

Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

SPECIAL EVENT APPLICATION PROCESS

1. Submit a Special Event Application to the Kittitas County Commissioners Office within 60 days prior to the event.
2. Submit 6 copies of the written documentation and plans. There are several departments who review special event applications and make their determination based upon the application, written plans and documentation that has been provided. Additional permits may be required from individual departments including: the Fire Marshal, Public Health, Environmental Health, Community Development Services, and the Public Works Department. Please contact those departments to determine if additional permits are required for your event. A scaled drawing of the event site including parking plans should be attached to your application.
3. Once a special event has been approved, the site and facilities may be inspected by County officials (including but may not be limited to the Fire Marshal, Sheriff's Department, and Public Health Department) prior to opening the event to the general public to ensure that you are complying with the stated plans upon which the approval was made. If you fail to comply with those requirements, your permit may be revoked and the event closed.
4. Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process (food handler permits, liquor license, etc.). Some events may require approval from other agencies or jurisdictions.
5. Permittee covenants and agrees to indemnify, defend and hold harmless the County, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Special Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the County, its officers, agents or employees caused or contributed hereto.
6. **Insurance Requirement:** A Certificate of Insurance naming the County as an additional insured in the minimum amount of \$1,000,000.00 per occurrence must be included with the Special Events application. The County may require a greater amount if it is determined to be necessary for the proposed event.
7. Written statements signed by the applicant and property owner allowing permission to enter the event site for inspections and stating responsibility for the event and compliance with the codes is required as part of the written documentation.

8. Before applying for the Special Event, it is encouraged that you schedule a time to meet with County departments so they may assist with questions you may have prior to submitting your application.

Kittitas County Contact Information

Board of County Commissioners – (509) 962-7508

Community Development Services – (509) 962-7506

Environmental Health – (509) 962-7698

Fire Marshal – (509) 962-7000

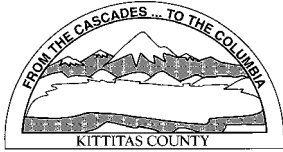
Prosecutor – (509) 962-7520

Public Health – (509) 962-7515

Public Works Department – (509) 962-7523

Sheriff's Office – (509) 962-7525

Solid Waste Department – (509) 962-7542



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

Special Event Application

Thank you for your interest in holding a special event in Kittitas County. Please complete and return the Special Event Application to the Kittitas County Board of Commissioners Office at least **60 days** prior to the first day of the scheduled event. Please include **six** copies of your plan containing a narrative and a diagram of the event grounds showing all health, sanitary, safety and police/security requirements. Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein, may result in the immediate revocation of the permit.

PLEASE TYPE OR PRINT CLEARLY IN INK.

1. Name of event:

2. Description of event:

3. Location of event:

4. Dates of event: _____ Hours of operation: _____

5. Has the event been produced previously? _____ Dates _____

6. Estimated attendance: _____

7. Name and address of organizer: _____

Phone number(s) _____

8. Emergency contact name and phone number: _____

Please check Yes or No for the following questions -	Yes	No	Notes
Will there be alcohol served at the event?			If yes, a State permit is required from the WA State Liquor Control Board.
Will County staffing be requested at the event? (Sheriff, Fire Marshal, etc.)?			If yes, provide a list of those services being requested and outline their duties. This may be required per County request.
Will you have security on site?			If yes, who will be providing the security?
Will you have Emergency Medical Services (EMS) on site during the event?			If yes, please attach written verification.
Will there be music, sound amplification or any other noise impacts?			If yes, the County has a noise ordinance in effect (see County Code for details)
Will the event obstruct, interfere or require the closure and free use of any public road, street or Right-of-Way?			Please provide adequate traffic and detour plans.
Will you have traffic control?			If yes, indicate how the traffic control will be addressed.
Will there be off-site parking needed?			If yes, please provide a parking plan.
Will there be shuttle buses provided for attendees?			If yes, provide a map of their route.
Will there be tickets sold to attend the event?			If yes, please note the cost of the event.
Do you have an informational flyer advertising the event?			If yes, please attach a copy of the information being published.
Will there be food served?			If yes, does the person or organization preparing the food have a food service permit or catering permit? (Please provide the name of the permitted person or organization). If no, and you intend on serving food, a catering permit will need to be acquired. Please allow 2 weeks to complete the food service permitting process.
Are there bathroom facilities already available?			If no, please provide specific information related to the number of sani-cans provided. Please include the location of sani-cans on the event diagram.
Do you have a plan for garbage and recycling?			If yes, please provide your plan, and indicate if you will need assistance from the County Solid Waste Department.
Will a temporary structure be erected for this event?			If yes, attach a drawing including the dimensions. <i>*The structure may require inspection prior to the event.</i>
Have you obtained a Certificate of Insurance specifically naming Kittitas County?			A copy of the Certificate of Insurance must be attached to the application.

WRITTEN PERMISSION TO ENTER EVENT SITE – 30 DAYS PRIOR TO EVENT FOR INSPECTION

I hereby permit law enforcement and/or County officials to enter the site for which the Application has been granted, for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

WRITTEN PERMISSION TO ENTER EVENT SITE – AT THE TIME OF THE EVENT

I hereby permit law enforcement and/or County officials to come upon the site for which the Application has been granted for the purpose of inspection and enforcement of County Code and other applicable law, and pursuant to my agreement and representations made in connection with this Application.

SWORN STATEMENT OF COMPLIANCE

I hereby acknowledge that I have read Kittitas County Code, have familiarized myself with County requirements, and have provided a Certificate of Insurance for this event, specifically naming Kittitas County as insured. I agree that either my designated agent or I shall be on site at all times and shall be responsible for the operation of the event and for compliance with all legal requirements in connection with this event.

I understand that failure to comply with the rules, regulations and conditions set forth in Code may be deemed a gross misdemeanor and that drug or narcotics violations are crimes under RCW.

Signature of applicant/promoter

Signature of property owner

Identify authorized/designated agent(s) who will be in charge at the event (please print):

