Special Events Coordination and Permits

Special events and festivals make up the rich fabric of our community. Below are suggestions and guidelines that will help event producers through the process of hosting an event in the City of Kent.

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

- Will the event affect the public transportation system?
- How will noise impact the surrounding neighborhood?
- Where will event attendees park?
- Will there be adequate sanitation facilities?
- Are you able to provide insurance to cover your event and the City of Kent?

When is a Special Event Permit required?

- If your event is open to the public.
- If your plan includes holding an event (in whole or in part) on public property.
- If you will hold your event on private property and it affects ordinary use of public streets, right-of-way, trails, or sidewalks.
- If your event requires additional city services such as, traffic control, sanitation, and cleanup.

How can I receive a Special Event Permit?

Contact the Kent Parks, Recreation and Community Services Department at (provide phone number or email). Following your consultation with the Kent Parks Department representative, download and complete a Parks Reservation Form and submit to the Kent Commons.

The application must be filed a minimum of 60 days prior to your event to ensure adequate time is available for the City's Special Event Committee to review. Your timely application also provides you an opportunity to address or correct any issues that may be identified.

Special Event Committee

You may be asked to meet with the Special Event Committee, if this is a first-time event, or if there are questions following their review. Following the Committee review, you may be required to obtain additional permits.

Can I promote my event before I get a permit?

Do not publicize your event until you have:

- Received approval from the Special Event Committee
- Obtained appropriate permits and insurance forms.
- Submitted any other required event plans.

How much will the Special Event Permit cost?

All special events require some type of permit and costs vary depending on the type of event. At a minimum, this includes a parks reservation fee. Services such as police, emergency services, traffic control, sanitation, and clean-up may require additional fees.

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.
- The certificate 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.

What conditions may be required as part of your permit?

The scope of your special event may necessitate additional requirements to be completed prior to permit approval. Examples include notification to the businesses or residents that may be affected or notice of permit conditions to event participants.

- All fees and forms, including Parks reservation form, permits and proof of insurance, must be submitted and paid in full 30 days prior to your event. Failure to do so, may prevent your event from being approved.
- Depending on the scope of the event, a traffic control plan, additional sanitation facilities, or separate garbage and recycling containers may also be required.
- You may also need to provide a detailed layout of the event grounds, including locations of vendors, stages, security, sani-cans and dumpsters.

Why might a permit not be approved?

- 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.
- Event size and scope is beyond organizer's experience.
- There would be unreasonable disruption to the orderly or safe circulation of traffic or would present unreasonable risk of injury or damage.

Optional Information

Depending on the type of event, these permits MAY BE REQUIRED.

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.

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 30 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 30 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 vendors do not have permits, it is the event organizer's responsibility to obtain them directly.

http://www.kingcounty.gov/

CITY OF KENT SPECIAL EVENT POLICIES AND PROCEDURES:

1. Special Event Permit Applications must be submitted in full at least 60 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. 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. Air Jumpers/Inflatables/Dunk Tanks are prohibited in all City of Kent Parks and Athletic Complexes.
9. 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.
    - 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.