

Special Events Coordination and Permits

Special events and festivals make up the rich fabric of our community. Each event serves a unique role and adds to the spirit of our City. Community festivals, athletic, and cultural events provide opportunities for neighbors, artists, merchants, spectators, and participants to interact and celebrate the richness Kent has to offer. Below are suggestions and guidelines that will help the event producer through the process of hosting and event in the City of Kent.

Before you commit to a plan there are a few things we ask you to consider:

- Will the event affect the public transportation system, routes to churches, schools, hospitals or emergency services?
- How will noise impact the surrounding neighborhood?
- What other events are scheduled throughout the City on the date or in the month you have planned your event?
- Where will people park?
- Will there be adequate sanitation facilities?
- Are you able to provide insurance to cover your event and the City of Kent?
- Should you consider First Aid stations or security?

How do I know if I need a Special Event Permit?

If your plan includes holding an event in whole or in part on public property or on private property and it affects the ordinary use of public streets, right-of-ways, trails or sidewalks and/or may require additional city services than would normally be provided such as police escorts, traffic control, sanitation, and cleanup work required to support the event, you may need a special permit. To help you identify if a permit is needed and what kind, we ask you to contact the Kent Parks, Recreation and Community Services Department (253) 856-5050 to discuss your plans. The pre-application consultation may save you time and money.

Why do I need to apply for a Special Event Permit?

- To assure that an activity meets legal requirements of the use of public land and right of ways.
- To assure the City, that adequate services such as traffic control, sanitation, and public safety issues are addressed.
- To identify any conflicts with other events that may be scheduled or activities that may unreasonably infringe upon access to services and allow the City and promoter a timely opportunity to address them.

How can I receive a Special Event Permit?

Following your pre-application consultation with the Kent Parks Department representative, download and complete the special event permit application. <http://www.kentwa.gov/Home/ShowDocument?id=4106>

Special Event Committee

The application is to be filed a minimum of 90 days prior to event, to ensure adequate time is available for the City's Special Event Committee to review.

You may be asked to meet with the Committee, if this is a first time event, or if there are questions following their review.

Your timely application also provides you an opportunity to address or correct any issues that may be needed.

Following the Committee review you may be required to obtain additional permits.

Can I promote my event before I get a permit?

Please do not publicize your event until it has been approved by the Special Event Committee and appropriate permits, insurance forms and other event plans have been approved by the Permit Center prior

How much will the Special Event Permits cost overall?

This depends on the type of special event. All special events will require some type of permit. Normally this includes services such as police and emergency services, traffic control, sanitation, and clean-up services. Depending on the size or special conditions of your event, other permits and fees may also be required.

City of Kent facility rentals fees will also need to be paid prior to issuing the final permit.

When are fees due?

The non-refundable processing fee is due at the time the permit application is submitted. All fees are to be paid prior to issuance of the permit unless otherwise provided in the conditions of approval.

Do I need insurance?

- You will be required to provide a comprehensive liability insurance certificate in the amount of one million dollars (\$1,000,000) per occurrence; two million dollars (\$2,000,000) aggregate.
- In the certificate it shall name the City of Kent as additional insured on a non-contributory primary basis.
- You will need to attach a copy of the endorsement page from the insurance policy also specifically naming the City of Kent as a primary and non-contributory additional insured.
- Coverage shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event.
- Additional insurance may be required following a review of the event application by our Risk Management Division.
- If the event applicant or organizer is unable to provide liability insurance coverage of their own, they may be able to purchase special event insurance through an insurer who provides this coverage. We recommend doing a Google search using the term "special event insurance" to locate and price this coverage.

What conditions may be required as part of your permit?

The scope of your special event may necessitate additional requirements to be completed by your group prior to permit approval, examples include: Notification to the businesses or residents that may be affected or notice of permit conditions to event participants may be needed.

- Depending on the scope of the event, a traffic control plan, additional sanitation facilities, or separate garbage and recycling containers may also be needed.
- The Special Event Committee will provide you with a list of any conditions your event will need to meet.
- The applicant has sole responsibility for obtaining any additional permits and complying with the City's Special Events Ordinance and conditions of the Special Event Permit.

Why might a permit not be approved?

Some of the reasons a special event application may not be approved include: the applicant provides false or misleading information, fails to fully complete the application, or cannot supply the required information or documents; the applicant is unable to comply with requested terms and conditions; the event conflicts with another previously scheduled event or condition; there would be unreasonable disruption to the orderly or safe circulation of traffic or would present unreasonable risk of injury or damage.

Optional Information (MAY BE REQUIRED)

Depending on the type of event, these permits may be required.

Application for Park Facility Rental:

Contact: 253-856-5000

Street Use Requirements:

A Street Use Permit may be required for use of city streets or sidewalks. A detailed map (including signage and flaggers) must be included with your request for a street use permit. Applicant may be required to obtain written approval from adjacent property owners. Contact Permit Center, **253-856-5300**

Fencing Requirements (required for all events with alcohol):

The City of Kent reserves the right to dictate the fence line of any event taking place in a public park. For ALL events where alcohol is to be present, a fence line is required. Please contact Washington State Liquor and Cannabis Board for specific requirements. <http://lcb.wa.gov/>

Liquor License:

If alcohol is sold or consumed, (1) the City of Kent, along with any required permit/license, must grant permission, (2) applicant must receive approval and permit issued by the State of Washington Liquor Control and Cannabis Board, (3) event insurance requirements must be met, and (4) liquor liability insurance required with the City listed as an additional insured (see insurance section). The liquor license certificate must be submitted to the Permit Center at least 3 business days before event. State of WA Liquor License # and/or date of application. <http://lcb.wa.gov/>

Fire Requirements:

A Fire Permit is required for: tents over 200 sqf; canopies over 400 sqf; fireworks or pyrotechnics; cooking or heating in a tent or canopy (any size); candles and open flames; hot work operations (glassblowing etc...); carnivals, fairs or events that are fenced. Applications must be submitted to the Permit Center 21 days in advance. Applicable permit fees will be assessed and paid at time of permit application.

King County Department of Health Permit:

It is the applicant's responsibility to ensure that all activities associated with the preparing and/or dispensing of food and drink products meet all applicable codes and permits, including but not limited to the requirements of King County Public Health.

**For most events, event organizers should depend on the health permits of their vendors; however, if their vendors do not have permits, it is the event organizers responsibility to obtain them directly.

<http://www.kingcounty.gov/>

Depending on the type of event, these permits may be required:

Temporary Use Permit (ZONING):

A Temporary Use Permit may be required for seasonal or special events. Such uses require an application to be submitted to the Permit Center at least two weeks prior to the event. The use must be listed as a "permitted use" in the Zoning District. Application requires a scaled site plan, detailed narrative, owner's signature and filing fee. Contact: **253-856-5300** or visit the Permit Center at 400 West Gowe Street for details and applications.

Electrical Permit:

Electrical Permits and inspections are required for all temporary electrical services.

<http://www.lni.wa.gov/>

CITY OF KENT SPECIAL EVENT POLICIES AND PROCEDURES:

1. Special Event Permit Applications must be submitted in full at least 90 days prior to the event.
2. All streets shall be accessible to emergency equipment at all times. Street Use Permit is required for any street closures. Only readily removable barricades shall be used to close streets.
3. **All debris and trash is the responsibility of the event organizer.** It must be removed from the event site during the event. In addition, the event site must be cleaned within (12) hours after the end of the event.
4. The City of Kent may require on-site Police, first aid and/or medical services to be provided at the expense of the applicant.
5. Event organizers must notify the neighbors and/or business owners of the event at least (2) weeks prior to the event. Notification should include times when traffic/parking may be affected in the area.
6. Bonfires and outdoor barbeques are not allowed without a permit from the Fire Marshall.
7. Amplified sound shall not exceed a level of amplification permitted under the City of Kent municipal codes, and/or park/facility use stipulations. No sound after 10 p.m.
8. The applicant shall be responsible for and hereby agrees to reimburse the City for any and all expenses incurred by the City as a result of the event, including but not limited to the following:
 - The facility and/or park and/or open space rental fee and damage deposit.
 - The cost of providing, erecting and moving barricades, cones and/or signs, tents, staging, tables, chairs, and other city equipment as requested and agreed upon.
 - The cost of removing and disposing of event waste, garbage, and trash.
 - The cost of electrical and/water hook-ups and/or equipment, installation and removal of the same.
 - The cost of the consumption of electrical power, water and/or sewer utilities. (Unless a set fee has been assigned for these services within the approved special events permit.)
 - The cost of city staff on site to provide access to power and water and to ensure that park rules and the permit agreement are enforced. Staffing costs are included in rental charges.