



Kittitas County, Washington

BOARD OF COUNTY COMMISSIONERS

EVENT APPLICATION PROCESS

1. Submit a completed Event Application and materials to the Kittitas County Commissioners Office **at least 60 days prior** to the event. There are several departments who review the Event Applications and make their determination based upon the application, written plans and documentation that has been provided. Please note that additional permits may be required in addition from individual departments including: the Fire Marshal, Public Health, Environmental Health, Community Development Services, and the Public Works Department. A \$200.00 permit fee is to be submitted at the time of application for each event. Applications will not be processed until the permit fee has been received.
2. Once a special event has been approved by the County Commissioners, the site and facilities may need to be inspected by County officials (including but not be limited to the Fire Marshal, Sheriff's Department, and Public Health Department) up to five days in advance **prior** to opening to the general public. This is 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.
3. Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process (liquor license, etc.). Some events may require approval from other agencies or jurisdictions.
4. 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 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 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.
5. **Insurance Requirement:** A Certificate of Insurance and endorsements specifically naming "Kittitas County" as an additional insured in the minimum amount of \$1,000,000.00 per occurrence and a \$2,000,000.00 aggregate coverage must be included with the Event Application. This insurance must apply first and on a primary non-contributing basis in relation to any other insurance or self-insurance available to Kittitas County. The County Prosecutor's office may require a greater amount if it is determined to be necessary for the proposed event.
6. 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 to be submitted at the time of application.
7. Before applying for an 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

www.co.kittitas.wa.us

Board of County Commissioners – (509) 962-7508

Community Development Services – (509) 962-7506

Environmental Health – (509) 962-7005

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

Admissions Tax

Kittitas County Ordinance 2020-003

Ordinance amending Ch.3.22 Kittitas County Code to impose an Admissions Tax

"Admissions charge," in addition to its usual and ordinary meaning includes but shall not be limited to a charge for participation in an event or activity; a charge made for season tickets or subscriptions, or a charge made for use of seats and tables, reserved or otherwise, and other similar accommodations and a charge made for rental or use of equipment or facilities for purpose of recreation or amusement, and where the rental of the equipment or facilities is necessary to the enjoyment of the privilege for which a general admission is charged, the combined charges shall be considered as an admission charge. A donation for admittance shall also be deemed an admission charge. Admission charge includes any money paid within or without of Kittitas County for any of the kinds of admission charges defined herein so long as the facilities, entertainment, recreation or amusement privilege derived from such admission charge occurs in Kittitas County.

The tax imposed shall be collected at the time the admission charge is paid by the person seeking admission to any place and shall be reported and remitted by the person receiving the tax to the Treasurer in quarterly installments on or before the last day of the month next succeeding the end of the quarterly period in which the tax is collected or received.

Any person conducting or operating any activity for which an admission charge is made shall register with the Treasurer.

To complete the registration process, you will need to register online.

Any questions, please contact the Treasurer's office at 509-962-7535; or
Treasurer@co.kittitas.wa.us



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EVENT APPLICATION

Thank you for your interest in holding a special event in Kittitas County. Please complete and return this application along with any other materials to the Kittitas County Board of Commissioners **at least 60 days** prior to the day upon the event is scheduled. Any misrepresentation in the application materials or deviation from the final agreed upon route and/or method of operation described may result in the immediate revocation of an issued permit. Specifics outlining Event Permits can be viewed at <http://www.co.kittitas.wa.us/boc/countycode/title05.asp>

Event Information

Name of event: _____

Date(s) of event: _____

Hours of operation: _____

Description of the event: _____

Has this event taken place before? Yes No Dates: _____

Estimated attendance: _____

How is your event being publicized? _____

Please attach any flyers, posters, etc. with your application submission.

Contact Information

Name of the organizer/contact person: _____

Address: _____

Phone number(s): _____

Email address: _____

Date of birth of applicant: _____

If the application is made on behalf of a partnership, please submit full names with their residence and post office address for a period of six months prior to the date of application together with the location of principal office or place of business of such corporation. _____

Emergency contact name(s) and phone number(s) that can be contacted during the event:

Name

Phone Number

Name

Phone Number

WRITTEN PERMISSION TO ENTER EVENT SITE

I/We hereby permit law enforcement and/or County officials to enter the site for which the Event Application has been granted at the time of the event and up to five days prior to the event for the purposes of inspecting and enforcement of County Code and other applicable laws, and pursuant to my agreement and representations made in connection with this Event Application.

SWORN STATEMENT OF COMPLIANCE

I/We hereby acknowledge that I/We have read Kittitas County Code, have familiarized myself with County requirements. I/We agree that either my designated agent or I/we 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/We 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.

Applicant Name (Print)

Applicant Signature

Applicant Name (Print)

Applicant Signature



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Fire Safety and Protection

If more than 50 people are expected at your event, you must complete a separate application process which can be obtained through the Kittitas County Fire Marshal's office. You may contact the Fire Marshal's office at 509-962-7000.

Will there be a temporary structure erected for the event? Yes No

If yes, you must attach a drawing including the dimensions. The structure may require an inspection by County staff prior to the event.

Public Health/Environmental Health

Will there be food served at the event? Yes No

If no food will be served at the event then, no permit or application is required.

If yes, is the food and beverage that you intend on preparing and serving at the event exempt from permit requirements <http://www.co.kittitas.wa.us/health/food.asp>?

- If yes, please submit an application for exemption from permit and proof of food handlers training to the Kittitas County Public Health Department (KCPHD).

If yes, and the food or beverage is not considered exempt from permit, then does the person or organization preparing and serving the food have a food service permit, temporary food service permit, or catering permit from KCPHD?

- If yes, please provide a list of foods and beverages that you intend on having prepared and served at the event along with the name and phone number(s) of the permitted person or organization.

If yes, and the person or organization preparing and serving the food does not already have a food service permit.

- Then a temporary food service permit or catering permit will need to be acquired from KCPHD prior to the event.

Please allow at least 2 weeks to complete the food service permitting process.

Are there permanent or fixed bathroom facilities already available at the location of the event?

Yes

No

If yes, please provide an estimated attendance for the event, a detailed map that identifies the name and address of the physical facility that will provide lavatory facilities for the event, quantity of toilette facilities available for each gender, and the distance from the event that patrons must walk.

If no, please provide an estimated attendance for the event, specific information related to the number of portable restrooms that will be provided, the distance from the event that patrons must walk, and a service plan to ensure that sani-cans remain in a sanitary condition. You must include the location of the portable restrooms on a map/diagram of the event.



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Law Enforcement/Security/Emergency Medical Services

Will there be security on site during the event? Yes No

If yes, please provide a complete list of names and contact information for who will be providing the security.

Will Emergency Medical Services (EMS) be on site during the event? Yes No

If yes, please provide written verification from the providers.

Will there be music, sound amplification or any other noise impacts? Yes No

If yes, Kittitas County has a noise ordinance in effect (see County Code for details). If your event is scheduled for outside of the allowed time, you must submit a written letter to the Board of County Commissioners requesting a waiver and it must be included with your application materials.

Will you have traffic control? Yes No

If yes, please provide documentation on how the traffic control will be addressed.

Will there be off-site parking? Yes No

If yes, please provide the location and a parking plan.

Will there be shuttle buses provided for attendees? Yes No

If yes, provide a map of their route.

Will there be alcohol served at the event? Yes No

If yes, a State permit is required from the WA State Liquor Control Board and must be submitted with your application materials.



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Public Roads

Will the event obstruct, interfere or require the closure and free use of any public road, street or right-of-way? Yes No

If yes, please provide a detailed adequate traffic and detour plans at the time of submission of the application.

Will there need to be road closure or detour signs posted? Yes No



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Garbage/Recycling

Do you have a plan for garbage and recycling? Yes No

A written plan for garbage and recycling must be attached to your application materials. For questions or assistance contact the Kittitas County Solid Waste Department at 509-962-7542.

Insurance

Have you obtained a Certificate of Insurance and endorsements, specifically naming "Kittitas County" as an insured? Yes No

A copy of the Certificate of Insurance and endorsements must be included with your application materials. Kittitas County must be named as an additional insured in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate coverage. This insurance must apply first and on a primary non-contributing basis in relation to any other insurance or self-insurance available to Kittitas County.

Penal Bond - Bond of Indemnity

A \$5,000.00 Penal Bond - Bond of Indemnity is required to be deposited with the County Treasurer to save and protect the streets, pavements, bridges, etc. from damage. The deposit or its balance will be returned once the event has been held and the Board of County Commissioners has certified no damage has been done and that the County has not incurred additional expenses

Are you submitting a \$5,000.00 Penal Bond - Bond of Indemnity with your Event Application? Yes No

If no, you must request a letter in writing to the Board of County Commissioners requesting a waiver to the Penal Bond - Bond of Indemnity and outline the specific reasons why it should not be required of your event.

County Filings and Registration

Is there a cost to attend the event? Yes No

How much are you charging to attend your event?

General Liability:

All events are required to show proof of General Liability insurance coverage with a minimum of \$1,000,000 limit per occurrence and \$2,000,000 aggregate.

You must provide these two pages:

1. Certificate of Insurance
2. "Additional Insured" policy endorsement on form CG 20 12 or CG 2026

In order to ensure we are provided with enough time to review your application and insurance before your intended event date, please provide us with the Certificate of Insurance and Endorsement(s) 30 days before your event date.

Both documents must name Kittitas County as an Additional Insured.

The insurance must apply first and on a primary non-contributing basis in relation to any other insurance or self-insurance available to Kittitas County.

The name of the insured on the Certificate of Insurance and Endorsements must match the permit application (and contract, if applicable).

The effective date must cover the event date, including set up and tear down days.

Host Liquor Liability Insurance is required if alcohol is going to be sold/consumed at the event.

If vehicles are being used in the event, commercial auto insurance is required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Workers' Comp (as required by law, with employer's liability limits of no less than \$1,000,000 per accident for all covered losses), if the applicant has employees working at the event.

If there is something uniquely risky about an event, other specific coverages (e.g., "pollution", "watercraft", "liquor", etc.) may need to be required. The above requirements are a non-exhaustive list of some of the additional types of insurance that may be required depending on the details of your event.

The Certificate Holder must be:

Kittitas County
205 W. 5th Avenue Suite 105
Ellensburg, WA 98926

The Event Organizer must agree to indemnify, defend, and hold the County harmless for any and all liability arising from the use of County property or facilities. In addition, the Event Organizer's insurance will be responsible for any damage done to County property resulting from the event.

**** Failure of the Applicant to fully comply with the above insurance requirements will result in their application being denied. ****