

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 142**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,
WASHINGTON, ADOPTING REGULATIONS FOR SPECIAL EVENTS.**

WHEREAS, it is in the interests of the City of Liberty Lake to allow community organizations and citizens to sponsor special events within the City limits; and

WHEREAS, reasonable guidelines and a permitting process are necessary to protect the public's health, safety and welfare during special events.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Spokane County, Washington, do ordain as follows:

Section 1. Definitions.

- A. "Applicant" is the person, firm or entity making application for a permit.
- B. "City" means the City of Liberty Lake.
- C. "Parade" means any march or procession consisting of people, animals, bicycles, vehicles, or combination thereof, except wedding processions and funeral processions, upon any public street or sidewalk which does not comply with adopted traffic regulations or controls.
- D. "Run" means an organized procession or race consisting of people, bicycles, or other vehicular devices or combination thereof comprising fifteen (15) or more persons upon the public street or sidewalk.
- E. "Public Property" means a street or other public place (i.e. park) under the control and authority of the City.
- F. "Special Event" means any Use, Parade, Run, Street Dance, or other demonstration, activity or exhibition on Public Property.
- G. "Street" or "Streets" means any public roadway, sidewalk, or portions thereof in the City dedicated to the public use.
- H. "Street Dance" means any organized dance of five or more persons on any public street, public sidewalk or publicly owned parking lot.
- I. "Use" means any activity (including sporting activities), function or event where fifteen or more people are estimated to attend the event. It is recognized that informal gatherings of people, family picnics, practices for sporting events, or groups playing or recreating together should be exempt from this ordinance. Such exemptions shall be recognized by rule and policy pursuant to Section 12 of this ordinance.

Section 2. Permit. No person shall conduct a Special Event upon Public Property unless a permit has been obtained from the Mayor or designee.

Section 3. Permit-Application-Fee. The fee for a Special Event shall be determined by Resolution of the City Council.

Section 4. Permit-Application-Contents. Applications for a Special Events permit shall state: (a) name and address of applicant; (b) date and time of event; (c) name of sponsoring person or organization; (d) probable number of participants; (e) route and/or location of the Special Event, to include starting and termination point, if applicable; (f) required access to public right of way; (g) location of assembly area; (h) copy of general liability insurance policy stating coverage; (i) security and traffic control provisions; (j) emergency medical provisions; and (k) clean up plan.

Section 5. Permit-Application-Filing. An application for a Special Event permit shall be filed with the City Clerk not less than fifteen (15) days before the date on which the event will occur. The City Clerk shall notify the Applicant in writing of approval or disapproval, no later than seven (7) days following the date of application.

Section 6. Bond Required. The City Clerk may require a cash deposit or performance bond as a guarantee that the public property will be cleaned and returned to the condition in which it was found. The amount shall not be less than \$50.00 and no more than \$1,000.00. The Mayor shall determine the amount of bond or deposit by considering the type of event, projected number of participants and spectators, and the sponsor's experience. For an event where clean up or other potential expenses would likely exceed \$1,000.00, the Mayor shall refer the matter to the City Council for consideration.

Section 7. Insurance Required. The Applicant shall provide liability insurance with a combined single limit of one million dollars (\$1,000,000.00) per occurrence. Evidence of insurance shall be filed with the application and shall name the City as an additional named insured. Depending upon the nature of the Special Event and its risk to the public and private individuals, the Mayor, in consultation with the City Attorney, may reduce the liability limits or waive this requirement.

Section 8. Permit-Issuance Standards. The City shall issue a Special Event permit unless: (a) the time, route, and size will unreasonably disrupt the movement of traffic along Streets; (b) the size or nature of the event requires supervision by a significant number of police officers that causes unreasonable expense or diversion of police duties; (c) the Applicant failed to remit all fees, documents, or bonds; or (d) the event exceeds five (5) consecutive days.

Section 9. Traffic Control. The Mayor or designee may require any reasonable and necessary traffic control. The Applicant shall be responsible for all expenses associated with traffic control. The City Clerk shall notify the applicant of any City projected traffic control expense and collect the amount before the permit is issued.

Section 10. Appeal Procedure. Upon denial of a permit by the Mayor, an applicant may appeal to the City Council by filing a written notice of the appeal within ten (10) days from the Mayor's decision. Upon such appeal, the City Council may reverse, affirm, or modify the Mayor's determination.

Section 11. Permit Revocation or Suspension. The Special Event permit issued under this Ordinance is temporary and vests no permanent rights in the Applicant; it may be immediately revoked or suspended by the Mayor if: (a) the Applicant has made a misstatement of material fact in the information supplied; (b) the Applicant has failed to fulfill a term or condition of the permit in a timely manner; (c) the Applicant requests the cancellation of the

permit or cancels the event; (d) the activity endangers or threatens persons or property, or otherwise jeopardizes the health, safety or welfare of persons or property; (e) the activity conducted is in violation of any of the terms or conditions of the Special Event permit; (f) an emergency or occurrence requires the cancellation or termination of the Special Event in order to protect the public health or safety; or (g) the Applicant fails to prepay expenses.

The City shall refund the permit fee in the event of revocation caused by an emergency or unanticipated occurrence (not the fault of the Applicant). All other refunds shall be at the discretion of the City Council.

Section 12. Rules and Policy. To implement the Special Event permit, the Mayor may develop and adopt rules, policies and forms consistent with this ordinance. All adopted rules, policies and forms shall be filed with the City Clerk.

Section 13. Violation/Penalty. A violation of this ordinance is a Class I Civil Infraction, pursuant to RCW Chapter 7.80.

Section 14. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 15. Effective Date. This Ordinance shall be in full force and effect five (5) days after the date of publication of this Ordinance or a summary thereof in the official newspaper of the City.

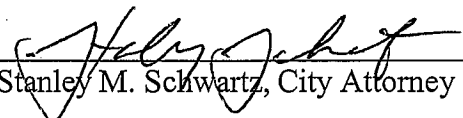
PASSED by the City Council of the City of Liberty Lake this 18th day of October 2005.


Mayor Pro-Tem, David Crump

ATTEST:


Arlene Fisher, City Clerk

Approved As To Form:


Stanley M. Schwartz, City Attorney

Date of Publication: 10/19/05

Effective Date: 10/25/05