.”

c. Minimum Thresholds of Coverage:

i. Commercial General Liability Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

ii. Automobile Liability insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

B. ENDORSEMENT

a. Written using ISO Form CG 20 26 or coverage at least as broad

b. Additional Insured must be listed as: City of Mount Vernon
910 Cleveland Avenue
Mount Vernon, WA 98273

c. The Insured’s policy number must be referenced on the Endorsement.

❖ Please note: Liquor Liability Insurance is also required with the policy if alcohol will be included in your event plans.

➤ Email the Certificate of Liability Insurance and Endorsement page to mvparks@mountvernonwa.gov

➤ If you do not have insurance for your organization/event, you may seek insurance through GatherGuard at <https://gatherguard.com>

7. **ALCOHOL***. The service of alcohol is permitted within select indoor facilities only. Alcohol consumption is prohibited at the City’s outdoor venues unless permission has been granted through an approved Special Event Permit Application.

*The service of alcohol, whether indoor or outdoor, will necessitate the inclusion of *Liquor Liability Coverage* in addition to the insurance requirements stated in item #7 of these guidelines. The State of Washington will also require a permit. The permit is purchased directly from the Washington State Liquor & Cannabis Control Board (WSLCB). Contact the WSLCB to determine the appropriate license for your event, (360) 664-1600. You may also visit WSLCB’s webpages for more information regarding *Special Licenses and Permits*:

<http://www.liq.wa.gov/licensing/special-licenses-and-permits>

8. **BOUNCE HOUSE, INFLATABLES & AMUSEMENT STYLE RIDES.** If amusement style rides will be erected for your event, the City must also receive from the structure's owner insurance documentation meeting the City's minimum requirements (refer to item #7 of your guidelines). A few examples of features that would be considered amusement style rides are bounce houses/inflatable devices, dunk tanks, climbing walls, zip lines or similar. A current copy of the owner's Labor & Industries (L&I) operating permit must also be provided to the City for some types of amusement style rides. A valid operating decal provided by L&I must be displayed on the structure in plain view of the public.
9. **EVENT NOTICE.** Event Organizers are responsible for notifying neighboring residents and businesses that may be significantly impacted by your event. When deemed pertinent, copy of your notification letter or flyer with your name and contact information clearly listed must be provided to the City.
10. **FIREWORKS.** Public display or discharge of fireworks is prohibited within Mount Vernon's city limits without approval of special permit from the Mount Vernon Fire Department. Application for the permit is made to the Fire Marshal. Contact the Fire Marshal's office at (360) 336-6277 for more information and to obtain permit application. If approved, the event's firework/pyrotechnic provider will be required to provide insurance documentation meeting the City's minimum requirements for providers.
11. **ALL VENDORS.** If an event will include food and/or merchandise vendors:
 - a. Event Organizer shall ensure all vendors provide liability insurance applicable to their business operations.
 - b. It is the sole responsibility of the Event Organizer to determine the limits of coverage required to be obtained by each vendor and shall ensure the appropriate insurance documentation has been received, including the appropriate additional insured endorsement, naming the City of Mount Vernon as an additional insured on each and every vendor's Commercial General Liability Insurance Policy, prior the start of the event.
 - c. The Event Organizer must provide copies of the vendors' insurance and endorsement documents to the City should they be requested.
 - d. It is the responsibility of the Event Organizer to determine, with their own insurance provider's recommendation, the limits of insurance required for each vendor.
 - e. It is the responsibility of the Event Organizer to collect all insurance documentation, to include the certificate of insurance and the additional insured endorsement.
 - f. In the event a claim is filed against a vendor from the Event Organizer's event, the Event Organizer's insurance will be responsible for covering any damages not covered by the vendor's insurance. The City of Mount Vernon's insurance representative strongly recommends the Event Organizer require their vendors to also name the Event Organizer/their Organization as an additional insured.

Please refer to page 9-10 of your guidelines for information concerning the setup of Tents & Canopies, setback requirements and size/square footage limitations.

12. **FOOD VENDORS/CONCESSIONAIRES.** If an event will include food vendors, the Event Organizer is responsible for collecting, and providing to the Parks and Enrichment Services Department, the following information a minimum of 30 days prior to the requested event date:
 - a. Vendor Business Name & Contact Information
 - b. Description of Mobile Operations – *food truck, food cart, food trailer, canopy with grill, etc.*
 - i. Must include dimensions of set up – *length & width*
 - c. Set Up Information – *generator (make & model), propane/LPG tank (size & location), BBQ Grill (make & model), Coleman style cook stove, grease and/or oil cooking, electrical needs (amps & location) etc.*
 - To collect the above information the Event Organizer may choose to use the City of Mount Vernon’s Vendor Application or incorporate this information into an application that the Event Organizer currently uses.
 - Food vendor information is subject to review and inspection by the Mount Vernon Fire Marshal.
13. **GAMBLING/RAFFLES.** The Event Organizer is responsible for complying with Washington State law regarding gambling activities and for obtaining required licensing. The law governing gambling activities is Chapter 9.46 of the Revised Code of Washington and can be found at <http://app.leg.wa.gov/RCW/>. For more information, contact the Washington State Gambling Commission at: (360) 486-3440 or (800) 345- 2529; AskUs@wsgc.wa.gov or www.wsgc.wa.gov
14. **GARBAGE and CLEANUP.** Cleanup of garbage during and at the close of your event is the Event Organizer’s responsibility. Garbage must be hauled from the event site by the Event Organizer promptly upon the conclusion of your event. The scope of the event may require the delivery of a waster dumpster. Arranging for delivery and covering the expense of the dumpster is the responsibility of the Event Organizer. City Services must be arranged for dumpsters, please contact the City Utilities Department to arrange at (360)336-6218. Labor deemed necessary by the City due to inadequate setup/cleanup of the event will be billed to the Event Organizer.
15. **PORTABLE RESTROOMS.** Additional portable restroom units and/or hand-wash stations required to service your event must be arranged by Event Organizer in advance of the event. Fees for units are the responsibility of the Event Organizer.
16. **RECYCLING.** Washington State law requires vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans to provide a recycling program at every “...official gathering and sports facility in communities where recycling services are available...”

(<http://apps.leg.wa.gov/rcw/> , RCW 70.93.093). A recycling program includes the provision of recycle receptacles and provisions to transport and recycle the collected materials. Refer to Washington State Department of Ecology’s website (www.ecy.wa.gov) for complete information regarding the law or phone 1-800-RECYCLE. Customer Service for Waste Management, a local provider, can be reached at [\(800\) 592-9995](tel:8005929995) if needed.

17. **RENTAL FEE.** A security deposit and rental fee may be required when the event requires reservation of City facilities. Please refer to the applicable Facility Rental Guidelines for complete information. Facility key(s) or other City owned equipment that have been used by the Event Organizer during your event must be returned to the City on the first business day after close of your event. When applicable, any fees assessed for repairs, non-routine maintenance and/or additional services required from your use will be billed to the Event Organizer. An administrative fee may apply for cancellation or date changes once facility reservations are confirmed.

18. **CANCELLATIONS.** Please see Facility Rental Guides for full facility rental cancellation guidelines and fees.

19. **STREET & PUBLIC PARKING LOT CLOSURES.** When Event Organizers wish to close a city street or public parking area, a detailed diagram of your proposed closures must be submitted with your Special Event Permit Application. The request will be reviewed by City departments and ultimately by City Council. You will be notified of meeting date and may be asked to attend in order to address any questions and/or concerns regarding the proposed Street Closure Request.

❖ If closure request is approved, it is the Event Organizer’s responsibility to notify neighboring residents and businesses that will be affected by the closure such as; Mount Vernon Downtown Association (360) 336-3801, Mount Vernon Chamber of Commerce (360) 428-8547, Mount Vernon School District (360) 428-6110, S.K.A.T (360-757-4433) and/or Burlington Norther Santa Fe Railroad (BNSF) North Operations (817) 352-2992 or Headquarters (800) 795-2673.

20. **TENTS and CANOPIES.** Tents are considered to be structures with one or more sidewalls; Canopies are considered to be structures with no sidewalls. Event Organizers whose event plans include the setup of tents or canopies should bear in mind that in keeping with International Fire Code an inspection by the City’s Fire Marshal is required when the dimension of Tents or Canopies exceed a certain size:

- A Tent whose square footage equals 400 square feet or more, or *groupings* of Tents whose combined square footage equals 400 square feet or more
- A Canopy whose square footage equals 700 square feet or more, or *groupings* of Canopies whose combined square footage equals 700 square feet or more

Please refer to pages 8-9 of your Guidelines, “When is a Permit Required...” for more information regarding setback requirements and size/square footage limitations.

21. **VEHICLES.** All vehicles used in conjunction with the event by the Event Organizer or Organizer's staff, volunteers and participants must be insured and must meet safety standards required by law. Drivers of vehicles must obey all traffic laws. Vehicles are permitted only in those areas designated as roadways or for parking unless prior written permission has been issued by the City.

WHEN IS A PERMIT REQUIRED FROM THE FIRE MARSHAL FOR A TENT, CANOPY or AIR SUPPORTED STRUCTURE?

DEFINITIONS

Tent: A structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Canopy: A tent which is completely open on ALL sides, no sidewalls.

PERMIT REQUIRED

	<p style="text-align: center;">Tents larger than 400 square feet</p> <p style="text-align: center;">PERMIT REQUIRED</p>
	<p style="text-align: center;">Canopies larger than 700 square feet</p> <p style="text-align: center;">PERMIT REQUIRED</p>
	<p style="text-align: center;">Cumulative size of Canopies grouped together exceeds 700 square feet</p> <p style="text-align: center;">PERMIT REQUIRED</p>
	<p style="text-align: center;">Because it is closed on at least one side, this is a TENT, NOT a CANOPY</p> <p style="text-align: center;">PERMIT REQUIRED if over 400 square feet</p>

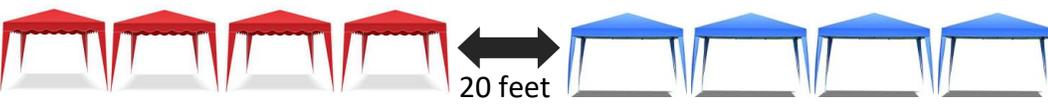
Examples using 15'x15' square foot canopies (each 15'x15' canopy = 225 square feet)

	<p>Three 15x15 Canopies = 675 square feet</p> <p>PERMIT NOT REQUIRED</p>
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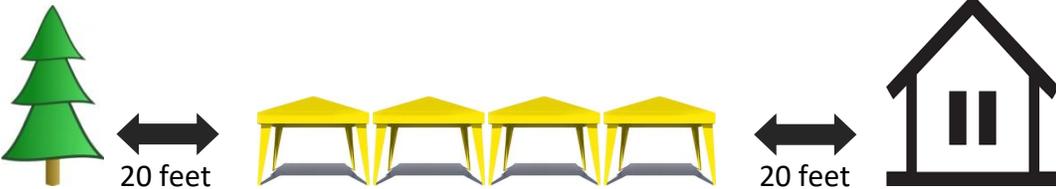
	<p>Four 15x15 Canopies = 900 square feet</p> <p>PERMIT REQUIRED</p>
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FIRE CODE REQUIREMENTS

	<p>at least 12 feet between Canopy groupings under 700 square feet</p>
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	<p>at least 20 feet between Canopy groupings over 700 square feet</p>
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	<p>a Canopy or grouping of Canopies under 700 square feet must be at least 12 feet from any building or flammable object</p>
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	<p>a Canopy or grouping of Canopies over 700 square feet must be at least 20 feet from any building or flammable object</p>
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Please be aware that devices emitting flame, fire, or heat shall not be permitted inside or located within 20 feet of a tent or canopy at any time.

This flyer is intended to provide general information only. It is not meant to convey all variables considered with regard to the safety requirements imposed by the International Fire Code.

For more information, please contact the City of Mount Vernon Fire Marshal at 360-336-6277.

Exhibit A

SPECIAL EVENT FEES
*Application Fee is Non-Refundable

Application			
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Standard Event Permit	\$50 60+ days prior to event	\$100 59 days or less prior to event	Event applications submitted 29 days or less prior to event date may not be accepted.
Low Impact Event Permit	\$35 30+ days prior to event	\$50 29 days or less prior to event	Event applications submitted 13 days or less prior to event date may not be accepted.

Vendor Permit			
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Vendor Application	\$75* 10' x 10' Space	\$125* 10' x 20' Space	\$165* 10' x 30' Space	*Utilities Not Included
Vendor Utility Fee	\$20 p/day	Use of City electricity and/or water		

*Vendor Fee waived if vendor is part of a non-City Sponsored Event

Stage	
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Edgewater park	\$500 p/day	Edgewater rental will include; stage, large grass area & ball fields, and parking lots
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