



## **Special Event Application Checklist**

### **60 Days from Event Date (90-Days if event includes requires the closure of any highway or street, any detouring of traffic, or any significant impact on city services):**

- Submit Special Event Application to Katie Darrow [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov)
- Submit Site Map with Special Event Application  
*\*Example: Google Earth Image marked up*
- Submit \$60 Special Event Administration Fee
- Summit Application to Waive Fees (if applicable). Must meet all 4 requirements:
  1. The activities are conducted by a non-profit organization.
  2. The activities are open to the public without discrimination.
  3. The activities will benefit the public health, safety, or welfare.
  4. There is no charge for admission, participation, or a vendor fee (except for pledges for events such as walkathon).
- Summit Application for Additional Concession Request Form (if applicable)
- If food trucks are part of event, provide food truck name and length so city staff may coordinate an appropriate parking location.

### **30 Days from Event Date:**

- Submit a copy of general liability insurance naming the city of Monroe as additionally insured.

### **1-2 Weeks from Event Date:**

- Meet on-site with city staff. Email Katie Darrow at [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov) to set up.
- Submit signed 'Original' permit

### **Questions:**

Contact Katie Darrow, Parks & Recreation Events & Tourism Coordinator at 360-863-4519, or [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov)

## Special Event Information & FAQ's

Dear Applicant,

We are pleased that you are planning a special activity in the City of Monroe. By working together, we can make the necessary arrangements to make your event a success.

A special event is defined as any kind of activity that is out of the norm for activities typically occurring in the area where the event is proposed to take place, or an activity that may impact public places, areas, or facilities. Events involving 100 people or more at Lake Tye Park and Sky River Park, 50 people or more at Lewis Street Park and Al Borlin Park, and 30 people or more at Traveler's Park and neighborhood parks require a Special Event Permit.

A special process has been developed to address the needs of special events in order to protect the health, safety and welfare of all citizens, while facilitating, to the extent reasonable, activities that enhance the quality of life. As much as is possible, the rules and regulations are designed, based upon experience, to provide for the specific needs for each special event, anticipating and addressing potential problems or areas of concern before they develop. This process is also meant to provide you with "one stop shopping," eliminating the need to contact multiple city departments.

The following are some of the general requirements for a special event permit. You may wish to request a complete copy of MMC 5.28, which governs special events, for more detail on conditions, exemption, waivers, and appeals procedures.

### **Application Deadline:**

Any person or organization desiring to sponsor a special event not exempted by ordinance, shall apply for the special event permit filing a complete application with the City on a form supplied by the City. This application should be submitted at least **60 days in advance of the proposed event date(s)** (90-Days if event includes requires the closure of any highway or street, any detouring of traffic, or any significant impact on city services). It is in the best interest of the applicant to submit the application as early as possible to ensure that adequate time is available to develop and comply with the requirements of the specific permit. It will also allow the applicant time to use the appeal process if need be. Applications submitted on notice too short for adequate staff review will not be guaranteed approval.

### **Special Event Application Filing Fee:**

A **\$60.00** non-refundable application filing fee is due with completed application. There may be other fees depending on your location and request of facilities.

### **Indemnification Agreement:**

The permit applicant must sign an agreement to defend, indemnify and hold the City of Monroe harmless from any claims arising out of event prior to the issuance of their event permit.

### **Insurance Required:**

The applicant/sponsor of the event must possess or obtain public liability insurance. Coverage shall be commercial general liability policies with a minimum limit of \$1,000,000 each occurrence, \$2,000,000 aggregate. A certificate of insurance shall be submitted as evidence of liability insurance coverage. The city reserves the right to require high limits of liability

insurance. An endorsement adding the City of Monroe on your organization's liability coverage as an additional insured for the date(s) of your event is required. Individuals can purchase one day insurance can be purchased through GatherGuard (<https://gatherguard.com/>).

**Block Parties:**

Notification Requirements: Applicants must notify all residents within affected area twice, once 30 days prior to the event and one week prior to the event. The notification must include details on the event that include date of event, time of event, time of the road closure, where the road will be closed. A copy of this notification must be provided to the city of Monroe prior to the event date.

Ingress/Egress Requirements: If a resident's only means of vehicle ingress or egress to or from the residence is eliminated by the road closure, the Applicant is required to allow for emergency access (min.10-ft. wide lane) for both homeowners within the road closure who are not interested in participating in the block party and for Police/Fire vehicles and equipment. For purposes of this policy, a developed (paved or graveled) alley is considered a viable means of vehicle ingress and egress for homeowners within the road closure.

**Age Requirement:**

The permit applicant must be above the age of 18 and if planning a block party, the applicant and homeowner must be at least 21 years of age.

**Event Contact:**

For Special Event Application process through event completion, there needs to be only one event representative in communication with the City of Monroe Events and Tourism Coordinator.

**Beer Garden:**

It is unlawful for any person to consume or possess any alcoholic beverage in a city park, including unopened alcoholic beverage containers, except in those areas and/or at those events for which the appropriate license(s)/permit(s) has been obtained from the state of Washington and an approved special event permit has been issued by the director or designee in accordance with Chapter 5.28 MMC. (Ord. 008/2012 § 1; Ord. 942, 1990)

- 1) Applicant to provide General Liability insurance including completed operations coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Higher coverage may be required based on event details. Provide copy of certificate naming the City of Monroe as additionally insured.
- 2) Liquor Liability insurance is required with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Applicant to provide copy of certificate naming the City of Monroe as additionally insured.
- 3) A non-profit organization must run the beer garden.
- 4) On-site the beer garden must be completely fenced off with a monitored entrance.

**Block Parties:**

- 1) A 20' Emergency Fire Lane must be kept open at all times within the road closure and for the duration of the block party.
- 2) No alcohol may be consumed or served on public right-of-way (streets, sidewalks, etc.)
- 3) General Liability Insurance is not required if there are no large activities on public right-of-way as part of the block party such as bouncy houses, stage, etc.
- 4) Applicant must fulfill Notification Requirements and Ingress/Egress Requirements (See page 3 – Special Event Information)

**Bouncy House/Inflatables:**

- 1) Applicant to provide General Liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Higher coverage may be required based on event details. Applicant to provide copy of certificate naming the City of Monroe as additionally insured.
- 2) Applicant to confirm Bouncy house rental company is L&I certified and has liability insurance.
- 3) In addition to applicant submitting insurance for the event, we must also receive a copy of insurance from the Bouncy House rental company naming the City of Monroe as additionally insured.
- 4) Bouncy Houses must be operated by certified operators.

**Special Event Signage:**

Prior to Event: Approved and permitted Special Events may display 1 Banner at Lake Tye Park 2 weeks prior to the event. This banner shall not exceed the size of 4' tall x 8' wide and must be hung using zip ties. It will be placed either on the chain link fence adjacent the Lake Tye playground OR on the chain link fence around the tennis courts. Banners will be installed using zip ties by the applicant and must be removed at the conclusion of the event. All zip ties must be removed from the fence and disposed of in the garbage.

Day of Event: Any temporary signage may be hung within park at location and installation directions discussed and approved at on-site meeting in accordance with City Sign Code.

**HOA Parks**

HOA Park Activities don't prompt special event requirements since it's a private park and not governed by park code. MMC 9.28 If it is a large gathering, please notify Monroe Police Department as a courtesy. If the HOA Park Event entails a road closure or activities that will affect the public right-of-way (streets, sidewalks, etc.), a Special Event Application must be submitted through the city at least 90 days prior to event.

**Monroe Special Event Application**

**Applicant Information:**

Applicant/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Application Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact at the Event: \_\_\_\_\_

**Event Information:**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time (set-up): \_\_\_\_\_ Ending Time (take-down): \_\_\_\_\_ Start Time of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will city facilities be used? (Picnic shelters, athletic fields, streets, etc.)  Yes  No

If yes, identify which facility and the proposed activities:

\_\_\_\_\_  
\_\_\_\_\_

Will you be requesting **services** from city agencies (Police, Fire, Parks, or Public Works)?

*\*This may include requesting cones, barricades/signage, off-duty officer, water and/or electricity, etc.*

Yes  No

Please describe requested services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scope of Event:**

**Location – Attach Map(s)** showing the following (does not need to be to scale):

*\*We suggest using a Google Earth Image marked up*

**Your application will not be routed if a site map is not included.**

- All streets and sidewalks used
- Road closure details desired
- 20 ft. fire lane placements on blocked roads
- Parking areas
- Placement of vendor booths
- Placement of tents
- Placement of stages
- Placement of food trucks (be sure to indicate size and truck type on page 7 of this application)
- Placement of demonstrations and other activities
- Staging and disbanding areas for parades
- Parade or procession route

1. Will there be a parade?  Yes  No
- Will children participate in parade?  Yes  No
  - Will there be motorized floats in parade?  Yes  No
  - Will there be horses or other animals in parade?  Yes  No

If yes, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

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2. Will children participate in your event?  Yes  No  
If yes, please describe:

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3. Will you have animals at your event?  Yes  No  
If yes, please describe:

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4. Will there be music (Live or DJ) or dancing?  Yes  No
- Will there be public participation?  Yes  No
  - Will there be a stage?  Yes  No
  - Will the stage be on public property?  Yes  No
  - Will amplification equipment be used?  Yes  No

If yes, describe in detail including the name(s) of the music source, performance times, and describe the amplification equipment:

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5. Will you need electricity for any event activities?  Yes  No  
If yes, please describe wattage & amperage is needed and for what:

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6. Will there be tents, trailers, or campers on public property?  Yes  No  
• If yes, please indicate on site map size and location requested.

7. Will there be amusement rides? (bouncy houses etc.)  Yes  No  
• Do you have approval from the Gambling Commission?  Yes  No  
• Do you have approval from Dept. of L&I?  Yes  No  
If yes, identify the amusement type, location, and hours of operation:

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8. Will there be demonstrations on public property (gymnastics, skateboarding, fireworks)?  Yes  No  
• Will there be public participation?  Yes  No  
If yes, list all demonstration, performances times and a contact person for each:

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9. Will there be events/activities in/on the water?  Yes  No  
If yes, please describe:

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10. Will there be liquor sales or consumption?  Yes  No  
If yes, give license number, license holder, and describe location and activity, including hours of operation:

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11. Do you have approval from the State Liquor Control Board?  Yes  No

12. Do you have liability insurance?  Yes  No  
• If yes, please provide a copy of certificate naming the city of Monroe as additionally insured no later than 30-days prior to event date.

13. Will there be food at your event?  Yes  No  
If yes, please submit Food Truck name and vehicle size 1-2 weeks prior to event:

\_\_\_\_\_  
\_\_\_\_\_

- If food trucks are participating in event at Lake Tye Park or Sky River Park, please submit an Additional Concession Request form with the exception of events centrally located west of the soccer fields at Sky River Park.

14. Will food or non-alcoholic beverages be **sold** \_\_\_\_\_ or **served** \_\_\_\_\_?  
If yes, please list what you will **sell** or **serve**:

\_\_\_\_\_  
\_\_\_\_\_

- If a food item will be sold or served at Lake Tye Park or Sky River Park, please submit an Additional Concession Request form with the exception of events centrally located west of the soccer fields at Sky River Park.

15. Will a commercial product (t-shirts, cups etc.) or service be sold?  Yes  No  
If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. If hosting a Block Party, have you fulfilled: (page 3, Special Event Information)  
Notification Requirements  Yes  No  
Ingress/Egress Requirements  Yes  No

17. Please describe any additional activities that will be available at your event:

\_\_\_\_\_  
\_\_\_\_\_

**Affidavit of Applicant:**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the city council, the mayor, or his designee.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## **Special Event Indemnification Agreement**

The sponsor/permittee agrees to defend, indemnify and hold harmless the City of Monroe, Washington, its appointed and elected officials employees, authorized volunteers, 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 or bodily injury, including death at any time resulting there from, 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 event, except those arising out of the sole negligence of the City of Monroe.

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Name

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Applicant Signature

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Date

## Special Event Information & FAQ's

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## Monroe Special Event Application

**Applicant Information:**

Applicant/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Application Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact at the Event: \_\_\_\_\_

**Event Information:**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time (set-up): \_\_\_\_\_ Ending Time (take-down): \_\_\_\_\_ Start Time of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will city facilities be used? (Picnic shelters, athletic fields, streets, etc.)  Yes  No

If yes, identify which facility and the proposed activities:

\_\_\_\_\_  
\_\_\_\_\_

Will you be requesting **services** from city agencies (Police, Fire, Parks, or Public Works)?

*\*This may include requesting cones, barricades/signage, off-duty officer, water and/or electricity, etc.*

Yes  No

Please describe requested services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scope of Event:**

**Location – Attach Map(s)** showing the following (does not need to be to scale):

*\*We suggest using a Google Earth Image marked up*

**Your application will not be routed if a site map is not included.**

- All streets and sidewalks used
- Road closure details desired
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- Placement of vendor booths
- Placement of tents
- Placement of stages
- Placement of food trucks (be sure to indicate size and truck type on page 7 of this application)
- Placement of demonstrations and other activities
- Staging and disbanding areas for parades
- Parade or procession route

1. Will there be a parade?  Yes  No
- Will children participate in parade?  Yes  No
  - Will there be motorized floats in parade?  Yes  No
  - Will there be horses or other animals in parade?  Yes  No

If yes, describe parade route, staging and disbanding areas, and times for assembling, starting and approximate ending:

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2. Will children participate in your event?  Yes  No
- If yes, please describe:

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3. Will you have animals at your event?  Yes  No
- If yes, please describe:

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4. Will there be music (Live or DJ) or dancing?  Yes  No
- Will there be public participation?  Yes  No
  - Will there be a stage?  Yes  No
  - Will the stage be on public property?  Yes  No
  - Will amplification equipment be used?  Yes  No

If yes, describe in detail including the name(s) of the music source, performance times, and describe the amplification equipment:

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5. Will you need electricity for any event activities?  Yes  No  
If yes, please describe wattage & amperage is needed and for what:

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6. Will there be tents, trailers, or campers on public property?  Yes  No  
• If yes, please indicate on site map size and location requested.

7. Will there be amusement rides? (bouncy houses etc.)  Yes  No  
• Do you have approval from the Gambling Commission?  Yes  No  
• Do you have approval from Dept. of L&I?  Yes  No  
If yes, identify the amusement type, location, and hours of operation:

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8. Will there be demonstrations on public property (gymnastics, skateboarding, fireworks)?  Yes  No  
• Will there be public participation?  Yes  No  
If yes, list all demonstration, performances times and a contact person for each:

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9. Will there be events/activities in/on the water?  Yes  No  
If yes, please describe:

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10. Will there be liquor sales or consumption?  Yes  No  
If yes, give license number, license holder, and describe location and activity, including hours of operation:

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11. Do you have approval from the State Liquor Control Board?  Yes  No

12. Do you have liability insurance?  Yes  No  
• If yes, please provide a copy of certificate naming the city of Monroe as additionally insured.

13. Will there be food at your event?  Yes  No  
If yes, please indicate Food Truck business name and vehicle size:

\_\_\_\_\_  
\_\_\_\_\_

- If food trucks are participating in event at Lake Tye Park, please submit an Additional Concession Request form.

14. Will food or non-alcoholic beverages be **sold** \_\_\_\_ or **served** \_\_\_\_?  
If yes, please list what you will **sell** or **serve**:

\_\_\_\_\_  
\_\_\_\_\_

- If a food item will be sold or served at Lake Tye Park, please fill out the additional concessions requested form.

15. Will a commercial product (t-shirts, cups etc.) or service be sold?  Yes  No  
If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. If hosting a Block Party, have you fulfilled: (page 3, Special Event Information)  
Notification Requirements  Yes  No  
Ingress/Egress Requirements  Yes  No

17. Please describe any additional activities that will be available at your event:

\_\_\_\_\_  
\_\_\_\_\_

**Affidavit of Applicant:**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I have read and understand the rules and regulations governing the proposed activity, and that this application is made subject to the rules and regulations established by the city council, the mayor, or his designee.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## **Special Event Indemnification Agreement**

The sponsor/permittee agrees to defend, indemnify and hold harmless the City of Monroe, Washington, its appointed and elected officials employees, authorized volunteers, 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 or bodily injury, including death at any time resulting there from, 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 event, except those arising out of the sole negligence of the City of Monroe.

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Name

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Applicant Signature

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Date