

# Park Special Event Planning Guide



**City of Wenatchee**  
**Parks, Recreation and Cultural Services**  
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## **WELCOME!**

Special Events enhance the vitality, quality of life, and economic prosperity of the residents and visitors to City of Wenatchee.

This guide was prepared to help event organizers navigate through the permitting process to help ensure the success of their event and reduce adverse impacts to the parks and the surrounding neighborhoods.

Every event is unique and the specific requirements for proposed events will vary depending upon the size, scope and type of use. As you read through this Planning Guide and complete the Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information about the elements that relate to your specific special event.



When planning a first-time event or making changes to a renewal event, please consider contacting the Parks, Recreation and Cultural Services Department before submitting your permit application. A preliminary conversation with city staff regarding the availability of a park or general technical assistance may save valuable time and provide useful guidance.

Some events may require very little city oversight, while others may require staffing from multiple City departments. City staff will work directly with the Event Organizer regarding any additional information, documentation, permits, licenses or meetings required by the Special Event Review Team.

Submitting a Special Event Permit Application does not reserve, hold or guarantee dates or parks, nor imply any approval of the proposed concept or event.

We are happy to meet with you and help you complete the application or answer any questions you may have to help make your event a success!

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# TYPES OF EVENTS

## WHAT ARE SPECIAL EVENTS?

Special Events are limited-term gatherings of 200 or more persons or park uses that are outside of regular operating hours or functions. Examples of Special Events include, but are not limited to: fairs, shows, concerts, festivals, carnivals, parties, filming of a movie, video or television show, events with alcohol, or other attended entertainment or celebration that is to be held in whole or in part in a City park. Special events are typically not conducted more than once per year.

## PROTESTS, RALLIES AND OTHER EXPRESSIVE ACTIVITIES

If the City determines the proposed event will be an exercise of rights protected by the First Amendment of the United States Constitution, the application will be accepted without regard to the submission deadlines and no fees will be charged or insurance coverage required.

Reservation fees are required to be paid if the special event will be utilizing reservation-based City facilities such as a stage or picnic shelter.



Organizers are required to comply with all other local, state and federal laws and regulations governing public safety and health, and must obtain a Special Event permit.

## EVENT FREQUENCY AND DURATION

To help limit the adverse impacts on neighborhoods surrounding park areas, the following policies apply to the frequency and duration of special events.

- There shall be no more than three special events allowed in a specific park in a calendar year.
- The combined number of calendar days that special events can occur on a specific park cannot exceed 30 days in any 12-month period.
- There shall be no more than one special event allowed in a specific park in a calendar month.

# PERMIT PROCESS AND APPLICATION DEADLINES

## SPECIAL EVENTS TEAM

The Special Event Permit Process is managed by the Parks, Recreation and Cultural Services Department and supported by the Special Events Team. Depending upon the scale of the event, representatives from the Special Events Team may include:

- Parks, Recreation and Cultural Services Special Events Coordinator
- Parks, Recreation and Cultural Services Park Maintenance and Operations
- Public Works Environmental Services
- Police
- Finance
- Planning and Building Code Enforcement
- Planning and Building Permitting
- Public Works Facilities Division

## THE SPECIAL EVENT PERMIT PROCESS

The Special Events Process provides a coordinated approach to the planning, review, and on-site management of the event.

The Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events. As an event organizer, it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.



By applying for a special event permit, you and your representatives agree to the following:

- To have the sole responsibility at all times during the event;
- To be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities which include, but not limited to the provisions of the City of Wenatchee Municipal Code, Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives

also agree to accept the park in “as is” condition, inspect all areas within the event location and immediately surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

The review process begins when the Event Organizer submits the completed Special Event Application. Applications under review do not imply the process is complete, nor should initial application submission be construed as final consent or approval of any event or activity. Throughout the review process, the City may require the Event Organizer to clarify aspects of event concept by providing additional information or documents.

The Event Organizer is responsible for obtaining any required permits, contracting for any required services, and securing the authorization and/or exemptions required by other agencies with jurisdiction or authority for any element of the event, venues and/or activities.

## **GENERAL PLANNING TIMELINE**

The following is a general timeline of some of the key dates in the event planning process. It is meant as a reference only. It is highly encouraged to plan as early as possible to help ensure that the review process runs smoothly and allows for plenty of time to process the application in case unforeseen issues arise.

### **364 - 120 Days Prior to the Event**

- Contact the Parks, Recreation and Cultural Services Department at (509) 888-3284 to discuss your event.
- Check for other events or activities scheduled on the proposed date of your event.
- Select a date for the event.
- Identify the location of the event.
- Prepare the required documents for the Special Event Application Packet.
- Verify all park uses and any applicable restrictions.
- Consult with the Chelan Douglas Health District to determine requirements for food vending.

### **90 to 120 Days Prior to the Event (Start the Application Process)**

- Submit the Special Event Application and pay all fees.
- Schedule and conduct the initial meeting with the Special Events Team.
- Review the fire code for vendor set-up and temporary structure permits information.
- Recruit vendors and volunteers.
- If your event includes alcohol sales, service, or consumption— consult with the Washington State Liquor and Cannabis Board to determine required licenses or permits.
- Obtain additional permitting required for the event for other organizations.

- Determine any City staffing, including Police, requested at your event. The Special Events Team may require additional staffing if determined necessary. Payment for all City staffing is the Event Organizer.

#### **60 to 90 Days Prior to the Event**

- Finalize your site map, and traffic and parking management plan, security plan, first aid and emergency plan.
- Completed your permit for temporary structures or tents (if you have tents)
- Schedule portable restrooms, hand washing stations, generators, trash and recycle receptacles.

#### **45 to 60 Days Prior to the Event**

- Schedule your Pre-Event meeting with the City.
- Finalize your power map and electric needs. Obtain permitting.
- Complete your Master Business License.

#### **30 to 45 Days Prior to the Event**

- Complete your Incident Action Plan.

#### **15 Days Prior to the Event**

- Final event walk-through is scheduled.
- Notify surrounding neighborhood of impact.
- Provide list of vendors to the City.

#### **3 Days Prior to the Event**

- Confirm delivery of contracted items.
- Remind and confirm volunteers.
- Coordinate/mark vendor booth, trash, restroom or other locations with Park Maintenance.
- Schedule vendor electrical, fire and other inspections.

#### **Day of the Event**

- Make sure the event sponsors, volunteers, and other key people have a copy of the Special Event permit on hand during the event, as well as the Emergency Response & Safety Plan, Traffic Control Plan, and other helpful documents.
- Provide emergency contact information to on site security/Police.

### **PERMIT REVIEW**

The City reviews all requests and makes decisions to allow or not allow events based on the following criteria:

- The event has local ties and/or interest.



- The health, safety and risk to participants, the community and the City.
- The proposed event provides a direct benefit to the community.
- The overall impact on street access and closures.
- Consideration provided to the day and date of event to avoid conflicts with other activities.
- Availability of City resources, date, time and location.
- History of the event or event organizers.
- Approvals and support by other agencies.
- Failure to submit your completed application packet within adequate time.
- If the application contains material misrepresentation or fraudulent information.
- If the applicant has an outstanding balance owed to the City from a prior event.
- If the applicant cannot comply with applicable local, state, and federal license requirements or laws for all or part of the planned event.

Permit approval may be conditioned upon complying with mitigation measures concerning, time, place, and manner of the event, provision of additional liability insurance and/or security, traffic control measures, sanitary facilities, food or alcohol permits or other requirements as deemed necessary by the City of Wenatchee to protect the safety of persons and property.

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

## **PRE-EVENT COORDINATION MEETINGS AND INSPECTIONS**

Depending upon the scope and size of the event, pre-event coordination meetings with City staff and other agencies is required. The Special Events Committee meetings also provide event organizers with feedback regarding proposed new events. These meetings are required to obtain a special event permit. Meetings may occur 5 months, 2 months and one week prior to the event date.

Additional pre-event site inspections are required before operations may begin for events with vendors.

## **TOPICS OF DISCUSSION AT MEETING**

As the Event Organizer, you will present your event plans to the Special Events Team. Meetings are managed in a roundtable discussion format. If the topic of discussion involves information contained in an application already on file, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Parks, Recreation and Cultural Services Department prior to the meeting, bring fifteen (15) hard copies of the permit application, map, or plan to be discussed. The following are common topics of discussion at production meetings:

- Day, Date, Time and Location of Event
- Event Components (such as music and other activities)

- Set-up and Dismantle Plan
- Restrooms and Hand Washing
- Alcohol Management
- Police and Security Responsibilities
- First Aid and Emergency Management
- Stormwater Management
- Electrical Requirements
- Recycling/Trash Plans
- Park Specific Issues and Park Regulations
- Insurance Requirements
- Traffic and Parking Management Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues and Notification
- Vendors and Business Licensing
- Tents, Canopies and Structures
- Additional Required Permits/Approvals
- Water Availability

## **MEETING ATTENDEES**

Representatives from the event organization or other individuals authorized to make operational and financial commitments regarding the event on behalf of the event organizer must attend the meeting with the Special Events Team.

## **DEBRIEF MEETING**

Event Organizers may be required to attend a Debrief Meeting if the event is to be held annually. At this meeting, the Event Organizer and Special Events Team gathers to discuss issues that should be addressed for the following year. The meeting is typically held one week after the event. Event Organizers will be notified if a meeting has been scheduled.

## **CANCELLATION**

If the applicant cancels the event:

- More than 7 days before the scheduled event there will be a full refund issued less the processing fee.
- Less than 7 days before the scheduled event, no refunds will be made.

If the City cancels your event:

- Due to natural catastrophe or other dangerous natural conditions to participants, full refunds will be issued or the event may be rescheduled to another date as available.
- Due to unsafe conditions created by event participants or failure to adhere to event conditions, no refunds will be made.

## FEES AND CHARGES

All permit fees and deposits must be paid at the time of application. Payment may be made by cash or checks, payable to the City of Wenatchee. Resident rates apply to those living within the City limits of Wenatchee. A permit application will not be reviewed and facility reserved for an event until the fees have been paid in full. Payment of fees does not constitute permit approval. Permit fees are reviewed and adjusted on a regular basis by the Arts, Recreation and Parks Commission.

### PERMIT FEES:

#### Special Event Permit Application:

Resident: \$196.65 Non-Resident: \$216.32

#### Damage/Cleaning Deposit: \$517.50

If additional cleaning is required by the City following the event it is billed at \$160/hour. Repair of damage is billed on a time and materials basis. Charges for extra cleanup required to restore the park to its original condition or to repair damage to the park caused by the event will be deducted from the damage/cleaning deposit and billed at the conclusion of the event. It shall be paid by the Event Organizer within 30 days.

#### Alcoholic Beverage Area Permit:

Resident: \$103.50 Non-Resident: \$113.85

#### Electrical Permit Fee: \$310.50

The electrical permit fee is required for events utilizing generators, spider boxes and electricity in addition to the outlets available in the park.

#### Vendor License Fees: \$50.00/30-day license; \$25.00/3-day license

#### Park Operations and Maintenance:

The call out service fee for park maintenance is \$67.28/hour with a minimum call out of two hours for events occurring outside of regular business hours.

#### Police:

The number of officers, current rates and amount of time required is discussed during the Special Event meeting and determined by the Police Department.

Depending on the nature and scope, City staff may be required during the event. During the event permitting meeting the Special Event Team will determine the level of staff required for the event, based on: number of attendees, the types of activities or attractions, services provided, electrical connections, impact to the park, overall community safety and other reasons.

## EVENT REQUIREMENTS

This section contains specific information about some of the additional information that may need to be addressed when planning the Special Event.

### ADDITIONAL PERMITS

Depending upon the nature and scope of the proposed event, additional permits may be required. These may include, but not be limited to: Chelan Douglas Health District, music license agreements, electrical inspections through State Labor & Industries, Inflatable Play Equipment Permit, Alcoholic Beverage Area Permit, City Sign Permits, Right of Way Permits and others.

If your event will require additional permitting you will be required to provide copies of the approved permits with your application.

### ALCOHOLIC BEVERAGES

Alcoholic Beverage Area Regulations were created to address requests for alcohol use in association with events being held in City park areas where City Ordinance bans the consumption and sale of alcohol without an approved Special Event Permit. The Parks, Recreation and Cultural Services Department will accept applications for Alcoholic Beverage Areas in Memorial Park Centennial Park and Lincoln Park.



Only registered, nonprofit organizations will be considered for approval. These are groups organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.

In addition to completing this Special Event Permit application, organizations seeking permission to serve alcoholic beverages in a City park must also complete the Alcoholic Beverage Area Permit Application, provide all requested information, pay all associated fees and obtain a Special Occasion Permit from the Washington State Liquor and Cannabis Board (WSLCB). The permit holder is responsible for compliance with all Washington State and City of Wenatchee laws.

### AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS



Event organizers are required to comply with the Americans with Disability Act (ADA). All Event structures and activities shall be accessible to persons with disabilities. If a portion of the event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. Consider the following access areas when creating the event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, transportation and access to vendors. If all areas are not

accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, etc. Compliance with the Americans with Disabilities Act and all amendments to the act shall be the sole responsibility of the Event Organizer. The Event Organizer agrees to defend and hold the City harmless from any expense or liability arising from the event or organizer's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

Please describe the measures that you will implement to provide accommodations for people with disabilities and provide a map if needed to help illustrate.

## **AMPLIFIED SOUND**

The most frequent complaint received about special events in parks is from amplified music from concerts. Wenatchee Municipal Code section 6A.40 defines Public Noise Nuisances. Section 6A.40.040 exempts public concerts from this chapter of the code if the event is authorized by the City and located on City property. In all cases, music must conclude no later than 9:00 p.m. No refunds of event fees will be given in the case of cancellations due to noise.

Events that utilize live or recorded music are responsible for obtaining license agreements from ASCAP, BMI and SESAC as the playing or performing music is protected by U.S. copyright laws. If the event utilizes music then copies of the BMI, ASCAP and SESAC License Agreements for the event must be attached to the Special Event Permit application.

If the event involves the use of amplified sound equipment then the name and contact information of the sound company and/or person in charge of the sound in the park during the event must be provided with the application.



## **ANIMALS**

Animals have the potential to cause damage to park areas and pose a variety of risks to participants. By law (WMC 5.28.090), dogs are prohibited in Memorial Park during the Washington State Apple Blossom Festival.

If animals a part of the proposed event, then provide a list with the Special Event Permit application of the animals involved in the event including quantity and also indicate on the site map where they are proposed to be located.



## ATTENDANCE

Providing a description of the event and the estimated attendance is necessary to evaluate the impact of an event on public safety and is required for all events. The estimated attendance should be based on the total number of people anticipated to attend, watch, or participate in the event. Including details such as the venue capacity, event staffing, and potential impacts to surrounding neighborhoods will expedite review of your event plans.



To meet State of Washington reporting requirements, please provide an estimate of the following with your Special Event Permit application:

- The total estimated attendance at the event,
- The total number of people that are traveling from more than 50 miles to attend the event: (Moses Lake, Pateros, Ephrata, Ellensburg, Cle Elum, Vantage or beyond)
- The total number of people that stayed overnight in paid accommodations.

## CARNIVAL RIDES

Carnival rides can cause damage to park property ranging from burned grass and contaminated soil from leaking hydraulic lines to soil compaction and damaged underground utilities from ride stabilizers. Rides must be self-contained and utilize no park electricity. A pre-event inspection is required after the rides are set up.



If carnival rides proposed to be part of the event then attach to the Special Event Permit application the name of the carnival ride company, and the type, quantity and size of rides. Participation in pre-event coordination meetings is mandatory. The location of the carnival rides are to be indicated on the site map. Additional permitting and insurance may be required.

## DRONES

The use of battery-powered, remote controlled drones may be approved through the permitting process. Drone operators must abide by the Code of Federal Regulations Title 14 – Part 107 applicable to commercial drone use. In addition, the following conditions will apply:



- Drone shall weigh no more than 10 lbs.
- Drone shall remain within 1,000 feet of operator's natural line-of-sight.
- Daylight operations only.
- Drone shall not travel faster than 50 mph.
- Drone may not be operated over people.

The following documentation is required to be attached to the Special Event permit application:

- Remote Pilot Airman Certificate.
- Drone Registration Number.
- Aviation Liability Insurance.

## **ELECTRICAL SERVICE**

An electrical plan is required for all events. Events located in City parks may utilize City power connections for normal usage, where available. The existing electrical service at a park may be inadequate for certain special events. It is the responsibility of the applicant to ensure there is an adequate electrical capacity to hold the event and obtain additional electrical supply if needed.

City Public Works staff must provide oversight of all electrical connections to City power sources and be on site for set-up and event hours. Permit holder is responsible for all staff wages.

In addition, the permit holder is responsible for providing an electrician for needs beyond connecting to City power and all electrical distribution equipment, including cabling and cord covers for all pathway crossings.

The City is not responsible for power failures and staff may not be available to respond immediately to power-related issues. Any damage to existing electrical services due to overload is the responsibility of the permit holder.

Events utilizing electrical services outside of the existing park outlets, including the use of generators and self-contained food vehicles are required to obtain approved permitting and inspections from the State Department of Labor and Industries prior to the event site opening to the public. Power sources provided by the Event Organizer shall be self-contained and comply with the National Electrical Code.

Generators must be separated from temporary structures, tents and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing, enclosure or other approved means. Secondary containment is required for all flammable/hazardous materials storage in excess of 20 gallons including generators. Spill kits/absorbent materials are required to be staged at all generators/fuel storage locations. Any spills, leaks, or drips associated with generators or other event equipment must be cleaned up immediately.

If the event includes the use of additional electricity then provide a description of the type of proposed power use and if generators are used, provide a fueling and spill response plan. Show locations of all electrical equipment and utilities such as generators, outlets, spider boxes, cord covers for all pathway crossings on the site plan including the fuel storage location. Include a copy of the State Labor and Industries Permit.

## EVENT SITE MAP

An event site map is required with the Special Event permit application to show the overall layout of the event. The map must be legible, include dimensions and be on a minimum of 8.5" x 11" paper. All of the proposed activities and elements of the event must be shown including, but not be limited to: Locations of tents, food vendors, grease bins, staging, fencing, emergency access routes, parking, portable restrooms, hand washing stations, inflatable play equipment, trash and recycling collection, first aid station and volunteer stations. Base maps of the park areas are available by request.



Alcoholic Beverage Areas (beer gardens, wine tastings etc.) require additional detail. Requirements may be found in the Alcoholic Beverage Area Permit Application.

If the event plans on using private property to help satisfy permit requirements (such as event parking), provide a letter or copy of an email from the property owner indicating that you have permission to use their property and show the location(s) of the parking areas on a map.

## EVENT TIMELINE

An event timeline must be provided for all events. This timeline should be listed in chronological order by date and time and is to include all set-up, day-of-event activities, and clean-up steps.

The timeline should include, but is not limited to, the following:

- Delivery of all equipment such as waste receptacles, portable restrooms, etc.
- When security is on-site.
- When marking and set-up of stage, tent, and any temporary structure is to take place.
- When electrical connections are proposed to occur.
- When the event site will be open to the public and when activities start and end.
- When pick-up and removal of equipment will take place.
- When the event site is expected to be fully cleaned-up.



## **FIREWORKS AND PYROTECHNIC DISPLAYS**

A large segment of the community enjoys the display of fireworks, however in some cases, fireworks can also trigger negative reactions from individuals, Veterans and pets. Additional permitting and pre-event inspections from the Fire Code Administrator and State and adherence to the regulations found in WMC 3.32.030 is required.



If fireworks are proposed to be part of the event then you are required to provide the name of the licensed pyrotechnic company. Participation in pre-event coordination meetings is required. Proof of notification of the community at large is required a minimum of 2 weeks prior to the event. The proposed location of the discharge and viewing area are to be indicated on the site map. A copy of approved permitting is also required to be attached to the Special Event Permit application.

## **FIRST AID/EMERGENCY MEDICAL SERVICES**



Emergencies will happen and it's important that event personnel are prepared to handle them. Depending upon the type, time, size and attendance anticipated, special events may be required to have emergency medical services located at the park during the duration of the event.

Applicants must provide a detailed safety plan that describes the procedures to respond to medical emergencies during the event. Include: Include the number of first aid kits and number of staff or volunteers certified in first aid and CPR available during the event. Indicate the location of designated emergency access routes, first aid stations/tents, heating/cooling stations on the site map.

## **GARBAGE/RECYCLING**

The City of Wenatchee provides the existing park trash receptacles for general park use. Trash collection and disposal and the supply of any additional trash bags and receptacles/dumpsters are the responsibility of the event organizer. Any additional cleanup costs, when incurred by the City staff, will also be billed to the event organizer if the conditions of the event site are not returned to its prior status.

The size and quantity of trash receptacles and dumpsters will vary depending upon the location, duration of event, activities and estimated attendance. The table below can be used as a general guide regarding the appropriate number of garbage and recycling containers to order for the event depending upon its size. City staff can help applicants determine the best location for solid waste collection stations and staging of empty carts to ensure that the event will run smoothly and without impacts



related to insufficient solid waste management. Waste Management can also provide additional recommendations for dumpster size depending on the type of event to ensure the proper number of containers are ordered.

**Trash/Recycling Receptacle Table**

ESTIMATED ATTENDANCE	GARBAGE 96- gallon cart	RECYCLING 96- gallon cart
Up to 200	2	2
200-300	5	5
300-500	8	8
500-800	12	12
800-1,000	15	15
Over 1,000	Varies depending upon park	

Event Organizers must properly dispose of all waste throughout the term of the event and immediately upon conclusion of the event. The event organizer is responsible for leaving the park better than the original condition creating a beneficial impact on the Wenatchee community and establish a good reputation for future events.

**Setup for Cart/Dumpster Order, Delivery, Placement, Maintenance and Pickup**

- Order: All carts/dumpsters must be ordered at least 10 working days prior to the event date.
- Delivery: All carts/dumpsters must be delivered to the event site at a central location determined by City Park Maintenance staff the day before the event.
- Placement: All carts must be deployed, either the night before or the first thing in the morning on day of the event, throughout the event’s perimeter with no more than 50 yards between solid waste collection stations. Each solid waste collection station must be equipped both with a garbage cart and a recycling cart.
- Maintenance: Designated staff/volunteers must be assigned to maintain all carts and switch out full carts with empty or empty trash bags to dumpsters during the event hours.
- Pickup: All carts must be returned to the same delivery location of the site at the end of the day/event to meet Waste Management’s pre-determined pickup schedule.

Applicants are required to provide a trash control and recycling plan that describes the methods of trash and recycling collection; proposed number, size and location of receptacles/dumpsters and disposal. Show the location of the dumpsters on the site plan.

**RECYCLING**

In the case that food and beverages are being sold during the event, State law requires that vendors selling beverages in single-use aluminum, glass, or plastic bottles or cans provide recycling.

## ZERO WASTE

The City of Wenatchee requires all city-permitted events to strive to be zero waste. The goal of a zero-waste event is to plan ahead and distribute only materials that are recyclable or compostable (no materials that will be sent to the landfill). The only trash at the event should be personal items brought in by the attendees which is why trash receptacles still need to be provided. The goal is to divert as much waste as possible, which is easily achievable if you plan the materials you will be providing to the public ahead of time.

## INCIDENT ACTION PLAN

The purpose of this plan is to prepare and identify the resources available and needed to respond to any potential large-scale emergencies or disasters. Having a comprehensive plan outlining response procedure, identifying resources at the event, and training all event staff or volunteers is a proactive means of mitigating these hazards. The plan identifies high risk activities and thresholds which will result in cancellation of an activity or entire event. Examples include: wind, lightning, air quality, fires, active shooter, missing persons, water quality, water main break, serious injury/fatality, fire/explosion, etc. As a part of the review of your application, the City will determine if this plan is required. If required, all documents for this plan are due to the City 30 days in advance of the event.

The Incident Action Plan must be tailored to your event and include the following:

- Contact information for personnel authorized to provide statements about the event or emergency on behalf of the Event and the Organization producing the event. Include methods of communicating emergency information to event participants and the public.
- Identifying the location of first aid, where lost children will be brought, information booths, an evacuation area and routes, and any other emergency resources that will be on-site.
- Staff or volunteer procedures to be followed in case of an emergency or disaster at the event. Information about how the volunteers and event staff have been trained to respond in an emergency. Communication procedures for the event management team.
- Copies of the emergency plan are required to be on-site at the event, the location of this information must be submitted with this plan.

## INFLATABLE PLAY EQUIPMENT

Inflatable Play Equipment Regulations were created to address the use of bounce houses, inflatable slides and other air-filled structures in City Park areas. While these structures are fun, they can pose a danger if used improperly and damage park areas.

Organizers proposing to use inflatable play equipment as part of their event must adhere to the policies and attach as signed Inflatable Equipment Regulations Form.



## **INSURANCE**

Proof of liability insurance is required. The minimum limits include \$1,000,000 for each occurrence and \$2,000,000 general aggregate in US dollars. The City may require higher limits if deemed necessary. The insurance company must be located and licensed to do business in the United States. The Insured Name on the certificate must be identical to the Legal Entity name listed on the permit application. The City of Wenatchee, including its officers, officials, employees, and volunteers must be named as additional insured. Additional insured endorsement, form CG 2026, must be attached to the certificate. This is required before the permit can be issued. A copy of the certificate must be attached to the Special Event Permit application.

Additional coverage with a minimum limits include \$2,000,000 for each occurrence and \$5,000,000 general aggregate or higher is required for events with alcoholic beverages, carnivals, fireworks, inflatables and high hazard events.

## **NEIGHBORHOOD NOTIFICATION**

Because of the potential negative impacts large park events have on the surrounding neighborhoods, the event organizer must notify all neighbors within 200 feet of the park a minimum of four weeks prior to the event of the proposed event. This includes businesses. A map of the properties is available upon request. Notification should be in writing. The notice must also include a telephone number and email address for contacting the Event Organizer to address issues or concerns throughout the event time frame including set-up and dismantle. Attach copies of any communications, letters, flyers, signage, news releases or newspaper ads informing the neighborhood of the event and any impacts (traffic volumes, parking, detours, delays, closures, noise, etc.) that may affect them to the Special Event permit application.

## **PARK RULES AND REGULATIONS**

Along with Federal, State and local laws, the park rules and regulations are in effect during special events. It is the responsibility of the event organizer to review, adhere to and understand the rules governing the use of City owned park areas. The park rules and regulations may be found on the City website, Parks, Recreation and Cultural Services Department and are adopted in WMC Chapter 6A.18. The rules include items ranging from park hours and camping to parking, animals and destruction of property.

## **POSTED RULES AND RESTRICTIONS AT SPECIAL EVENTS**

In addition to the park rules, it is encouraged for the Event Organizer to create and post rules of the event. These rules help the event participants, spectators, volunteers, staff, vendors and hired security understand the facts of the event and enforce them if necessary. In order to be enforced the rules of the event must be posted at the ingress and egress of special events for clarity to participants and spectators of the event. It is up to the Event Organizer to enforce the rules of the event. The City of Wenatchee Police Department will only enforce the laws of the City of Wenatchee.

**FIRST AMENDMENT ACTIVITY**

Special events sometimes attract First Amendment, or free speech, activity such as selling of expressive merchandise, protests, petition gathering and leafleting. Generally, free speech activity is permitted to be inside and within sight and sound of an event. If your event is open to the general public, the Police Department will not remove an attendee, even if that attendee is associated with a free speech activity or protest group, unless the individual is disrupting the event or engaging in other illegal conduct.

**RESTROOMS/HAND WASHING STATIONS**

Some park areas do not have restrooms and the existing restroom that are in the parks are designed for routine uses and cannot respond to the increased volume created by special events. For this reason, event organizers may be required to supply supplemental portable restrooms and hand washing stations for their event.



The chart by the International Portable Sanitation Association (at right) is provided to help estimate the number of portable restrooms that will be required for the proposed special event. The Americans With Disabilities Act (ADA)

	<b>Total Hours of Event</b>									
	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

requires that at least 25% of the total number of portable restrooms provided must be ADA accessible.

The location of the portable restrooms must be indicated on the site map and placement of the restrooms on site must be coordinated with Park Maintenance staff prior to delivery. Please note that delivery and pick-up times must be listed in the Event Timeline. Restrooms must be placed on level ground away from vehicle traffic. They may not be placed on sidewalks and must be a minimum of 20 feet away from storm drains.

The amount of servicing required for the restrooms varies, depending upon the estimated attendance, number of restrooms and length of event. They must be maintained in a clean and sanitary manner at all times.

## SECURITY

This requirement of the permit application has been developed to gain information about the security plan you intend to implement at the proposed event. As an Event Organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in depth and addressed through your security plan.

The security plan should describe the security measures that are proposed for the event including safety measures that address all aspects of the proposed event. These measures may involve hiring security, training staff and volunteers and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, traffic control and venue design, etc. The plan must include the number of trained security personnel, name and contact number for event security coordinator, name of the contracted security company (if applicable) and number of security volunteers. All security personnel shall wear clothing that conspicuously identifies them as security personnel, such as clothing displaying the words "SECURITY", "STAFF", or other similar designation in large contrasting letters.



Once your security plan has been submitted, the Wenatchee Police Department will complete their review and has final authority on the quantity and type of security required for your proposed event. The use and payment for City public safety officers must be completed directly with the Police Department.

The City of Wenatchee Police Department has final authority over your event safety requirements. If the number of security personnel approved by the Police Department is not provided, and/or proves inadequate, the Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Event Organizer.

The cost of these services is the responsibility of the Event Organizer. Confirmation of the approval of the use of off duty officers must be included with the Special Event permit application if applicable.

## SET UP – CLEAN UP

The applicant is responsible for coordinating all event set up activities with City Park Maintenance staff to help minimize damage to park infrastructure. Dates, times and set-up activities must be provided in the Event Timeline and will be discussed during the pre-event meeting.

The Event Organizer is responsible for cleaning the event area and beyond if neighborhoods are also impacted by properly collecting and disposing of all waste, and returning the area to the condition it was found prior to use within 24-hours of the conclusion of the event.

If pressure washing of paved surfaces is needed, ensure pressure wash wastewater disposal requirements are followed. As part of your event timeline, please include in detail the scheduled timing of your post event cleanup actions. If you are hiring a company to assist you with any part of the event, please provide the name and contact information for that group.

## STORMWATER PROTECTION

Water can flow from your event site through storm drains directly to the river without any treatment. Stormwater can pick up pollutants such as oil, trash, grease and spilled food left behind from vendors and guests of the event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. The event organizer may be liable for any stormwater violations. These violations could result in fines for the Event Organizer.



## TEMPORARY STRUCTURES, VENDORS AND CONCESSIONS

Vendors and concessionaires during special events in City park areas are required to adhere to City business license, temporary structure, storm water and other regulations. Concession stands shall meet the criteria listed below, based on the current International Fire Code and local ordinances and pass inspections prior to opening for business. Additional permitting from the Chelan Douglas Health District may be required depending upon the items being sold.

Sponsors of multiple vendor events such as Washington State Apple Blossom Festival, Fiestas Mexicanas, street fairs, and other similar events whose participants are required to obtain a temporary/itinerant vendor’s license, shall make application for a master license on behalf of the event participants. A copy of the



permit form is attached separately. All licensing information required for each individual event participant along with the current fee shall be paid to the City Finance Department (301 Yakima Street) by the sponsor of the event at the time the license application is submitted. The master license application is due a minimum of five days prior to the event.

- If the proposed event includes the use of canopies, then the canopy requirements listed below apply.
- If the event includes multiple vendors then, then provide a copy of the completed Master Business License Application Form and copy of your receipt from the Finance Department a minimum of 5 business days prior to your event.
- If the event includes the sale of food or beverages then provide a copy of the Chelan Douglas Health District Permit.
- If the event includes the use of food or beverage vehicles (taco trucks etc.) then provide a copy of the State L and I Permit for each vehicle. Vehicles are subject to State inspections and requirements.

#### GENERAL CANOPY REQUIREMENTS

Provide a sketch of each tent layout depicting the location of stoves and appliances, access, cylinders, storage, tables, safety equipment, and sales exchange area for Fire Code Official approval. Show dimensions.

Separations between concessions shall be 5 feet for trailers and stands with hood suppression systems, 10 feet for tents with limited cooking or warming operations, and 20 feet between any tents with cooking operations that produce grease laden vapors or have deep fat fryers. In mix stands the larger separation shall apply.

Each concession is required to have an owner or manager on scene during cooking operations in charge and capable of overseeing all safety requirements.

#### FIRE EXTINGUISHERS

A minimum of one (1) fire extinguisher with a rating of not less than 2-A 10 BC shall be provided.

Each deep-fat fryer requires an extinguisher with a K-rating within a 30 ft. travel distance.

Extinguishers must have proof of service within the last year and shall be tagged by a certified extinguisher company.

Extinguishers must be hung or secured in the concession area in a visible place.



## LPG TANKS

All propane and compressed natural gas cylinders shall be located outside tents and food booths. Cylinders, in use or stored, shall be secured from falling or being knocked over, be located a minimum of 5 feet from cooking and heating appliances, and be located in areas not accessible to the public.

Cooking and heating appliances, hoses and connectors shall be approved for use with LPG. Handles, knobs and control valves shall be in good working condition. Faulty cooking appliances, hoses and connectors shall be removed from service immediately.

Propane fueled appliances (cooking and heating) shall be equipped with two shutoff valves – one located on the storage cylinder and one located on the appliance.

The maximum cylinder size shall not exceed 100 lbs LP-Gas capacity (25 gal). Additional storage shall be off site, in an area not accessible to the public, and approved by the Fire Code Official. Provide a description of the location.

All cylinder connections shall be tested for leaks daily and on bottle exchange. A detector or liquid solution like soap and water or Windex that produces bubbles to indicate leaks may be used.

Cooking appliances shall be shut down immediately whenever there is a smell of LPG and an investigation shall be performed to determine the source of the leak. If the origin of the leak cannot be determined call 911 and request Fire Department assistance.

## TENTS, CANOPIES, AND TEMPORARY MEMBRANCE STRUCTURES

Tents, canopies and food booths shall be made of fire resistive or flame-retardant material. Proof of fire resistive or flame-retardant state shall be available for inspection on site.

## COMMERCIAL FOOD HEAT-PROCESSING EQUIPMENT

Cooking and heating appliances, hoses and connections shall be in accordance with NFPA 58 and approved by the Fire Code Official.

Deep-fat fryers shall be provided with an approved fire suppression system bearing a current inspection label or have form fitting metal covers and be approved by the Fire Code Official.

Deep-fat fryers require an extinguisher with a K-rating within 30 feet of travel distance.

A minimum of 16 inches of separation is required between deep fat fryers and open flame appliances or a minimum of an eight-inch-tall metal or glass barrier the full length of the fryer basin.

When vents or flues are used, all portions of the tent or membrane structure shall not be less than 12 inches from the flue or vent.

Open flame or other devices emitting flame, fire, or heat utilizing solid fuels like charcoal or wood are not allowed inside a tent or under a canopy. Adequate space (Fire Code Official approval required if less than 20 feet) must be allowed between the BBQ and a tent.

Cooking appliances inside tent structures shall have a 5-foot separation from all side walls all sides or boundary of their tent or provide a physical heat shield 5 to 6 feet tall. This material may be metal, hardi board, sheetrock over plywood, or noncombustible material, but not fabric and be so placed to provide a barrier behind the fryer or stove and access or exposure from public space. Cooking appliances must have 5 feet of clearance to combustible storage. Ventilation shall be considered and an air space left open above this barrier.

#### ELECTRICAL EQUIPMENT

Electrical equipment and installation shall comply with the Electrical Code.

Temporary cords shall be arranged to avoid tripping hazards.

Extension cords must be 12 gauge with a ground.

Multi tap extension cords must be of the circuit protected type.

#### ADDITIONAL INFORMATION FOR FOOD VENDORS AND CONCESSIONS

Only Lincoln Park and Memorial Park have the ability to supply water to vendors.

Memorial Park is the only facility that has a gray water/wash water disposal location.

Wash water, gray water and used oil must never be dumped on the ground or poured down a storm drain.

If grease bins are provided for used cooking oil they must be shown on the site map.

Vendors must have absorbent materials on hand in case of a spill.

Oil, grease or food scraps must never be poured down restroom drains or deposited into toilets.

## **TRAFFIC AND PARKING PLAN**

Most parking in City park areas is designed to accommodate regular, routine park uses. When planning an event, it is important to consider any impact activities will have on parking in the area as traffic and parking from special events in parks can adversely impact the surrounding neighborhoods. Impacts range from private property accesses being blocked to streets becoming impassable to traffic, transit and emergency responders.

In some cases, a Traffic and Parking Plan will be required if the venue cannot accommodate the number of anticipated attendees and vehicles. If a Traffic and Parking Plan is required, the Event Organizer must identify and submit all public and/or private parking lots and parking spaces that will be utilized, including but not limited to a shuttle plan, loading zones, maintenance and emergency vehicle access and parking, vendor and volunteer parking and access, detour options, ADA accessible parking provisions and/or special parking requests or needs such as “drop off” and “pick-up” zones. Provide any documentation pertaining to arrangements made with transportation agencies (such as LINK) and letters from other property owners granting use of their property for event parking.

City staff will determine whether additional parking is required based on anticipated attendance for similar events and the parking plan feasibility. Event sponsors are encouraged to identify and offer transportation alternatives.

If you are proposing to utilize a City street for your event, you will need to apply for a right of way permit from the City of Wenatchee Public Works Department. The City of Wenatchee does not provide any equipment rentals, barricades or staff to place any equipment in event locations for traffic control. These expenses are the responsibility of the event organizer. Traffic monitors are required to wear personal protective safety equipment such as reflective vests.

## **VEHICLES**

City Code 6A.18.060 prohibits vehicles from driving or parking in park areas except during special circumstances to limit damage to turf, soil, and underground utilities and reduce the risk to pedestrians.



If non-traditional parking or turf areas are proposed for temporary parking, access for vendor or other purposes, specific details must be provided to indicate parking areas, vehicle access and drive lanes, and precautions to prevent damage to property or people. Participation in pre-event coordination meetings is required. Park utilities and irrigation must be located and marked by Park Maintenance staff prior to the event. Indicate the proposed routes of travel and proposed function of the vehicles (car display etc.) on the site map. The Event Organizer is responsible for the cost of repairs due to vehicles in the park. There are no guarantees that vehicles will be allowed to occupy areas other than designated parking lots for events.

## **VOLUNTEER/EVENT STAFF**

Trained volunteers can be a great source of help in providing support services for your event. If your event plans on using volunteers to provide support services then provide information from the organization or group pledging the support of the event. This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event, training provided to volunteers, safety measures and where they will be stationed. Describe contingency plans in the event that volunteers fail to appear to support the event.



## EVENT PLANNING CHECKLIST

Use this checklist to make sure that you've submitted all the additional information that is required for your event. For more information, visit the associated section in the planning guide.

### YES NO

- Special Event Permit Application.
- Additional Permits Required? If yes, attach copies to the application packet.
- Alcohol Beverage Area? If yes, attach a copy of the application and required documents.
- Americans With Disabilities Act (ADA). Provide a description of your ADA plan.
- Amplified Sound? If music, provide copies of your license agreements. For all amplified sound provide the name and contact of the sound company and person in charge of the sound during the event.
- Animals? If yes, provide a list of the animals and indicate location on the site map.
- Attendance. Provide the total estimated attendance and total number that are traveling more than 50 miles to attend and total number who stayed overnight in paid accommodations.
- Carnival Rides? If yes, provide the name of the company, type, quantity and size of rides. Show location on site map.
- Drones? If yes, provide copies of Remote Pilot Certification, drone registration number and copy of aviation liability insurance.
- Electrical Services? Provide an electrical plan including the description of the type of the power and if generators are used, spill response plan and copy of L & I permit.
- Event Site Map. Provide a site map that shows all proposed activities.
- Event Timeline. Provide an event timeline with information provided on page 15.
- Fees. Provide the applicable fees and deposits.
- Fireworks and Pyrotechnics. If yes, provide name of the company and map showing the viewing and discharge areas.
- First Aid and Emergency Response. Provide a detailed safety plan that describes the procedures, staff, equipment and location of access routes and aid stations.
- Garbage and Recycling/Zero Waste. Provide a trash control and recycling plan including all information requested and indicate locations on the site map.

- Incident Action Plan. Provide a copy of your incident action plan with all information requested.
- Inflatables. If yes, provide a copy of the Inflatable Equipment Form.
- Insurance Requirements. Provide copies of the certificates of insurance.
- Notification and Promotion. Attach copies of the flyers, promotional materials and neighborhood notifications.
- Restrooms and Hand Washing Stations. If required, provide the quantity, type and location of portable restrooms.
- Security. Provide a copy of your security plan. Police services may be required.
- Set up- Clean Up. Provide a description and timeline of set up and clean up for the event.
- Temporary Structures, Vendors and Concessions. If yes, provide copies of additional permits, locations on site map, and all of the additional information specified in the Temporary vendor section.
- Traffic and Parking Plan. Provide a copy of your traffic and parking plan.
- Vehicles. If non-traditional parking or access is proposed, provide a description of the plan.
- Volunteers. Provide a copy of the volunteer or event staff plan.



**CITY OF WENATCHEE  
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT  
SPECIAL EVENT PERMIT APPLICATION**

**EVENT CONTACT INFORMATION**

**ORGANIZATION/SPONSOR:** \_\_\_\_\_ **NON PROFIT #:** \_\_\_\_\_

**APPLICANT NAME\*:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **EVENING PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**EVENT ALTERNATE CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\* If the applicant is representing, but not an employee of the sponsoring organization, please provide a letter from the organization that provides authorization for the individual applicant to work on behalf of the organization and certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the proposed special event.

**EVENT INFORMATION**

**NAME OF PROPOSED EVENT:** \_\_\_\_\_

**DESCRIPTION AND PURPOSE OF EVENT:** \_\_\_\_\_

\_\_\_\_\_

**DAY (S):**            Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

**MONTH:**    Jan    Feb    Mar    Apr    May    Jun    Jul    Aug    Sept    Oct    Nov    Dec

**DATE(S):**    1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**TIME(S):**

Set Up	From: _____	To: _____
Pre-Inspection	From: _____	To: _____
Operation:	From: _____	To: _____
Tear Down:	From: _____	To: _____

**LOCATION REQUESTED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Rotary Park              | <input type="checkbox"/> Centennial Park     |
| <input type="checkbox"/> Washington Park          | <input type="checkbox"/> Lincoln Park        |
| <input type="checkbox"/> Saddle Rock Natural Area | <input type="checkbox"/> Pioneer Park        |
| <input type="checkbox"/> Memorial Park            | <input type="checkbox"/> Kiwanis Methow Park |
| <input type="checkbox"/> Hale Park                | <input type="checkbox"/> Other _____         |

**INDEMNIFICATION AGREEMENT**

The sponsor/authorized representative agrees to defend, indemnify and hold the City of Wenatchee, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Printed Name Signature Date

**OFFICE USE ONLY**

**FEES:**

Special Event Permit Fee: Amount Paid:\_\_\_\_\_ Date Paid:\_\_\_\_\_ Receipt Number:\_\_\_\_\_  
Damage Deposit: Amount Paid:\_\_\_\_\_ Date Paid:\_\_\_\_\_ Receipt Number:\_\_\_\_\_  
Alcoholic Beverage Area Permit Fee: Amount Paid:\_\_\_\_\_ Date Paid:\_\_\_\_\_ Receipt Number:\_\_\_\_\_  
Electrical Permit Fee: Amount Paid:\_\_\_\_\_ Date Paid:\_\_\_\_\_ Receipt Number:\_\_\_\_\_  
Master Business Fee: Amount Paid:\_\_\_\_\_ Date Paid:\_\_\_\_\_ Receipt Number:\_\_\_\_\_  
Police Security Fees: Amount Paid:\_\_\_\_\_ Date Paid:\_\_\_\_\_ Receipt Number:\_\_\_\_\_

**ROUTING:**      **A**=Recommend Approval      **AC**=Recommend Approved with Conditions      **D**=Recommend Denial

\_\_\_\_\_ Fire Code Official:\_\_\_\_\_  
\_\_\_\_\_ Police:\_\_\_\_\_  
\_\_\_\_\_ Building:\_\_\_\_\_  
\_\_\_\_\_ Finance:\_\_\_\_\_  
\_\_\_\_\_ Facilities:\_\_\_\_\_  
\_\_\_\_\_ Park Maintenance:\_\_\_\_\_  
\_\_\_\_\_ Environmental:\_\_\_\_\_  
\_\_\_\_\_ Code Enforcement:\_\_\_\_\_

**STATUS:**       Approved       Approved with Conditions       Denied

**CONDITIONS:** \_\_\_\_\_  
\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**NOTIFICATION:**

City Clerk       Link       Rivercom       Routing List       Other \_\_\_\_\_

**APPROVAL/DENIAL LETTER SENT:** \_\_\_\_\_ **PERMIT NUMBER:** \_\_\_\_\_

**POST EVENT NOTES:** \_\_\_\_\_  
\_\_\_\_\_

**DEPOSIT REFUNDED:**              AMOUNT:\_\_\_\_\_ DATE:\_\_\_\_\_