



# COMMUNITY EVENT APPLICATION

Planning & Building Services / Public Works  
22710 E. Country Vista Drive, Liberty Lake WA 99019  
Phone: (509) 755-6700 Fax: (509) 755 6713  
Website: www.libertylakewa.gov

Community events are celebrations, fairs, festivals, marathons, tournaments, or other special events generally recognized by the community and advertised as such which are open to the public. Please complete and return this application with any required submittals at least 30 days prior to the proposed community event to allow for adequate processing time.

This application will cover all potential City of Liberty Lake Planning & Building Services and Public Works permits required for a Community Event (Temporary Use, Public Assembly, Right-of-Way, Temporary Structures - Building Permits, and Temporary Sign Permits). Additional facility or special event permits may be required by the City of Liberty Lake or permits may be needed from Spokane County or Washington State.

Complete and return the Community Event Application and Required Submittals to:

City of Liberty Lake Planning & Building Services  
22710 E. Country Vista Drive  
Liberty Lake, WA 99019  
Fax: (509) 755-6713  
Email: thunter@libertylakewa.gov

Application may be submitted in person, by fax, by email, or mailed to City Hall. A City staff member will contact you after your application has been received. If you have any questions about the application or review process, please call (509) 755-6700. *Acceptance of the application does not guarantee approval of the Community Event.*

**Applicant Name:** *(must be 21+ years old)* Last: \_\_\_\_\_ First: \_\_\_\_\_

**Company / Organization:** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_  Mail  Home Phone  Work Phone  Cell Phone  Email  
*(Preferred method of contact)*

## Event Information

1. Will the event be open to the public?  Yes  No *(if no, please contact the City for further instruction)*

2. Proposed Event Name: \_\_\_\_\_

Is this a re-occurring / annual event?  Yes  No

3. Proposed Event Description: \_\_\_\_\_

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

**4. Proposed Event Date(s) & Time(s):**

Event Setup Date: \_\_\_\_\_ Event Setup Time: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Event Date Range, if applicable: \_\_\_\_\_

Event Time Range, if applicable: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

Event Dismantle Date: \_\_\_\_\_ Event Dismantle Time: \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM

**5. Proposed Event Type & Activities (check all that apply):**

<input type="checkbox"/> Parade	<input type="checkbox"/> Food	<input type="checkbox"/> Alcohol
<input type="checkbox"/> Marathon / Triathlon	<input type="checkbox"/> Vendor Booths (sale of goods or services)	<input type="checkbox"/> Vendor Booths (display only)
<input type="checkbox"/> Bike Race	<input type="checkbox"/> Inflatable Amusements	<input type="checkbox"/> Amusement Rides
<input type="checkbox"/> Walk / Relay	<input type="checkbox"/> Dunk Tank	<input type="checkbox"/> Historical or Other Display
<input type="checkbox"/> Sports Tournament	<input type="checkbox"/> Car / Vehicle Show	<input type="checkbox"/> Animals
<input type="checkbox"/> Arts / Crafts Show	<input type="checkbox"/> Live Performances / Amplified Sound	<input type="checkbox"/> Nighttime Activities
<input type="checkbox"/> Carnival	<input type="checkbox"/> Other -	<input type="checkbox"/> Other -
<input type="checkbox"/> Concert	<input type="checkbox"/> Other -	<input type="checkbox"/> Other -

**6. Proposed Event Location:**

Private Property  
(complete 6a - 6c below)

Public Park, Facility, or Street  
(complete 6d - 6e below)

**Private Property Location**

<b>a.</b>	Property Name (if applicable):	
<b>b.</b>	Property Address:	
<b>c.</b>	Property Owner Permission:	
	<i>Printed Name</i>	<i>Signature</i>

**Public Property Location**

*check all that apply*

<b>d.</b>	<input type="checkbox"/> City Hall – Council Chambers (City functions only)	<input type="checkbox"/> Trailhead Banquet Room – Trailhead Golf Course
	<input type="checkbox"/> Pavillion Park	<input type="checkbox"/> Pavillion Park - Parking Lot ( <i>*limited access</i> )
	<input type="checkbox"/> Rocky Hill Park	<input type="checkbox"/> Rocky Hill Park - Parking Lot ( <i>*limited access</i> )
	<input type="checkbox"/> Orchard Park	<input type="checkbox"/> Orchard Park - Parking Lot ( <i>*limited access</i> )
	<input type="checkbox"/> Town Square Park	<input type="checkbox"/> Town Square Park - Parking Lot ( <i>*limited access</i> )
	<input type="checkbox"/> Liberty Lake Ball Field Baseball Diamond	<input type="checkbox"/> Other –
	<input type="checkbox"/> Street Name / Block (please include sidewalks & bike lanes, if applicable) –	
	<input type="checkbox"/> Street Name / Block (please include sidewalks & bike lanes, if applicable) –	
	<input type="checkbox"/> Street Name / Block (please include sidewalks & bike lanes, if applicable) –	
	<input type="checkbox"/> Street Name / Block (please include sidewalks & bike lanes, if applicable) –	
<i>* Handicap and emergency access must be maintained</i>		
<b>e.</b>	City Administrator Permission:	
	<i>Printed Name</i>	<i>Signature</i>

**7. Proposed Event Details:**

a. 501(c)(3) Nonprofit ID#: \_\_\_\_\_

b. Admission or fees collected for event?  Yes  No

c. Estimated # of People Per Day: \_\_\_\_\_ Estimated Staff / Volunteers / Vendors  
+ \_\_\_\_\_ Estimated Visitors / Guests / Participants  
= \_\_\_\_\_ Total Per Day x \_\_\_\_\_ Days = \_\_\_\_\_ Total Number

d. # of Portable Restrooms: \_\_\_\_\_ Regular \_\_\_\_\_ ADA \_\_\_\_\_ Propose to Utilize Facility Restrooms Only

e. Will private security be used?  Yes  No *(If yes, please explain below)*

#: \_\_\_\_\_ Volunteers #: \_\_\_\_\_ Hired Staff \_\_\_\_\_ Uniforms? (i.e. vest, jacket, shirt, etc.)

f. Will safety personnel be used?  Yes  No *(If yes, please explain below)*

#: \_\_\_\_\_ Volunteers #: \_\_\_\_\_ Hired Staff \_\_\_\_\_ Uniforms? (i.e. vest, jacket, shirt, etc.)

g. Will emergency medical personnel be used?  Yes  No *(If yes, please explain below)*

#: \_\_\_\_\_ Volunteers #: \_\_\_\_\_ Hired Staff \_\_\_\_\_ Uniforms? (i.e. vest, jacket, shirt, etc.)

h. Using electrical/extension cords?  Yes  No *(provisions must be made to secure tripping hazards)*

i. Using water hoses?  Yes  No *(provisions must be made to secure tripping hazards)*

j. Will there be adequate parking on site?  Yes  No *(If no, please explain below)*

\_\_\_\_\_

k. Will fencing of any type be used?  Yes  No *(If yes, please explain below)*

\_\_\_\_\_

l. Will streets, sidewalks, or bike lanes be used?  Yes  No *(If yes, please explain below)*

\_\_\_\_\_

m. Will mobile sales / concessions be available?  Yes  No *(If yes, please list vendors/categories below)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*(mobile sales / concessions must comply with City Zoning and Temporary Use Permit Standards)*

*Any vendors selling goods or services must be approved by the City. The City has the right to limit the number of vendors and types of products and services. The following products and services shall be prohibited and on-site enforcement of the prohibition shall be conducted by the Liberty Lake Police Department:*

- Adult oriented merchandise or services
- Drug paraphernalia
- Hazardous materials
- Illegal merchandise or services
- Tobacco
- Weapons
- Similar products or services as listed above, as determined by the City Administrator / designee

n. Will event signage be used?  Yes  No *(If yes, please explain below)*  
*(signage must comply with City Signage Standards)*

• Proposed on-site sign location(s): \_\_\_\_\_

Total Proposed #: \_\_\_\_\_ Proposed Size(s): \_\_\_\_\_

Proposed Sign Description: \_\_\_\_\_

• Proposed off-site / directional sign location(s): \_\_\_\_\_

Total Proposed #: \_\_\_\_\_ Proposed Height & Size: \_\_\_\_\_

Proposed Sign Description: \_\_\_\_\_

• Are you proposing to use a searchlight?  Yes  No (If yes, please note location below)

o. If the event will occur at night, will any lighting be used?  Yes  No (If yes, please describe below)

p. Will any bleachers be used?  Yes  No (If yes, please describe below)

q. Will a stage be used?  Yes  No (If yes, please describe below)

r. Will any enclosed tents, structures, or trailers be used which the public will enter or utilize?  Yes  No (If yes, please explain below)

Is the structure(s) existing or temporary?  Existing  Temporary (please describe structure below)

Describe the interior use of the structure(s) - check and describe all that apply:

Seating  Booths / Displays  Performance  Cooking  Other - \_\_\_\_\_

Size: \_\_\_\_\_ Height: \_\_\_\_\_ # of Exits: \_\_\_\_\_

Will the structure(s) utilize a temporary heating source?  Yes  No (If yes, please describe below)

Will any propane or other combustible fuel sources be used for heating, cooking, etc.?  Yes  No (If yes, please describe below)

Will fire extinguishers be provided?  Yes  No (If yes, please answer below)

Proposed #: \_\_\_\_\_ Proposed Location(s): \_\_\_\_\_

Provide a plan / map which identifies the following:

- Exit location(s)  Crowd control methods  Fire extinguisher location(s)  
 Interior layout & dimensions (booth locations, seating locations, uses, aisle widths, etc.)

Ventilation, exit signage, etc. may be required as conditions of approval

**8. Additional Information:**

- a. Will alcohol be served at the event?  Yes  No *(If yes, a Banquet Permit may be required. To obtain a permit, contact the WA State Liquor Control Board, 360-664-1600 or <http://www.liq.wa.gov/licensing/banquet-permits>)*
- b. Will food be cooked or served during the event?  Yes  No *(If yes, a Temporary Food Establishment or Food & Beverage Worker Permit may be required. To obtain a permit, contact the Spokane Regional Health District, 509-324-1560, ext. 2 or <http://www.srhd.org/services/foodsafe.asp>)*

**9. Proposed Event Map / Site Plan:**

*(Submit an event map and/or site plan which includes the following, as applicable. Utilization of aerial images with information noted is recommended.)*

- Scale of drawing & North arrow
- Site area showing property boundaries & dimensions
- Width and name of street(s) adjacent to the site
- Existing building location(s)
- Parking area(s) / space(s) / driveway(s)
- Proposed fencing location(s)
- Proposed bleacher location(s)
- Proposed stage location(s)
- Proposed lighting location(s)
- Proposed location of temporary buildings, structures, trailers, tents, etc. (including exterior decks/balconies) showing dimensions, distance to property boundaries / existing site features, and exits
- Proposed route for parades, marathons, triathlons, races, etc.
- Proposed areas of large assembly
- Proposed activity locations (booths, amusements, rides, displays, etc. w/ dimensions)
- Other information as requested or that will assist in describing the proposed event

**10. Traffic Control Plan - required if event is proposed to utilize any streets, sidewalks, or bike lanes:**

*(Signs, barricades, and traffic control shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways." Submit a traffic control plan which includes the following)*

- Scale of drawing & North arrow
- Position and location of event
- Width and names of streets (include sidewalks and bike lanes, if applicable)
- Location and method of traffic, bike, and pedestrian control (barriers, cones, signage, detours, etc.)
- Dates and hours of closures / restrictions

**11. Impact Mitigation Plan:**

- Description of your plans to notify (at least 2 weeks in advance), affected businesses and citizens about the event including notices through local publication and other media, direct mail announcements, neighborhood postings or door-to-door notices. Notices should reflect the type of event and activities, as well as the day(s), date(s), time(s), and site(s) affected. Detours and alternate routes for transportation should also be included.
- *City Staff will notify public service and emergency service providers (LLPD, Spokane Valley Fire, Spokane Transit, etc.) of street closures.*

**12. Certificate of Insurance - required if event is proposed to utilize any City facilities or right-of-way:**

The City of Liberty Lake requires insurance for all large events and applicant must, at a minimum:

- Provide a certificate of insurance showing evidence of General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis which lists the City of Liberty Lake as additional insured.
- Policy limit must be a combined single limit of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000) general aggregate.
- Liquor legal must be included in the policy for events where alcohol will be present.

## Community Event Application Acknowledgements:

In consideration of the granting of permit(s) for a Community Event, it is agreed by the applicant that the City of Liberty Lake and any officer or employee thereof shall be saved harmless by the applicant from any liability of responsibility for any accident, loss, or damage to persons or property, happening or occurring as the proximate result of any of the activities undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that any of said liabilities are hereby assumed by the applicant. Community events may require inspection to ensure the activities comply with City Code. All rules and regulations pertaining to public assemblies must be followed including regulations pertaining to exits, decorations, flammable items, etc. Inspections conducted by the City of Liberty Lake will be conducted prior to and anytime during a public assembly or as needed to check for compliance with public assembly regulations. Signs, barricades, and traffic control during all activities shall be performed in strict compliance with the Manual of Uniform Traffic Control Devices (MUTCD). The applicant/petitioner designated herein as the "Grantee", or any successors and assigns, shall have the right and authority to enter upon the right of way of the City road, street, alley, public place, or structure as indicated, for the purpose applied for, and approved by the City of Liberty Lake. Prior to the start of the event, the location, activity, safeguarding of public traffic during or after event, mode of operation, and manner of maintenance of project petitioned for shall be approved by the City and shall be subject to the inspection of the City so as to assure proper compliance with the terms of a right-of-way permit. If necessary, Grantee shall pay to the City all costs and expenses incurred in the examination, inspection, and supervision on account of the granting of a right-of-way permit. Grantee shall leave all roads, streets, alleys, public places, and structures after event, in as good and safe a condition in all respects as same were in before commencement of the event. In case of any damage to any roads, streets, public places, structures, or public property of any kind on account of said work by Grantee, Grantee shall immediately repair said damage at Grantee's sole cost and expense. The City or designated agents or representatives, may perform, order, or have performed any and all work considered necessary to restore to a safe condition any street, alley, public place, or structure which is in a condition dangerous to a life or property resulting from the Grantee's event as permitted herein, and upon demand the Grantee(s) shall pay to the City all costs of such work and material. This grant or privilege shall not prohibit the City from granting other permits, nor shall it prevent the City from using any of its roads, streets, public places for any and all public use, or affect its jurisdiction over all or any part of them. All the provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of Grantee and all privileges of Grantee shall inure to such successors and assigns as if they were specifically mentioned. The City may revoke, annul, or terminate a permit if Grantee fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given Grantee or if the activity herein permitted is not installed or operated and maintained in conformity herewith, or at all. The City of Liberty Lake may at any time, change, amend, modify, amplify, or terminate any of the conditions herein enumerated so as to conform to Washington law or any City regulation pertaining to the public welfare, safety, health, or highway regulations as are now or may hereinafter be enacted, adopted, or amended, etc. The City may terminate a permit if Grantee fails to comply with any such changes. Grantee by accepting a permit(s) agrees to notify and check with all affected parties before commencing an event, together with private property owners when such property is liable to injury or damage through the performance of activities and Grantee shall make all necessary arrangements relative to the protection of such property. In accepting a permit Grantee, or any successors and assigns, agree to indemnify and save harmless the City from all claims, actions, or damages of any kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of right of way or public place or public structure, and in case any such suit or action is brought against said City for damages or injuries arising out of or by reason of any of the above causes, Grantee, or any successors or assigns, shall upon notice to Grantee or said successors or assigns, or commencement of such action, defend the City, its officers, agents, and employees at Grantee's sole cost and expense and shall fully satisfy any and all judgment(s) after said suit or action shall have finally been determined, if adverse to the City.

All Grantee(s), or representatives of Grantee(s), shall be at least 21 years of age or older and present during the event. The person signing the request form on behalf of Grantee shall be considered the responsible party for post event clean up and in case of damage, injury, theft, or disturbance during facility use. All minors must have adequate adult supervision. Only those facilities specified shall be available for use on the day of the event. Any exceptions to this policy shall be approved by the City Administrator.

**Compliance with applicable ordinances, taxes, and laws is the responsibility of Grantee. A Spokane Regional Health District permit may be required if food will be cooked or served, a Banquet Permit may be required if alcohol will be served at the event, a current City of Liberty Lake Business License may be required for selling products/services for profit at the event, and a City of Liberty Lake Facility Use Permit and/or Special Event Permit may also be required.**

<b>COMMUNITY EVENT - PLANNING &amp; BUILDING SERVICES / PUBLIC WORKS PERMIT FEES 2018</b>	<b>Permit Fee</b>	<b>Additional Fees or Rates, if applicable</b>
Public Assembly Permit	\$50.00	Inspections Outside Normal Working Hours = \$75.00 / hour
Right-of-Way Permit	\$50.00	Inspections Outside Normal Working Hours = \$75.00 / hour
Temporary Use Permits	\$75.00 Non-Profits may apply for a fee waiver	Non-Profits may apply for a fee waiver and shall be reviewed on a case by case basis.
Temporary Structures	\$150.00	Inspections Outside Normal Working Hours = \$75.00 / hour
Temporary Sign Permit		No Charge
<i>Investigation Fee (additional charge assessed when work is started without a permit)= 100% of Permit Fee</i>		
<i>Non-profit Liberty Lake Community Service Organizations (i.e. Kiwanis, Rotary, etc.) shall receive preference for being granted an exclusive Mobiles Sales / Concessions Temporary Use Permit for community events on City property.</i>		
<p>Fees will be collected upon issuance of permit(s) and reservation(s) applicable to the Community Event. The applicant will be responsible for any review and inspection fees incurred by the City upon submittal of a Community Event application and shall comply with City cancellation, administration, and refund policies.</p> <p>All applicable fees that may be assessed by the City are contained in the current adopted City Budget, current adopted Recreation Program Fee Schedule, current adopted Planning, Building, and Public Works Fee Schedule, and Planning &amp; Building Services Policy Bulletin # 21.</p>		

Applicant has reviewed the City of Liberty Lake Temporary Use Permit, Temporary Sign Permit, Public Assembly Permit, and Right-of-Way Permit Policies, as well as Ordinances 115 and 142, as applicable, and agrees to abide by the terms listed therein. Applicant assumes all responsibility and liability for any and all losses, damages and claims arising out of or for injuries or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify, defend, and hold harmless the City, agents, and employees from any and all such losses, damages and claims. Applicant is responsible for all costs associated with post event clean up or any damages to the facility which shall be billed to applicant. Applicant agrees to clean up after the event and not damage the park or facility. Applicant agrees to provide any required permit application information and submittals to the City at least thirty (30) days prior to the event, and post any required permits at the event. Applicant hereby makes application to the City of Liberty Lake for a Community Event and certifies the information given in this application and supporting material is correct. Applicant has read and agrees to comply with the Community Event Application Acknowledgements contained within this application. Applicant further agrees to abide by the requirements and conditions of any City permits issued for the event. The applicant agrees to indemnify, defend, and save harmless the City, or its officers, agents, employees, from any and all damages or injuries arising out or due to the applicant's event or the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damages or injuries result from the sole negligence of the City, or its officers, agents, or employees.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*For Office Use Only:*

Event Name: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Is a City Temporary Use Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Public Assembly Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Temp. Structure Bldg. Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Right-of-Way Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Temporary Sign Permit Required?	Yes	No	Maybe	Reviewed By: _____
Have all required items been submitted?	Yes	No		

Needed Items:

Does the proposed event need to be modified in any way? Yes No

Modifications:

**Possible Conditions:**

- Compliance with applicable Ordinances, Taxes, and Laws is the responsibility of the applicant. A Spokane Regional Health District (SRHD) Permit may be required if food will be cooked or served and vendors should contact SRHD about current requirements.
- City Facility Reservation / Special Event Permit

EVENT APPROVED     EVENT APPROVED W/ CONDITIONS     EVENT DENIED -

City Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_