



PARADE/STREET CLOSURE EVENT PERMIT APPLICATION AND INFORMATION PACKET

(PLEASE TAKE TIME TO REVIEW THE PARADE/STREET CLOSURE EVENT PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM)

Thank you for selecting Wenatchee as the site for your parade/street closure event. Once an application is submitted with all the mandatory attachments, it will be distributed to city departments that may be involved in permitting and/or supporting the event described in this application. This application will be reviewed by these departments in order to determine required conditions, scope, estimated cost of city support services, and the permits that will be required. **(For events in parks, please use the Parks & Recreation Special Event Permit)**

Events celebrate and support a “sense of community” and must encourage participation by all people. Parades and event street closures for commercial purposes only are prohibited (see WCC 8.64.030). Event organizers are responsible for ensuring that they meet the Federal and State accessibility regulations. For more information on making temporary events accessible to people with disabilities please visit: <https://adata.org/publication/temporary-events-guide>

A Parade/Street Closure Event Permit Application and mandatory attachments must be received a minimum of 60 days prior to event.

Permit Fee: \$100.00*

Submit the application and all mandatory attachments to:

City of Wenatchee
Attn: City Clerk
301 Yakima Street
Wenatchee, WA 98801
Email: cityclerk@wenatcheewa.gov
Phone: (509) 888-6204

MANDATORY ATTACHMENTS CHECKLIST

Incomplete applications will not be processed. Please submit the following items with your application:

- Parade/Street Closure Event Permit Application:** Please complete and submit the Parade/Street Closure Event Permit Application. Any change to the application or mandatory attachments may require additional review by City departments and could result in additional requirements and cost.
- Payment of Fees.** The Parade/Street Closure Event Permit Application fee is \$100.00*. Applicants may pay with a credit or debit card (service fee applies) or business check or money order payable to the City of Wenatchee.
- Evidence of Insurance.** Evidence of insurance for public liability and property damage not less than one million dollars (\$1,000,000.00) combined single limit. The City of Wenatchee must be named as “Additional Insured.” See Exhibit A.
- Indemnification and Hold Harmless Agreement.** This agreement is Exhibit B. The authorized representative must sign, and clearly print his/her name and title.
- Site Plan.** A site plan provides the City with the layout of your event. Please review Exhibit C for Site Plan requirements.
- Traffic/Pedestrian Control Plan.** A traffic/pedestrian control plan and security plan which safeguards all participants of the event as well as the general public.

* In addition to the application fee submitted at the time of application, a condition of issuance of the permit shall be that the applicant pay to the City the actual costs that are incurred by the City related to the event including, but not limited to, traffic control, additional security provided by the police department, and set up and take down time for off hours crews on overtime. The City will provide an estimate of costs in advance and then bill actual costs upon completion of the event. Payment shall be due within thirty days of invoice, with any unpaid balance thereafter subject to interest at the rate of 12% per annum. *(At the discretion of the Mayor, the application fee/or a portion of or all of the City costs may be waived if the community benefit of the event outweighs the burden to the City – see Street Closure Cost Waiver Application Form).*

(See Wenatchee City Code Chapter 8.64 for the complete code relating to parades and other street uses.)



PARADE/STREET CLOSURE EVENT PERMIT APPLICATION

ORGANIZATION SPONSOR NAME: _____

Address: _____ City/Zip: _____

Is this a non-profit organization: Yes No

CONTACT PERSON: _____ Telephone: _____

Email Address: _____

GENERAL EVENT INFORMATION:

Event Name: _____

Event Date(s): _____ Begin Time: _____ End Time: _____

Set-Up Date: _____ Begin Time: _____ End Time: _____

Clean-Up Date: _____ Begin Time: _____ End Time: _____

Anticipated Number of Attendees: _____

Event Description: [] Parade [] Street Closure for Event

Location:

Route/Road Closure Request (include minor street termini): _____

Road Closure Start Date & Time: _____ Road Closure End Date & Time: _____

Name of Company preparing Traffic/Pedestrian Control Plan: _____

For events that require road closures, Applicant will need to work with a third-party vendor to prepare and submit a Traffic/Pedestrian Control Plan.

Event organizers may be required to provide printed 8 1/2" x 11" parking jack signage, up to 16 per block and delivered to the City 14 days prior to the event.

- Will food be served or food vendors? Yes No
- Will there be non-food vendors on site? Yes No
- Will merchandise be sold? Yes No
- Will there be entertainment? Yes No
- Will entertainment be amplified? Yes No
- Will alcohol be served? Yes No
- Will alcohol be sold? Yes No

**If yes, please complete an Alcohol Beverage Area Permit and provide a copy of the Washington State Liquor and Cannabis Control Board's Special Occasion License issued.*

Organization obtaining WSLCB License: _____

If other than applicant, organization will need to sign Exhibit B Hold Harmless Agreement and meet the insurance requirements in Exhibit A. Event organizers are responsible for ensuring all vendors are properly licensed.



Events are required to provide portable restroom facilities at your event, please refer to Exhibit D for recommended accommodations per attendees.

How many portable restrooms will you provide at your event? _____

Number of ADA accessible portable restrooms: _____

Events are required to provide facilities for waste, garbage and recyclable goods at your event.

The City of Wenatchee may require a bond if it is anticipated that the City might have to remove debris, litter, or paper from the street.

How many will you provide?

Number of Trash Cans: _____ Number of Dumpsters with Lids: _____

Number of Recycling Containers: _____

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: _____

I, the undersigned representative, have read the rules and regulations with reference to this permit and am duly authorized to enjoin the organization(s) or person(s) listed on this application for the responsibilities listed in the Wenatchee City Code Section 8.64 in its entirety and as applied to the City of Wenatchee.

I understand that if the property used for the event has not been properly cleaned or restored, the applicant/sponsor shall be billed for the actual cost incurred by the city for cleanup and restoration. If the applicant/sponsor disputes the bill, he may appeal to the Mayor's office within five days after receipt of the bill.

I understand that the City of Wenatchee may require a bond if it is anticipated that the City may have to remove debris, litter, or paper from the street.

I understand that the City of Wenatchee reserves the right to deny approval of the permit application or can cancel an approved permit for cause at any time.

I am aware of the terms and conditions of receiving a permit, and will follow all applicable laws.

Print Name: _____ Title: _____

Signature: _____ Date: _____

EXHIBIT "A"
PARADE/STREET CLOSURE EVENT PERMIT INSURANCE REQUIREMENTS

In consideration of the issuance of a Parade/Street Closure Event Permit, Permittee shall pay for and maintain in full force and effect all policies of insurance required herein with an insurance company either (i) admitted by the Washington State Insurance Commissioner; or (ii) authorized by City's Risk Manager or his/her designee at any time in his/her sole discretion. The following policies of insurance are required and shall maintain limits of liability of not less than those amounts stated below, however, the insurance limits available to the City of Wenatchee, its officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured.

Evidence of insurance for public liability and property damage not less than one million dollars (\$1,000,000) combined single limit. The City of Wenatchee must be named as "Additional Insured."

Please provide the insurance requirements to your insurance broker or agent.

The General Liability requirements must be met by all event holders. If your organization owns any vehicles that will be used during the event, the Auto Liability requirements will need to be met. If your organization will have any employees present at the event, the Worker's Compensation requirements will need to be met. Below are some situations where additional coverage may be required. Please note all events are different, and the below situations do not cover all parts of the insurance requirements.

Insurance verification is due no less than 30 days prior to your event date.

*** Any information contained herein does not alter the insurance requirements ***



EXHIBIT "B"
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
FOR PARADE/STREET CLOSURE EVENTS

In consideration for the issuance of a Permit for a Parade/Street Closure Event and to the furthest extent allowed by law, Permittee does hereby agree to indemnify, hold harmless and defend the City of Wenatchee (hereinafter referred to as "City") and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City, Permittee or any other person, or from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses and any costs or fees to enforce this agreement), arising or alleged to have arisen directly or indirectly out of the special event. Permittee's obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of City or any of its officers, officials, employees, agents or volunteers.

Throughout the life of the Parade/Street Closure Event Permit, Permittee shall pay for and maintain in full force and effect all insurance as required in Exhibit A, which is incorporated into and part of this Agreement or as may authorized or required in writing by the City's Risk Manager or his/her designee at any time and in his/her sole discretion.

Permittee shall conduct all defense at his/her/its sole cost. The fact that insurance is obtained by Permittee shall not be deemed to release or diminish the liability of Permittee, including, without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Permittee, its officials, officers, employees, agents, volunteers or invitees.

City shall be reimbursed for all costs and attorney's fees incurred by City in enforcing this Agreement.

This Indemnification and Hold Harmless Agreement shall survive the expiration or termination of the Permit.

The undersigned acknowledges that he/she: (1) has read and fully understands the content of this Indemnification and Hold Harmless Agreement; (2) is aware that this is a contract between the City and Permittee; (3) has had the opportunity to consult with his/her attorney, in his/her discretion; (4) is fully aware of the legal consequences of signing this document; and (5) is the Permittee or his/her/its authorized signatory.

The undersigned represents that he/she is authorized to act on behalf of the sponsor of the event for which this permit is requested, and on behalf of the sponsor agrees that the sponsor shall indemnify and hold harmless the City, its officers and employees from any and all claims, losses, damages, demands, suits, and attorney fees of any kind on account of injury to persons and property arising out of or in connection with the event for which this permit application is submitted.

Signed this _____ day of _____, 20____.

Permittee Signature

Print Name

EXHIBIT "C" SITE PLAN REQUIREMENTS

All applications are required to submit a detailed site plan. Site plans must include the following but not be limited to:

Event Traffic and Access: Must provide a minimum twenty-foot (20') emergency access lane with no fixed obstacles throughout the event. If the event involves a moving route of any kind, indicate the direction of travel in addition to:

- Staging area(s)
- Start and finish points
- Proposed Street Closure(s)
- Perimeter of the entire event to include use of buildings and outdoor areas
- Fences, barricades and barriers, indicate any removal fencing for emergency access
- Access and egress points
- Entrances and exits for any enclosed area
- Load-in route and load-out route
- Proposed parking areas and lots including vendor and performer parking
- Proposed tow-zone(s)

Event Equipment & Placement: Must show if any items are located under tents or canopies.

- Water Stations
- Garbage & Recycle Bins
- Garbage Dumpsters
- Portable Restrooms including ADA Portable Restrooms
- Food Trucks
- Outdoor Heaters
- Rides, games, live animals, inflatables, or similar equipment
- Ticket Booths
- Tables and Chairs
- Amplification System
- Lighting
- Stages, Dance Floors, Platforms
- Display or Exhibit Vehicles
- Fire extinguishers (minimum size of 2A:10B:C)
- Power sources, show the distribution of power (generators must be cordoned off)
- Tent and Canopies showing sizes and spacing

Activities & Areas:

- Any enclosed sites within the event footprint
- Location of first aid facilities, ambulances and event security staff whether stationary or roaming
- All alcohol points of sale including wine and beer booths, wine and beer gardens, wristband and ID check tables
- Performance or entertainment areas to include elements such as VIP and backstage areas
- Cooking activities to include detailed food booth and cooking area configuration showing booth identification of all vendors cooking with flammable gases or barbecue grills
- Location of any/all fuel stations, show the location of propane tanks, natural gas lines, black powder storage, and pyrotechnics locations

EXHIBIT “D” PORTABLE RESTROOM MATRIX

The following chart may be used to calculate the number of portable toilets necessary for an event.

If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable toilets are provided at various locations around the event site, five percent of the units in each cluster shall be accessible. They should be equipped with all of the accessible elements required by the standards such a maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are accessible.

Total Hours of Event											
		1	2	3	4	5	6	7	8	9	10
Number of People	Number of Portable Restrooms										
0 - 500	2	2	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	

OFFICE USE ONLY

Permit Received	Date:	Approved:
Permit Fee Paid: \$100.00	Date:	Receipt #:
Public Works Incurred Costs: \$	Date:	Receipt #:

Event Permit#: _____

Checklist:

Hold Harmless Agreement Insurance Verification Traffic/Pedestrian Control Plan Site Plan Approval/Denial Letter Sent

Routing:

- City Clerk/Executive Services
- City Building/Fire Code Official
- Wenatchee Police Department
- Wenatchee Parks Department
- Wenatchee Public Works
- Chelan County Fire District #1
- Rivercom
- Link Transit
- Wenatchee Downtown Association
- Wenatchee Valley Chamber of Commerce
- Other: _____

Status: Approved Approved with Conditions Denied

Conditions: _____

Signature: _____ Date: _____

Post Event Notes: _____

