



City of Bothell™

Special Event Application Packet

Contact:
City Clerk's Office
425.806.6150
www.bothellwa.gov

Special Event Guidelines

The City of Bothell recognizes the contribution of special events to the city's attractiveness for residents, tourists, and businesses. A Special Event Permit is required to use any type of a City-owned property when one or more of the following conditions exist (BMC 5.06):

1. The proposed event is reasonably likely to involve more than 75 people;
2. The proposed event is reasonably likely to require City personnel for road closures, traffic control, crowd control, or other safety and logistical support;
3. Public rights of way are impeded by the event's activities.
4. The proposed event requires approval from two (2) or more City departments;
5. Special circumstances which require (1) the coordination of multiple uses of public property; (2) assuring the preservation of public property and public places; (3) prevention of dangerous, unlawful or impermissible uses; and/or (4) protection of the safety of persons and property around the event; as determined by the City Manager or designee.

The application/permit process ensures that the activity meets legal requirements, allows the City to adequately schedule needed public services, and alerts affected neighborhoods and businesses. Please note that for events that take place solely within a City of Bothell park, there is a separate application process. Please contact Bothell Parks and Recreation at (425) 806-6760 for a Park Reservation Request Form or go to www.bothellwa.gov. For other exemptions to the permit requirement, please see the section "Exemptions."

The City of Bothell will review all requests and make a decision to permit the event based on the following considerations.

- Safety of pedestrians and vehicles
- Overall impact on street access and traffic
- Impacts of other activities (events, construction) on the date(s) requested
- Number of times a neighborhood has been impacted by events in a one-year period
- Availability of City personnel and resources

In the case of a schedule conflict or multiple events impacting a specific neighborhood, priority is given to City of Bothell events and to others on a first-come, first-served basis.

Special Event Requirements

Pre-Event Coordination

Provide and submit to the City Clerk all necessary permit information including a completed Special Event Application Form. All necessary documentation must be included with the application at the time of submittal, at least 60 days prior to the event. Meet all event requirements in a timely manner.

The nonrefundable application fee is \$173.00, or as may be otherwise established in the City's current fee schedule.

Notification of Impacts

Provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts such as traffic volumes, parking, detours, delays and noise. The parties to be notified will be determined by the City and may include residents, businesses, transit, WSDOT and other agencies. All communications must include a name and contact information for the event organizer(s). This communication should be completed 2 weeks prior to the event. For events with significant impacts to residents and/or businesses, the City may notify the impacted area and allow a comment period during the 30-day review.

Limitations on Event Promotion

The date of the event shall not be considered confirmed and the applicant shall not market or promote the event until the City issues the special event permit.

Traffic Control Plan

Provide detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. This plan needs to include an emergency services plan (first aid & medical assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire and medical emergencies. For assistance and expertise, please contact Bothell Police and Fire Departments.

Transportation/Parking Plan

Provide a written plan for handling event parking for the participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Metro Transit, Sound Transit, Community Transit, WSDOT and the City of Bothell Public Works Department that may be impacted by traffic reroutes and/or delays due to street closures. Contact names and numbers must be provided to the City of Bothell. These agencies may be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than 2 weeks prior to the event.

Security and Crowd Control

Any City requirements for uniformed public safety officers and/or other City staff will be determined by the City.

Portable Toilets

Large events may be required to provide portable toilets and hand-washing stations for attendees.

The American Restroom Association recommendation for provision of toilets is one restroom for each gender for every 300 persons. The following is a rough guideline for estimating the number of portable sanitation units:

# of People	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	# of Portable Restrooms									
0-500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34

Garbage and Recycling

Garbage cans must be provided if existing public receptacles are not able to handle the large volume of waste created at the event. You are encouraged to contact the City’s Recycling Coordinator for information about how to maximize recycling at the event. The event organizer is responsible for cleanup and restoration of City property following the event. The City will charge for staff time at overtime rates for any additional cleanup that is required following the event.

Food Service and Health Codes

Required permits must be obtained and displayed for food preparation, handling and distribution. Please contact the appropriate county health department (King County or Snohomish County depending on where the event is located).

Fire Safety

In order to ensure a safe and enjoyable time for all at your event, the Bothell Fire Department requires you to contact the Community Risk Reduction Office: (425) 806-6250 for permit information. A Fire Department permit and an on-site inspection may be required before the event can begin.

Business License

Anyone engaging in business in the City of Bothell must obtain and be the holder of a valid business license (BMC 5.04.010). “Business” means all activities for gain, such as the sale of goods or services. City of Bothell annual business licenses run from July 1 to June 30. Annual business license renewals are mailed during the month of June. If you have any questions regarding whether or not you need a business license or how to obtain a business license, please contact the City of Bothell Community Development Department (425) 806-6400.

Noise

All events must adhere to City Noise Regulations (BMC 8.26).

Equipment

Expenses related to barricades, traffic control devices, portable toilets, garbage receptacles and removal are the responsibility of the event organizer. Documentation in the form of a work order or an invoice that equipment needs/services have been arranged by the event organizer is required.

Volunteer Event Staff

Provide information of organization or group providing volunteer services. This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event, and where they will be stationed. Documentation must be received no later than 2 weeks prior to the event. **Note: Individuals providing traffic control/monitoring services must be over 18 years of age. Commissioned officers must be stationed at traffic signals.**

Americans with Disabilities Act (ADA) Requirements

The ADA requires that the City of Bothell and public accommodations to provide equitable access for people with disabilities. 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.

Indemnification

The applicant shall agree to sign an indemnification agreement which shall require the applicant to indemnify, defend and hold the city harmless from any and all claims for bodily injury or property damage that may arise out of or in connection with the applicant's permitted use;

Insurance

During all periods of use, sponsors of community events and persons using facilities by concession contract may be required to obtain and maintain public liability and property damage insurance acceptable to the city and/or other insurance necessary to protect the public and the city on premises to be used unless waived by the city manager. The limits of said insurance, if necessary, shall be established by the city manager. A certificate evidencing the insurance, or, upon written request of the city, a duplicate copy of the policy, shall be provided to the city as evidence of the insurance protection. This insurance shall not be canceled or reduced without prior written notice to the city at least 30 days in advance of the cancellation and shall name the city as a named or additional insured and shall be primary to any other insurance available to the city.

Special Events Permit Display

A copy of the approved special events permit shall be maintained at the location of the special event throughout the duration of the event

Grounds for Permit Denial

Reasons for denying a permit include:

- The event, as presented, cannot function safely.
- The City was not provided sufficient notice of the event. Special Event Permit Applications must be submitted 60 days prior to the event date.
- The diversion of police and fire resources to support the event would deny reasonable fire and police protection to other parts of the city.
- The event does not meet traffic control and/or parking management conditions.
- The proposed event would unreasonably disrupt the orderly or safe circulation of traffic as would present an unreasonable risk of injury or damage to the public.

- The applicant provides false or misleading information; the applicant fails to complete the application or to supply other required information or documents; or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
- The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting property.

The City Manager or designee shall consult with the City Attorney before denying a permit, and the reason(s) for the denial shall be in writing.

Exemptions

Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health. The following activities are exempt from having to obtain a special event permit:

- Parades, athletic events or other special events that are sponsored or conducted in full by the City of Bothell;
- Funeral procession by a licensed mortuary;
- Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales;
- Garage sales, rummage sales, lemonade stands and car washes;
- Activities conducted by a governmental agency acting within the scope of its authority;
- Lawful picketing on public sidewalks;
- Block parties, which must be applied for through a separate City process;
- Events that take place solely within a City of Bothell park that utilize the Park Reservation Request Form (BMC 8.60.040); and
- Right-of-Way use approved through the Public Area Use Permit process (BMC 17.20).

Revocation of Permit

All permits issued pursuant to this chapter shall be temporary, shall vest no permanent right in the applicant and may be revoked upon the occurrence of any of the following:

1. Immediate revocation in the event of a violation of any of the terms and conditions of the permit;
2. Without notice in the event such use becomes, for any reason, dangerous or any structure or obstruction permitted becomes insecure or unsafe.

APPLICATION CHECKLIST

At time of submittal:

- Completed application form
- \$173.00 application fee (nonrefundable)
- Communications Plan
- Traffic Control Plan
- Parking Plan
- Security and Crowd Control Plan
- Toilet Facilities Plan
- Garbage, Recycling and Event Cleanup Plan
- Indemnification signature
- Proof of insurance

At least 2 weeks prior to event:

- Proof of impact notification as determined by the City
- Proof of agency notification
- Volunteer details

**PLEASE KEEP PAGES 1-6 OF THIS DOCUMENT
AND SUBMIT PAGES 7-10**



FOR STAFF USE ONLY
Date received: _____
Recipient: _____
\$173.00 nonrefundable fee paid: ___ cash ___ check _____ credit card

Special Event Permit Application

- Submit by mail to: City Clerk, Bothell City Hall, 18415 101ST Ave NE, Bothell, WA 98011, or
- Submit by Email to: cityclerk@bothellwa.gov
- Non-refundable application fee: \$173.00
- Application due no later than 60 days prior to event. Allow 30 days for staff review.

Applicant Information			
Applicant Name:		Date:	
Company/Organization:			
Mailing Address:			
	City:	State	Zip:
Phone:	Day:	Evening	
	Cell:	FAX:	
Email:		Nonprofit ID#	

Event Information	
Date of Event:	
Event Set-up Time:	Event Take-down Time:
Actual Event Start/End Times (what would be published):	
Name of Event:	
Describe the general nature of the event:	
Proposed Event Location:	
Facilities you plan to use (check all that apply)	<input type="checkbox"/> Park <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Trail <input type="checkbox"/> Other (describe)
Is the event <input type="checkbox"/> Private OR <input type="checkbox"/> Public	A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs or media advertising.
Will participants be charged a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain how much and the purpose for collecting the fee:
Estimated total attendance:	# of Staff:
Registered # of participants (if applicable):	# of Volunteers:

Event Components

Please mark all items that apply to your event and provide details in the box below:

<input type="checkbox"/> Alcohol <input type="checkbox"/> Amplified Sound <input type="checkbox"/> Animals <input type="checkbox"/> Bicycling <input type="checkbox"/> Bleachers <input type="checkbox"/> Boats <input type="checkbox"/> Carnival Rides <input type="checkbox"/> Caterer <input type="checkbox"/> Company Picnic <input type="checkbox"/> Concert/Live Music <input type="checkbox"/> Cooking/Barbecue	<input type="checkbox"/> Dance or Drama <input type="checkbox"/> Distribution/sales <input type="checkbox"/> Drawing or Raffle <input type="checkbox"/> Dunk Tank(s) <input type="checkbox"/> Electricity/Generator <input type="checkbox"/> Entertainers <input type="checkbox"/> Exhibits or Displays <input type="checkbox"/> Fencing/scaffolding <input type="checkbox"/> Festival <input type="checkbox"/> Filming-video <input type="checkbox"/> Filming – photos	<input type="checkbox"/> Fireworks <input type="checkbox"/> Food <input type="checkbox"/> Helium Balloons <input type="checkbox"/> Inflatable toys (large) <input type="checkbox"/> Marching Bands <input type="checkbox"/> Parade Floats <input type="checkbox"/> P.A. System <input type="checkbox"/> Parking/Shuttle <input type="checkbox"/> Race (timed event) <input type="checkbox"/> Rally/Protest	<input type="checkbox"/> Run (non-timed) <input type="checkbox"/> Satellite <input type="checkbox"/> Sporting Event <input type="checkbox"/> Stage <input type="checkbox"/> Tables/Chairs <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Theater <input type="checkbox"/> Vehicles <input type="checkbox"/> Vendors <input type="checkbox"/> Other _____
--	---	---	---

Provide details for all checked event components and describe any “other” items not on the list:

Special Events Requirements (see Application Packet for Details)

Plans for notifying all affected residents, businesses and agencies (required 4 weeks in advance of event):

Traffic Control: Please attach to this application

- Event layout/route with directional arrows and street names.
- Placement and collection of signage, traffic control devices, barricades.
- Location of event staff, volunteers, traffic certified flaggers/monitor, and where police officers are needed for traffic route/intersection control.
- Planned routes for emergency services.

For assistance and expertise, please contact Bothell Police and Fire Departments.

Summarize your parking and transportation plans (proof of notification of affected agencies due 2 weeks prior to event):

Summarize your needs for security, crowd control and medical assistance:

Describe the number and location of portable toilets to be provided for the event:

Describe the arrangements to be made for garbage and recycling and post-event clean up:

<p>Will food be distributed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain plans for food. <i>Please ensure that appropriate health permits are secured prior to the event.</i></p>
<p>Have you contacted the Fire Department about the event? <input type="checkbox"/> Yes <input type="checkbox"/> No Is a fire permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will items or services be sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain what items and services will be sold. <i>Please ensure that vendors have secured the appropriate business licenses prior to the event.</i></p>
<p>Please explain what type of noise the event will generate:</p>
<p>Will volunteers assist with the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the number of volunteers, the ratio of adults to youth, and their duties:</p>
<p>Summarize how the event will be ADA compliant:</p>

By signing below, the applicant hereby agrees to indemnify, defend and hold harmless the City, its elected and appointed officials and employees while acting within the scope of their duties, from any and all claims, demands and causes of action of any kind or character, foreseen or unforeseen, for damages including but not limited to personal injury, death, or property damage as well as the cost of defense of any legal proceedings including defense costs, court costs, witness and attorney fees, arising out of the applicant's use of the public area or other premises permitted by this permit, except for damages arising out of the City's sole negligence. Applicant expressly waives his/her immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to his/her employees and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the applicant.

Applicant's Name: _____ (print)

Applicant's Signature: _____ **Date:** _____

Proof of insurance, if required, as described in Bothell Municipal Code 5.06.05 is required prior to the event date (see also Special Events Application Packet).

Event Approvals (for City use only)

Each department needs to review and submit all information pertaining to denial or approval

Department	Approved as Submitted	Needs Modification	Approval Denied	Name of Reviewer and Comments
Police Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Works Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL REVIEW

Event Approved Denied

Comments:

Date applicant notified:

Signature of Authorized City of Bothell Representative: