



## SPECIAL EVENT PERMIT GUIDE

### Step 1

- Review Special Event Permit Guide thoroughly.
- Submit Special Event Permit Application and initial fees.
- **Note: Don't advertise until conditional approval has been granted.**

### Step 2

- Attend initial planning meeting with City's Special Events Team.

### Step 3

- Review, sign & return event agreement.

### Step 4

- Submit required documents.
- Submit event fees.

### Step 5

- Attend final walkthrough.
- Receive final Special Event Permit.

# SUMMARY OF CHANGES

## **Special Event Application**

The 2023 Special Events Permit Application will be accepted **online only**, please visit our Special Events & Tournament website [KennewickRecreation.com](http://KennewickRecreation.com) and click on “Plan an Event” for the online application. All new events and events expecting 5,000 or more in attendance must now submit the Special Events Permit Application at least 120 days prior to the requested event date. Organizations who run multiple events per year must submit a separate application and initial fees for each event.

## **Security Deposit**

The term damage deposit has been changed to security deposit. The Security Deposit is collected to assure compliance with the terms and conditions set forth in the Special Events Guide and event agreement, and to cover any damages to City property as a result of the permitted activity.

## **Insurance Requirements**

All required insurance documents must be submitted **and approved** by the City 30 days before your event/tournament. The City recommends submitting the required insurance documents associated with your event/tournament 45 days in advance of your event date, as these documents tend to have the highest rate of rejection with changes needed.

## **Unmanned Aircraft Systems “Drones”**

If approved by the City, a maximum of three (3) drones, operated by a professional and commercial vendor, may be utilized at the event in conformance with all Federal Aviation Administration (FAA) regulations. Users shall require the Unmanned Aircraft Systems vendor to provide Aviation Liability or Aircraft Liability insurance covering all drones, and operators. Aviation Liability or Aircraft Liability insurance shall be written with limits no less than \$1 million each occurrence and \$2 million in general aggregate and the City and Sponsor shall be named as an additional insured.

## **Emergency Management Plan**

The City will only collect an Emergency Management Plan when required by the Kennewick Police Department or Kennewick Fire Department.

## **Vendor List**

The City will no longer collect a list of participating vendors. Event organizers are still responsible for ensuring that all participating vendors have provided the proper insurance with the City and the Sponsor added as additional insureds, and the proper health certificates (if applicable). Events with 20 or more vendors will be charged a \$300 vendor fee.

## **Set-up/Teardown**

All event set-up/tear-down, to include delivery and pick up of portable restrooms, large tents, generators, or dumpsters must be completed within the reserved times. Insurance coverage must include the entire set-up to tear down dates/times. Your application must reflect all set-up and teardown dates and times in addition to the dates of the event. This includes all dates that any event related equipment will be onsite.

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## INTRODUCTION: GENERAL INFORMATION

### SPECIAL EVENT PERMIT APPLICATION

Events or gatherings in a public park or facility that meet any of the following guidelines are required to obtain a Special Event Permit:

- Open to the public with 25 or more people
- More than 100 attendees expected
- Includes a high-risk activity (such as bounce house, alcohol, petting zoo, fireworks, etc.)
- Includes commercial filming
- Uses amplified sound in a public park or facility
- Requesting exclusive use of a public space

The following guide will help answer questions as you plan your event. Please be sure to review the entire guide thoroughly, as agreement to abide by the contents of this guide will be a part of the Application.

By applying for a Special Event Permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal laws, policies and regulations associated with the proposed event and its related activities including but not limited to the provisions of the Kennewick Municipal Code/Ordinances, Special Events Application, Special Event Permit Guide, other City documents, permits, requirements and/or correspondence.

Providing complete and detailed information regarding the description of activities, performances, services and other elements that you plan to incorporate in your event plans helps the Special Events Team to work effectively with you in developing plans that provide for the safety of all those participating in, or attending your event.

Activities not included in your permit application **are not** authorized to take place at your event and can be curtailed by the Kennewick Police Department and/or result in cancellation of your event.

Applications for returning events under 5,000 attendees are due at least **90 days** in advance of your event, and initial fees (Application Fee and the Contract Fee) are due at time of application. Applications for new events, returning events with over 5,000 attendees, and Columbia Park events that require approval from the US Army Corps of Engineers and/or the Coast Guard are due at least **120 days** in advance of your event, and initial fees (Application Fee and the Contract Fee) are due at time of application.

All remaining required documentation, forms, and fees, as listed in the remaining sections of this guide, must be received and approved by the Special Events Team, at least **30 days** prior to your event. It is recommended that event organizers submit required documents such as the Site Plan and Insurance paperwork at least **45 days** prior to avoid expedited review fees for rejected documentation. Please submit in person, in the mail, or via email to:

City of Kennewick  
Attn: Special Events Team  
2901 Southridge Blvd.  
Kennewick, WA 99338  
[Special.events@ci.kennewick.wa.us](mailto:Special.events@ci.kennewick.wa.us)

## PLANNING MEETING

Once we have received your Special Event Permit Application, it will be routed to the applicable City departments. If a planning meeting is necessary for your event, you will be contacted to schedule a meeting. Planning meetings will take place at the Numerica Pavilion during regular business hours only.

## APPROVAL OF SPECIAL EVENT PERMIT

The City may condition the issuance of a Special Event Permit by imposing reasonable requirements concerning time, place, and manner of the event; such requirements may be determined to be necessary to protect the safety, property, and the rights of persons and control of traffic. You will be required to sign the event agreement prior to your event. Event Agreements must be signed within one week of receiving.

A Special Event Permit may be denied or conditioned based upon a determination that:

1. The event as proposed would seriously endanger public safety; or the event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
2. The event as proposed would conflict with another proximate event or interfere with construction or maintenance work in the immediate vicinity;
3. There is not sufficient safety personnel or other necessary City staff to accommodate the event;
4. The applicant fails to complete the application form after being notified of the additional information or documentation required;
5. The applicant cannot meet, or is unwilling to meet, all of the requirements of this guide or any special conditions imposed by any of the reviewing agencies; or
6. Failure to pre-pay fees/deposits.

A Special Event Permit will not be approved until all parties have signed an event agreement, all necessary permits have been applied for, fees have been paid, Certificates of Insurance with the additional insured endorsements are submitted to the Kennewick Special Events Team, and any additional requirements are met. All conditions must be met **no later than 30 days prior to the event date. It is recommended that organizers submit necessary documentation prior to the due date, to allow for review and re-submittal if documentation does not meet requirement.**

## OTHER PERMITS REQUIRED

Depending on the components of your event, you may be required to obtain other permits from such agencies as the Washington State Liquor and Cannabis Board (WSLCB), the Benton-Franklin County Health District, and the City of Kennewick Fire Department/Fire Marshal. Information on these additional permit requirements is listed in the sections that follow. You may be required to provide the City of Kennewick with other permits obtained prior to the approval of your Special Event Permit, as indicated in each Section.

## FINAL WALKTHROUGH

All events will require a final walkthrough of the event site approximately **7 days** prior to the event. This must be scheduled with the Special Events Team at least **14 days** prior to the event. The final walk-thru must be conducted during regular business hours.

## CANCELLATION POLICY

Cancellation of an approved event must be received in writing at the Special Events Office.

- A full refund of fees and the security deposit, less the application fee and contract administration fee, will be issued if the event is cancelled at least 30 days prior to an event.
- Events canceled within 30 days of the event, forfeit **all** fees, including the security deposit, usage fees, and the application and contract administration fees. Events that are cancelled within 30 days are not given first right of refusal on their corresponding event date(s) the following year.
- Tournament cancellation must be made in writing at least 21 days prior to the tournament date. Failure to do so will result in forfeiture of your application fee, contract administration fee, and security deposit for all reserved complexes.
  - Tournament fees for tournaments cancelled within 21 days will only be refunded if City staff have to close the fields for a safety reason or your tournament is rained out before it begins, as determined by City personnel, umpires and Tournament Director. City personnel have final say on tournament cancellations and/or postponing games but will try to work out the best plan for everyone. Once a tournament begins, however, Tournament Directors are responsible for all field fees and games that were completed before the rainout or closure.

It may become necessary for the City to terminate this agreement at any time in response to emergency proclamations at the federal, state, or city level imposing limitations on social gatherings or in response to public health restrictions. If an event is terminated by the City for these reasons, all fees other than the application and contract administration fees will be returned to the Sponsor. Refunds may take up to thirty (30) days to process.

## SECTION A: HOLD HARMLESS / INSURANCE REQUIREMENTS

The Event Organizer must agree to defend, indemnify, and hold the City of Kennewick harmless from all liability resulting from the use of the property. In addition, the Event Organizer must provide insurance and will be responsible for any damage to the event-site property, City facilities and equipment, even if damages exceed the insurance coverage required.

All required insurance documents must be submitted **and approved** by the City 30 days before your event/tournament. The City recommends submitting the site plan and required insurance documents associated

with your event/tournament 45 days in advance of your event date to avoid expedited review fees for rejected or incomplete paperwork.

**Proof of insurance:**

An ACORD Certificate of Liability Insurance or its equivalent, evidencing the types and amounts of insurance required, accompanied by the additional insured endorsement(s) specified in your event agreement is required. Your liability insurance must be in effect during all set-up and teardown dates and times in addition to the dates of the event. This includes all dates that any event related equipment will be onsite.

Certificate Holder must reflect:

City of Kennewick  
210 W 6<sup>th</sup> Ave  
Kennewick, WA 99336

**Please note that depending on the features of your event, additional types of insurance and/or higher limits may be required. The event agreement will contain the specific insurance requirements and limits for your event.**

The following is a non-exhaustive list of some of the additional types of insurance that may be required.

**Events with sporting activities:**

If your event involves a sporting activity, Participant Liability insurance is required in the amount of \$1 million. Please note many commercial general liability policies exclude participant liability coverage for sporting activities and therefore may need to be purchased separately.

**Events with alcohol:**

If your event will include alcohol service, host liquor liability insurance must be obtained by the Event Organizer or if a caterer will be providing alcohol the caterer must provide liquor liability insurance; in the minimum amount of \$1 million (this amount could be greater depending on the scope of the event). The liquor liability policy must name the City, and if a caterer is used for service, the Event Sponsor must also be added as an additional insured on the caterer's policy.

A crowd management company will be required to monitor alcohol service and consumption. The crowd management company must provide and maintain commercial general liability insurance in the amount of \$1 million per occurrence, \$2 million aggregate naming the City of Kennewick as an additional insured.

**Food service vendors involved with your event:**

If your event involves food service vendors, it is your responsibility to ensure the vendors have the proper insurance requirements for mobile food vendor service, such as liability insurance with products / completed operations coverage. The policy must name the Sponsor and the City as an additional insured.

**Vehicles involved with your event:**

Commercial automobile liability insurance in the amount of \$1 million is required on the ACORD certificate if vehicles owned by the event sponsoring organization will be driven onto City property. All other vehicles associated with your event, which will be driving onto City property, must have personal auto liability insurance as required by law. As the event organizer, it is your responsibility to ensure that all vehicles associated with your event are compliant with these insurance requirements.

**Watercraft involved with your event:**

If you will have watercraft involved in your event you must require the organization providing the watercraft to provide Liability insurance written with limits no less than \$1 to \$5 million in coverage.

**Aircraft involved with your event:**

Aircraft insurance requirements shall be established by the City and may vary depending on the nature of each activity or combination of activities including the number, the size, and the scope/scale.

**Drones involved with your event:**

For events utilizing up to three drones, Aviation Liability, Aircraft Liability, or Unmanned Aircraft Systems Liability insurance shall be written with limits no less than \$1 million each occurrence and \$2 million in general aggregate. Higher limits may apply if using more than three (3) drones at an event.

**Events with a Rock-Climbing Wall:**

If your event involves a rock-climbing wall, the vendor providing the wall shall provide commercial general liability insurance and shall be written with limits no less than \$1 million each occurrence and \$2 million in general aggregate. The City and Sponsor shall be named as the additional insured.

**Events with Security / Crowd Control:**

The vendor's Commercial General Liability insurance coverage shall be written with limits no less than \$1 million per occurrence and \$2 million general aggregate and shall name the City and Sponsor as an additional insured.

**Purchasing event insurance:**

You are encouraged to contact your insurance provider to arrange coverage for your Special Event. Your provider may email the electronic version of the required certificate **and accompanying** ISO Forms directly to the Special Events Team at [special.events@ci.kennewick.wa.us](mailto:special.events@ci.kennewick.wa.us).

Depending on the features of your event, you may be able to purchase event insurance through the Tenant User Liability Insurance Policy (TULIP) through Intact Insurance. There are many exemptions, including any type of ride/inflatable, involvement of water, events over 5,000 attendees, etc. Access the TULIP coverage website at <https://www.intactspecialty.com/entertainment> if you are interested in purchasing TULIP coverage.

## **SECTION B: SITE MAP/ ROUTE MAP / PARKING PLAN**

A site map is required for all events and must be submitted **and approved** at least **30 days** prior to the event. It is recommended that event organizers submit the site map at least 45 days prior to the event.

A site map is a visual representation of all the infrastructure and operational elements that you describe throughout the application and should include any stationary elements such as fencing, booths, tents, canopies, stages, inflatables, equipment (tables, chairs, etc.), first aid stations, portable restrooms, vehicles which remain on site, beverage gardens, parking, etc. For tents, canopies, and beer gardens, please indicate the size of each on the map. This will allow the Fire Department to review for compliance with ADA laws, ingress/egress requirements, etc.

If your event is a walk/run event, a route map is also required. This route map should outline the route(s) used, street closures (please include names of streets on map), water stations, portable restrooms, etc.

If you are submitting a map similar to a previous year's event, please be sure it is properly updated. Please do not submit an illegible copy of another map.

Decorations: All decorations, drapes, curtains, hangings, items such as carpeting, turf used in a vertical position, combustibles, etc. must be flame retardant. Painted back-drops/signage utilizing oil based or water based paints,

if provided with backing materials, must be accompanied by a Certificate of Flame Resistance indicating the item is flame retardant or it must be removed.

**Combustible Storage:** Repacking material, etc. is prohibited throughout the event area. This includes areas in and behind individual booth spaces.

**Large Tents:** If your event includes a tent size over 400 square feet, you may be required to meet additional safety regulations per the Fire Department. The tent must be fire resistant and labeled with that information. Large tents need to be 20 feet from other tents, lot lines, combustibles, etc.

**Temporary Structures:** Tents/Booths/Canopies may be erected and shall conform to the provisions of KMC Chapters 18.30. Heights of Buildings and Structures, 15.08 – Building Code, and 18.69 – Overlay Districts, and conform to all City of Kennewick Planning Department, Building Safety, and Fire Department requirements. No ground disturbance is permitted without prior authorization.

**Locates:** Event Organizers must call 811 (800-424-5555) or make an online request at least 2-3 business days prior to event set-up if disturbing the ground (i.e., fence posts, tent stakes, etc.). You will need to know the address including the county and nearest cross street, as well as the type of project you are completing and the exact area on the property where you are planning to dig or drive in stakes. Whether you call 811 or make your request online, you will need the same info. A “meet onsite” meeting with the locators is recommended since park addresses are not established.

**Indoor Vehicle Displays:** If your event includes an indoor vehicle display, vehicle batteries must be rendered inoperable. Vehicle fuel tanks shall contain no more than one quarter of the tank capacity or 5 gallons of fuel, whichever is less.

**Parking Plan:** If your event will include parking on turf or in other undesignated parking areas, an approved parking plan must be utilized. The City of Kennewick has created approved parking plans for various areas within Columbia Park. If additional parking plans are needed the event organizer is responsible for contacting and paying for the creation of a new parking plan by a certified traffic management company; subject to approval by the City of Kennewick Traffic Engineers.

## **SECTION C: ALCOHOL**

The consumption of alcoholic beverages is not permitted in City parks or buildings, unless the Event Organizer of either a public or a private event is granted written approval from the City of Kennewick and has obtained the appropriate permits or permissions from the Washington State Liquor and Cannabis Board (WSLCB).

If approved, Event Organizers will:

- Supervise and be responsible for the distribution and consumption of alcoholic beverages in compliance with the laws of the State of Washington and the ordinances of the City including, but not limited to the prohibition of service to, or consumption of alcoholic beverages by persons less than twenty-one (21) years of age.
- Refrain from distributing or serving alcoholic beverages to any intoxicated person or to any member of the public not invited to the activity.
- Comply with and fulfill the following special conditions:
  - Security – Arrangements must be made for professional, licensed and bonded security to be present during the event. Level of security staffing shall be sufficient to ensure compliance with state and local laws and shall require that every exit/entry be staffed to ensure that no alcoholic



- beverages are removed from or brought into the event. KPD will assist with final determination of staffing levels needed.
- Alcohol Servers - Servers must be licensed or have a current Mandatory Alcohol Service Training card.
  - Alcohol service shall not start before the stated start time of the event and shall end at least thirty (30 minutes) prior to the stated end time of the event.
  - All areas where alcohol will be served and consumed must be enclosed by walls or fencing that is at least 42" in height.
  - No minors are allowed within the alcohol-designated area unless indicated on the WSLCB permit.
  - All attendees consuming alcohol must remain in designated secured areas.
  - Sufficient lighting must be maintained so that identification may be checked and patrons may be observed for the enforcement of liquor laws.
  - When admitting entrants, security staff shall ensure that all persons present valid identification attesting they are at least 21 years old.
  - Garden personnel shall not consume alcohol prior to their shift or while on duty.
  - Additional conditions may be required at the discretion of the City.

Non-compliance with any of the conditions stated in this Section or associated conditions required by the City of Kennewick and/or the WSLCB will be cause for immediate permit revocation and cancellation of the event.

**Special Occasion License:**

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations, licensing, and permit requirements.

Special Occasion licenses are issued to non-profit societies or organizations holding an event at which alcohol is sold by the drink.

Your event may require a different type of permit. Please visit the WSLCB website: [www.liq.wa.gov](http://www.liq.wa.gov) for additional information.

**Liquor Liability Insurance:**

See [Section A](#).

**Site Map:**

See [Section B](#).

## **SECTION D: HIGH RISK ACTIVITIES**

A higher level of insurance and/or alternative types of insurance, other than those outlined in the guide, may be required if your event includes any of the activities listed in this section, or any similar activities. Additional insurance may also be required for activities not on this list, as it is not intended to be exhaustive. Please ensure you list all planned activities on the application so the City may make an informed determination of required insurance at the time of the application review.

**Amusement Rides and Inflatables:**

An amusement ride includes any type of inflatable (i.e. jumpers, obstacle courses, décor elements, inflatable games, etc.), or any other type of ride / portable play apparatus, all of which are hereinafter referred to as "ride", both on City property, and outside City property as a part of a Special Event.

If you are planning to have a ride on City property, you must obtain a Special Event Permit and meet the following requirements:

1. The **ride** itself must be licensed through L&I and marked with the appropriate L&I inspection decal.
2. The **vendor** supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors).
3. The ride **operator** must be an employee of the vendor supplying the ride. This means that you cannot rent a ride from a vendor and have adult volunteers operate the ride. The ride must be setup, operated by, and torn down by the vendor's staff member.

To view L&I licensing information, please visit:

<http://www.lni.wa.gov/TradesLicensing/Electrical/AmuseRide/PermitInspect.asp>.

#### **Fireworks and Pyrotechnic Displays:**

If your event will include fireworks/pyrotechnics display, an additional permit is required from the City of Kennewick Fire Department for a fee outlined in the Master Fee Schedule. You must remit payment of this fee and obtain the necessary permit from the Fire Department prior to approval of your Special Event Permit. As listed in [Section A](#), the professional pyrotechnics company will be required to provide general liability insurance that will cover their operations.

#### **Unmanned Aircraft Systems "Drones":**

If approved by the City, a maximum of three (3) drones, operated by a professional and commercial vendor, may be utilized at the event in conformance with all Federal Aviation Administration (FAA) regulations. Users shall require the Unmanned Aircraft Systems vendor to provide Aviation Liability or Aircraft Liability insurance covering all drones, and operators. See [Section A](#) for insurance requirements.

#### **Watercraft involved with your event:**

If your event includes watercraft both in the river and in the pit areas, you shall comply with all provisions of KMC Chapter 11.88, Watercraft and any U.S. Coast Guard, City Parks and Recreation Department, or Kennewick Fire Department stipulations and [Section A](#).

#### **Other High Risk Activities:**

Other activities may be deemed "high-risk" and will potentially require additional insurance. Some examples may be animal acts and shows, wall climbing, water slides, large mechanical equipment or vehicles, aircraft events, drone usage, and events greater than 5,000 people.

See [Section A](#) for additional insurance that may be required.

## **SECTION E: FOOD SALES / FOOD CONSUMPTION**

The service of food at a public event involves various permitting, licensing, and insurance requirements. The following information will assist you with ensuring that your food vendors are compliant for your event.

All mobile food vendors are required to have an annual fire inspection prior to participating in an event. Mobile food vendors should contact the Kennewick Fire Prevention Office at 509-585-4302, at least **30 days** prior to the event to schedule the inspection.

You are responsible to account for all the required documentation from your food vendors, including but not limited to; food service permits or exemption certificates; food worker card(s); L&I licensing documentation;

current fire inspection documentation; and evidence of liability insurance, with products/completed operations coverage listing the City of Kennewick and Sponsor as an additional insured. Event Organizers must submit a temporary event application to the Benton-Franklin Health District, listing participating food vendors. Your vendors may be inspected by Benton-Franklin Health District and by the City of Kennewick Fire Department.

If your event does not have food vendors but you are selling concessions or otherwise providing food to the public, you still must obtain the necessary permits.

Mats must be placed under any cooking and serving areas for spills, and should completely cover the entire cooking and serving area. You will be billed for any stains, damages, or cleaning needs.

For links to information on temporary mobile food vendor regulations please visit the Benton-Franklin Health District Environmental Health page at

[http://bentonfranklinhd.hosted.civiclive.com/programs\\_services/food\\_safety](http://bentonfranklinhd.hosted.civiclive.com/programs_services/food_safety).

For information on food worker cards, please visit Washington State Department of Health at

<https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard>.

For information on food truck and mobile food vendor licensing, please visit Washington State Department of Labor and Industries at <http://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/>.

## **SECTION F: PORTABLE TOILETS**

The provision of restroom facilities at any event is governed by the Americans with Disabilities Act. If you are adding portable toilets to an area with existing restroom facilities, or placing them in an area where there are no regular facilities, you must comply with the ADA requirements for the number of handicap accessible toilets. The ADA requires at least 1 accessible unit per cluster up to 20 units, or 5% of the total number of units with at least 1 per cluster. If your event will have only one unit, it must be ADA accessible. You will be required to provide a site map with the location of your portable toilets.

For guidance on the number of units for your event, contact the Benton-Franklin Health District.

## **SECTION G: GARBAGE, WASTE WATER, GREASE DISPOSAL, & RECYCLING**

The City of Kennewick will provide a limited number of trash receptacles for your event. The City of Kennewick has an exclusive agreement with Waste Management of Kennewick. If additional trash receptacles are needed, the Event Organizer must contact Waste Management to arrange for the disposal of excess garbage or other waste directly related to the event, and pay for additional trash cans and disposal of waste, unless service is being donated or Waste Management does not have enough garbage containers in inventory to support the request.

The Event Organizer is responsible for procuring the use of specific “grease disposal containers” for use during an event and for pickup and disposal of same post-event.

Disposal of excess waste, or any damage which occurs as a result of improper disposal, will be deducted from the security deposit.

Recycling must be available at public events where beverages are served in plastic or glass bottles or aluminum cans. The law (RCW 70.93.093) states that in communities where there is an established curbside service and

where recycling service is available to businesses, a recycling program must be provided **at every** official gathering and **at every** sport facility by the vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans. As the Event Organizer, you are responsible for the coordination of this service. The Department of Ecology has put together a [fact sheet \(PDF\)](#) about Washington State’s recycling at public events law.

## **SECTION H: PUBLIC SAFETY & EVENT MANAGEMENT PLAN**

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning, which includes anticipating potential problems and concerns related to the event activities and the surrounding environment, and by being prepared to react during the event to any unanticipated problems. Emergency planning questions can be submitted in writing to the Fire Marshal’s Office at [fireprevention@ci.kennewick.wa.us](mailto:fireprevention@ci.kennewick.wa.us).

Events with an expected attendance of 1,000 or more people at one location at any given time, and some smaller events with higher risk activities (such as alcohol) maybe subject to completing a Public Safety and Event Management Plan if deemed necessary by Kennewick Police Department or Kennewick Fire Department.

Areas to consider when developing your public safety and event management plan are:

- Nature of the events and the participants and attendees
- Access and egress movement, including crowd density problems
- Active Shooter
- Medical emergencies
- Fire hazards and/or fire protection equipment provided
- Severe weather conditions
- Earthquakes
- Civil or other disturbances
- Hazardous materials incidents within and near the facility
- Acts of terrorism within and near the facility
- Relationships among facility management, event participants, emergency response agencies, and others having a role in the special event.

The Kennewick Police Department and the Kennewick Fire Department have final authority to require a minimum number of licensed private security guards, and/or volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

### **Crowd Managers:**

Indoor events with 500+ attendees and outdoor events with 1,000+ attendees are required to have one (1) trained crowd manager for every 250 attendees. Online training for crowd managers is available at <https://crowdmanagers.com>.

### **Parking Plan:**

Parking is not allowed on bike paths, footpaths, roadways and bridges or in limited access areas. The Event Organizer is responsible for providing adequate personnel for crowd control, vehicle travel, and parking as well as signage to direct event attendees to designated parking areas.

Approved Columbia Park parking plans for Riverfront East, Riverfront West, Cardone 10 Acres (adjacent west to the 20-Acres), and the Multi-Use 20 Acres are provided by the City. Organizers wishing to deviate from an approved parking plan are responsible for obtaining a new parking plan from a traffic management company.

These plans must be submitted to the Special Events Team at least 30 days prior to the event date for review and approval.

**First Amendment AND/OR Religious Activities:**

Special events sometimes attract First Amendment, or free speech activity such as protests, petition gathering and leafleting. The Kennewick Police Department is responsible for managing protest activity. Generally, protestors have the right to be within sight and sound of an event. If your event is free and open to the public, the Police Department will not remove an attendee, even if the attendee is associated with a protest group, unless the individual is disrupting the event or engaging in other illegal conduct. When First Amendment activity is anticipated at your event, the Police Department will discuss handling of the activity with you and may make suggestions to ensure the safety and rights of all are protected.

## **SECTION I: STREET CLOSURE GUIDELINES**

If your event will include a street closure, a City of Kennewick Parade, Demonstration or Street Closure Event Permit Application will need to be submitted at least **45 days** prior to the event and must be approved 30 days prior to your event. The event organizer shall comply with the provisions of the Public Works Department and the terms and conditions related to the City of Kennewick Parade, Demonstration or Street Closure Event Permit Application.

## **SECTION J: MUSIC / PA SYSTEMS / NOISE ORDINANCE**

Amplified sound must be monitored and must comply with KMC Chapter 9.52 Noise. Amplified sound before 7 am or after 8 pm is not allowed unless otherwise approved.

When music or a public address system is necessary for a special event, City of Kennewick approval is necessary. The Event Organizer must:

- Obtain approval from the Special Events Team.
- Adhere to vehicle policy when offloading equipment.
- Coordinate with City staff in locating power requirements.
- Adhere to start and end times.
- Ensure the use of approved staging.
- Pay for all extra services and equipment necessary.
- Minimize the noise impact on the adjacent properties by angling the speakers towards the ground.

## **SECTION K: CAMPING**

Camping in City parks is prohibited without prior authorization. Requests for a security trailer or an exception to this condition must be submitted in writing to the Special Events Team with the application form, and must be included on the site plan.

Camping fee for approved event participants is \$24 per night per camper for spaces without water/power access, and \$30 per night per camper for spaces with water/power access. Up to two security trailers will be allowed at no charge. Event organizers, who are approved for camping, must submit a completed Camping Fee Assessment Form within 72 hours post event.

## SECTION L: FEES

To provide a system for cost recovery to City taxpayers, fees are charged to host activities in City parks and facilities. Fees help cover the costs of application review, administration, maintenance, utilities, space and/or facility usage, police, fire, public works, and any other miscellaneous expenses related to hosting an event on City property.

### **Application Fee:**

Every special event is assessed a non-refundable \$50 application fee, due at the time the application and is submitted to the Special Events Team.

### **Contract Administration Fee:**

Every special event is assessed a non-refundable Contract Administration Fee, due after conditional approval has been granted and is submitted to the Special Events Team. This fee helps cover the cost to identify the specific requirements for your event and drafting them into an Event Agreement. This fee also supports the cost to collect, review, and approve the documentation needed prior to issuing a Special Event Permit. The fee is assessed based on the scope and scale of the event and can range from \$200 for low profile, low risk events, up to \$400 for high profile, high-risk events. This fee is due once conditional approval has been granted and is non-refundable.

### **Security Deposit:**

The Security Deposit is collected to assure compliance with the terms and conditions set forth in the Special Events Guide and event agreement, and to cover any damages to City property as a result of the permitted activity.

The security deposit required to host an event is determined by the size and type of the activity, including the potential impact to underground improvements. The security deposit is required to cover potential damages to park grounds and facilities, and is refundable if the site is returned to pre-event condition. The security deposit can be paid at time of application or at minimum of 90 days out.

- \$100 Low Impact: no ground penetration, no vehicles on turf.
- \$500 Medium Impact: no ground penetration, vehicles permitted on turf. Events with over 300 in attendance.
- \$1,000 High Impact: events with over 1,000 in attendance, ground penetration and vehicles permitted on turf; and/or use of two or more areas; and/or permitted use of alcohol.

A pre-event inspection will be conducted by the applicant and appropriate City personnel, during the final walk through, to determine existing conditions and evaluate potential safety concerns, if any. The security deposit or a notification of partial- or non-refund of the security deposit is typically issued within 10 working days after the event if all conditions are met; public property is left in as good condition or better and without damage and all City invoices paid. All damages as a result of special use, including excessive turf damage, will be deducted from the security deposit. In addition, the event organizer will be responsible even if damages exceed the security deposit. Events held in Columbia Park may take longer to refund depending on the type of repair, damage, and whether approval to make repairs is required by the Corps of Engineers.

If keys are issued for an event, the event organizer accepts sole responsibility for all keys issued and shall return the keys within 48 hours after the event. Any keys not returned, will be assessed a \$25 lost key fee per key and will be deducted from the security deposit. The security deposit will not be returned until all keys have been either returned, or reported lost and the fee deducted from the security deposit.

### **Usage Fees:**

Usage fees for all areas reserved will be assessed for the entire length of the reservation, to include set-up and teardown time. Fees are based on two categories of events: commercial events and community events.

**Community Event:**

Events produced and organized for the intended purpose of providing an educational, philanthropic, or entertainment experience, or events that further the mission of the City by creating a higher quality of life for the Kennewick community.

**Commercial Event:**

Events where the direct sale of a product or service is made between a customer and the event organization, and where the sale of a product or service is the primary purpose of the event.

**Private Event:**

Events not open to the public (such as but not limited to weddings, family reunions, church services, family/company picnics) will be assessed at the community rate.

All fees are reviewed annually and adjusted as necessary to meet cost recovery goals. Although an estimate of fees can be obtained early in the process, the final determination of fees may vary from initial estimates and will only be available once all aspects of the event have been identified. Payment of fees is due **30 days** prior to your event. A final permit will not be issued until full payment has been received.

**Set-up/Teardown:**

All event set-up/tear-down, to include delivery and pick up of portable restrooms, large tents, generators, or dumpsters must be completed within the reserved times. Insurance coverage must include the entire set-up to tear down dates/times. Your application must reflect all set-up and teardown dates and times in addition to the dates of the event. This includes all dates that any event related equipment will be onsite.

Items not removed by the Event Organizer by the date specified in the permit may be removed and/or discarded at the Event Organizer's expense.

**Numerica Pavilion Setup/Teardown Fees:**

City staff are available to assist with the setup of City of Kennewick provided equipment, such as tables, chairs, pipe and drape, linens, skirting, etc. City staff may also assist with taping down electrical cords. Any items brought in by the event organizer or a third party vendor are the responsibility of the event organizer. City staff are not available to help with decorations, exhibits, auction/raffle items, etc. Cost is \$25 per hour per staff member (minimum 2 staff). Event organizers pay for the facility usage for the entirety of setup and teardown regardless of who performs the tasks. The Special Event Coordinator can assist with determining the appropriate amount of staff and number of hours needed for setup.

**Vendor Fee:**

Events with 20 or more vendors will be charged a \$300 vendor fee.

**Park Services Fees:**

If your event is held in a City park and special services are requested such as, but not limited to, extra mowing, trimming, rearranging picnic tables, etc. a fee of \$25 per hour per staff member will be assessed for the time needed to accomplish the special service request. Services must be requested at least one week prior to the event, and will be considered on a case-by-case basis.

**Gate Admission Fee:**

For organizations hosting sporting events where an admission fee will be collected, a \$50 fee per day will be due to the City.

**Admissions Tax:**

All events collecting an admission fee at their event must pay admissions tax. Event Organizers shall complete the Admissions Tax form and remit payment to the City of Kennewick immediately following the final event date.

**Event Marketing Fee:**

The City accepts applications for use of the Highway 395 or the Highway 240 electronic message signs to market special events hosted on City property. Applications are due at least 4 weeks prior to the proposed date of messaging. Approved messages typically run for two consecutive weeks, for a fee of \$150. The event organizer is responsible for supplying the image to be used on the sign. Images must meet the size and quality standards listed on the application and are subject to review and approval.

**Late Payment Fees:**

If balances are not paid by the due date listed on the invoice, a late payment fee of \$30 will be assessed. A second invoice for the past due balance will be sent with a final payment date. If the balance due is not received by the final payment date, a delinquent penalty of \$70 will be assessed.

**Expedited Review Fees:**

All required paperwork related to the issuance of a special event permit must be approved by the City 30 days prior to the event. Organizers will be charged \$200 for late submissions of insurance documentation and \$100 per document for all other required paperwork received after the deadline. The City recommends starting the insurance process at least 60 days in advance so paperwork can be submitted early. This way there is time before the deadline to make any necessary adjustments.

**Field Painting Fees:**

For sporting events and other activities, the City of Kennewick offers a field painting service. Field painting services must be requested at least 30 days prior to the requested date. Prices vary, based on scope and scale of field, labor costs, and cost for paint supplies. A quote can be obtained by contacting the Special Events Team.

**Miscellaneous Fees:**

In addition to the initial fees, usage fees, and security deposit, other fees may apply based on equipment supplied, janitorial fees, etc.

After the event, a reconciled invoice will be sent to reflect any changes that took place after the final payment. Potential changes may include usage fees for adding additional space, equipment rentals for items not identified during the application process, etc.

**Special Consideration Fee:**

All aspects of approval and permitting for an event shall be completed a minimum of 30 days prior to the first day of the permitted event. In consideration of the fact that the City wants all events to be a success, the City will attempt to review and process additional permitting requests after the 30-day window. An additional fee is required to process additional requests. The event organizer shall submit the request(s) in writing with a non-refundable \$250 fee. The City is not liable for non-issuances of requested permits/approvals.

**Invoice payment options:**

- Mail (check only, made payable to City of Kennewick)
- Over the phone (debit/credit card): Call 509-585-5182 or 509-585-4339
- In-person (cash, check or debit/credit card):
  - Southridge Sports & Events Complex
  - 2901 Southridge Blvd
  - Kennewick, WA 99338



## SECTION M: RUN OF SHOW

All events must provide a “Run of Show” schedule document that outlines the expected timing and flow of all activities related to the event, beginning with any set up, including any major time points within the event and concluding with the event tear down and clean up. If your initial application includes a tentative Run of Show, you will need to send a final update to the Special Events Office as details are finalized and at least 30 days prior to the event.

## SECTION N: VENDORS

Vendors are individuals, organizations and businesses that may sell or advertise products and/or services as part of your event. Depending on the type of vendor, additional requirements may be necessary. Events with 20 or more vendors will be charged a vendor fee.

### **Vendor Fee:**

See [Section L](#).

### **Food vendors:**

See [Section E](#).

### **Insurance requirements:**

See [Section A](#).

## SECTION O: SOFTBALL / BASEBALL TOURNAMENTS

### **Definitions:**

- Tournament Director – is defined as the activity organizer, promoter, or representative responsible for coordinating the public or private use activity within any City of Kennewick park, sports complex and/or facility. In order to apply for a City of Kennewick Special Event Permit, the Tournament Director must be at least 18 years of age or older.
- Site Director – is defined as the individual designated by the Tournament Director to be onsite and responsible for tournament operations at a specific site. Multiple Site Directors will be needed if multiple sites are used during a tournament.

### **Priority for Scheduling:**

Preference for scheduling shall be given in the following order:

- 1<sup>st</sup> Priority: City of Kennewick sponsored leagues, events, and programs
- 2<sup>nd</sup> Priority: Kennewick School District sanctioned tournaments and games
- 3<sup>rd</sup> Priority: Tournaments that are set by bids (such as State and Regional tournaments)
- 4<sup>th</sup> Priority: Successful tournaments played at City of Kennewick in the previous year
- 5<sup>th</sup> Priority: New tournaments and/or previously scheduled, unsuccessful tournaments

### **Laws, Rules and Regulations:**

Tournament Directors and users will comply with all Federal and State laws, City Ordinances, and regulations governing the use of the Kennewick park system for public and private special uses.

Tournament Directors are responsible for any damage done to person(s) or property when equipment leaves the complex. For example, but not limited to, a homerun ball flying over the outfield fence and hits a car breaking the windshield or causing a dent. If the individual who caused the damage does not take responsibility, the Tournament Director will be responsible for the damage.

Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost or repair, including labor, or replacement to restore furnishings or equipment. Costs will be deducted from the security deposit. Charges exceeding the security deposit on file will be invoiced and must be paid in full within 7 days of invoice date. The City of Kennewick reserves the right to deny future applications without any stated cause until full payment for damages has been received.

**Tournament Fees:**

Fees due at time of application	Fee
Application fee (non-refundable)	\$50 per application
Contract administration fee	\$200-\$400 based on Tier (see <a href="#">Section L</a> )
Security deposit	\$250 per complex requested
Fees due after tournament	Fee
Softball tournament, full maintenance	\$29 per game
Baseball tournament, full maintenance	\$39 per game
Other fees (if applicable)	
Gate admission fee	\$50/day per complex
Inner fencing fee	\$155 per complex
Turface	\$15 per bag

**Tournament Cancellation Policy:**

Tournament cancellation must be made in writing at least 21 days prior to the first date of the tournament. Failure to do so will result in forfeiture of your application fee, contract administration fee, and security deposit for all reserved complexes.

Security Deposit(s) will only be refunded if the City has to close the fields for a safety reason or your tournament is rained out before it begins, as determined by Park Maintenance Personnel, Umpires, and Tournament Director. Park Maintenance Personnel have the final say on tournament cancellations and/or postponing games but will try to work out the best plan for everyone. Once a tournament begins, however, you are responsible for the payment for all game fees and games that were completed before the rainout or closure.

**Field Maintenance and Services:**

Softball and baseball fields are prepared and lined. Park Maintenance Personnel will be onsite to maintain fields between games. Staggered starts are preferred to help accommodate the maintenance schedule of the fields. If staggered starts are not possible, the field crew will work in whatever they can but you might not receive a full groom, water, etc. The lead City staff member will consult with the Site Director and the Umpire-in-Chief regarding the play-ability of the fields during inclement weather. When innings are in progress, the umpire will make the decision to continue or stop play.

Mounds are included with full maintenance service. No metal spikes on portable mounds allowed. Only City mounds will be allowed.

Players and coaches must stay off the infields when Park Maintenance Personnel are performing infield maintenance. Failure to vacate the infield will result in a delay of the game. The Tournament/Site Director is responsible for assisting Park Maintenance Personnel if a problem arises with a team during the tournament.

Field maintenance standards include, but are not limited to dragging the infield, raking around the bases, watering the infield and chalking lines and boxes.

The Special Events Team will coordinate with the Tournament Director in regards to gate setup (if needed) at each location used for the tournament.

**Tournament Schedules:**

A preliminary tournament schedule must be submitted in writing in a spreadsheet matrix seven (7) business days before the tournament or earlier if possible. A final schedule must be submitted four (4) business days before the tournament, or earlier if possible. A late fee of \$50 will be assessed for tournament schedules submitted after the deadline.

Games shall not start before 8 am, and all games shall be completed by 10 pm on weeknights and 11 pm on weekends.

If inner outfield fencing is requested, the fencing will be setup and taken down by Park maintenance Personnel pre and post tournament.

**Inclement Weather:**

Turf will be applied to keep/get the fields playable if it rains. If games are unable to continue/start after four bags of turf have been used Park Maintenance Personnel will determine the best course of action.

**Tournament/Site Director Responsibilities:**

The Tournament Director (and/or designated individual) is required to attend a pre-tournament walk through for their first tournament held in the year with the City of Kennewick. A Site Director must be identified for each complex used. The Site Director must be on the premises at all times during the tournament. The Site Director is required to meet with Park Maintenance Personnel each morning of the tournament prior to the start of the first games. This 5-10 minute meeting takes place at the fields to discuss any changes that were made after the final walk-through, confirm Park Maintenance Personnel knows the person that will be onsite at all times, and ensure the Site Director meets the Park Maintenance Personnel caring for the fields that day.

**Cleanup:**

Site Directors are responsible for ensuring the complex(s) is free of litter each day prior to leaving the facility. At the end of the tournament, the Tournament Director/Umpire meeting space must be cleaned prior to the Site Director leaving the facility. Costs incurred by the City due to the failure of a complex being returned to pre-event condition, will be deducted from the security deposit on file. Tournament Director(s) are responsible for any cleanup costs that exceed the security deposit on file. See below list for cleanup checklist.

- All items brought in by tournament shall be removed.
- Refrigerator shall be emptied and cleaned.
- Floors shall be swept.
- Garbage cans shall be emptied.
- Tables, counters, and other surfaces shall be wiped down.
- Toilets shall be flushed.

**Concessions/Vendors:**

The City of Kennewick will attempt to secure a seasonal concessionaire for each complex. Additional information will be communicated prior to tournaments. The Tournament Director must provide the City of Kennewick with estimated start and end times of the games, at least 7 days prior to the tournament, so vendors and concessionaires can be informed.

Requests to conduct commercial profit venture and/or promotional activities or fundraisers are subject to City of Kennewick approval and must be submitted at least 90 days prior to the event.

The Tournament Director is responsible for ensuring that all approved vendors have all necessary health department certification / approvals, and Commercial General Liability insurance in the amounts of \$1 million per occurrence with \$2 million aggregate, \$1 million products and completed operations coverage, and have named the City of Kennewick as an additional insured.

**Smoking or Tobacco Use:**

Smoking, vaping and tobacco use are prohibited in all City of Kennewick facilities and must be at least 20 feet from any playground structure.

**Banners:**

All banners, flyers, announcements, advertisers and/or ads to be posted in the facility or used and/or promoted with your event requires approval of the City of Kennewick and must abide by the following KMC codes; Ch. 13.12, Ch. 13.20, Ch. 15.24 and Ch. 18.65. **Please note that the Southridge Sports Complex may have exclusive contracts in certain business classes that you are required to abide by at all times.**

**Pets:**

Pet leash laws are enforced, and pet waste is to be removed from grounds by owner, per Park Rules KAC 9-44.