



# CITY OF RICHLAND SPECIAL USE/EVENT APPLICATION

PARKS AND PUBLIC FACILITIES DEPARTMENT

(509) 942-7529

Type of Request (Check all that apply and complete necessary sections.)

- Block Party Permit (Complete Section 1, 2, 9, 10 and aerial map of block party. Include traffic plan if necessary.)
- Park/Trail Reservation over 200 participants or run/walk (Complete all Sections that pertain to your event.)
- Noise Ordinance Waiver (Complete Section 1, 4, 9 and 10.)
- Parade Permit (Complete Sections 1, 2, 9 and provide aerial map of parade. Include traffic control plan.)
- Extended Parking on City Street (Complete Section 1, 7 and 10.)
- Street Closure Permit (Complete Section 1, 2, 9, 10 and provide aerial map of street closure.)

Instructions: Complete the sections that pertain to your event and submit to Richland Parks and Recreation Office, 500 Amon Park Drive, Richland, WA 99352 a minimum of 60 days prior to the event date. Incomplete forms will delay processing of the application. Applications received less than 60 days of the event may or may not be accepted.

## SECTION 1 - APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_ UBI#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

## SECTION 2 - EVENT INFORMATION

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

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

If Trail, from \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time Requested (include set-up and takedown): From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Time of Event: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Number of Participants: \_\_\_\_\_ (See Contract Section 3.16 for possible security requirements.)

Is this event open to the public?  Yes  No

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### SECTION 3 - ACTIVITY/EVENT DETAILS (FOR PARK/TRAIL RESERVATIONS ONLY)

(See page 6, 7 & 8 for Contract Section Details)

Will alcohol be served (Contract Section 2.7, 3.1, 3.16)?  Yes  No

Will alcohol be sold (Contract Section 2.7, 3.1, 3.16)?  Yes  No

Will amplified sound be used (Contract Section 3.2)?  Yes  No

Will there be a DJ/band (Contract Section 3.2)?  Yes  No

Will there be a presence or use of animals (Contract Section 3.3)?  Yes  No

Will boats be moored overnight (Contract Section 3.4)?  Yes  No

Will City-provided electricity be needed (Contract Section 3.5)?  Yes  No

Will food be prepared and served during the event (Contract Section 3.6)?  Yes  No

Will there be use of drones (Contract Section 3.7)?  Yes  No

Softball/Baseball Field Only: Will athletic field grooming service be required (Contract Section 3.8)?  Yes  No

Will inflatable toys be included in the activity (Contract Section 3.9)?  Yes  No

Will additional maintenance & janitorial service be needed (Contract Section 3.10)?  Yes  No

Will there be portable toilets (Contract Section 3.12)?  Yes  No

Will streets or pathways need to be closed (Contract Section 3.15 & 3.23)?  Yes  No

Will event signage be placed along trail or roads (Contract Section 3.17)?  Yes  No

Hapo Stage Only: Will the sound system rental be needed (Contract Section 3.18)?  Yes  No

Will there be temporary fencing (Contract Section 3.19)?  Yes  No

Will there be a temporary stage (Contract Section 3.20)?  Yes  No

Will there be overnight camping (Contract Section 3.21)?  Yes  No

Will there be tents (excess of 200 sq. ft.) or canopies (excess of 400 sq. ft.) (Contract Section 3.22)?  Yes  No

Will there be driving on park property (ie turf, sidewalk, path) (Contract Section 3.26)?  Yes  No

Will there be vendors that sell food, beverages and/or merchandise (Contract Section 3.27)?  Yes  No

Political/religious activity for the communication or expression of ideas?  Yes  No

Will admission fees be charged, donations requested or solicitation occur?  Yes  No

Will any under-water activity occur?  Yes  No

Will there be video/film production?  Yes  No

Will the event require additional picnic tables (Additional \$15 per table, if available)?  Yes  No

Additional Details or Equipment Request: \_\_\_\_\_

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#### SECTION 4 - NOISE ORDINANCE, 9:00pm-7:00am (AMPLIFIED SOUND)

The Richland City Council has provided by ordinance that the Richland City Manager may approve the Permittee to exceed the noise level limitations of RMC 9.16.045. The request for noise ordinance waiver is for \_\_\_\_\_ (date/s), between the hours of \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm. The location of the request is on the premises owned or controlled by \_\_\_\_\_ (name of owner) at the address of \_\_\_\_\_, Richland, Washington. The permittee recognizes that this permit is given with the understanding that the Permittee will respond responsibly and appropriately to any complaints received regarding excessive noise, up to and including removal of the music.

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#### SECTION 5 – ADDITIONAL INFORMATION FOR STREET CLOSURE OR BLOCK PARTIES

Barricades erected on: \_\_\_\_\_ at or near \_\_\_\_\_

Closure between the hours of: \_\_\_\_\_ and \_\_\_\_\_

Purpose of closure: \_\_\_\_\_ Required Map Attached:  Yes  No

**User** shall be responsible for the cost of traffic control for the event. If required by the **City**, **User** shall have required flaggers to provide traffic control. Four (4) weeks prior to the event, **User** shall be required to submit a complete traffic control plan for approval by the **City**.

Permittee agrees to indemnify and hold the City of Richland harmless from any and all claims for loss, damage or expenses arising out of any activity under or in connection with this permit. Permittee assures the City that permission has been obtained from persons affected by the street closure and they do not object. Permittee agrees to erect and maintain signs, barricades, light and/or other channelizing devices necessary to protect the public in accordance with the City of Richland's manual on traffic control.

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#### SECTION 6 – ADDITIONAL INFORMATION FOR PARADE PERMIT

Purpose/Name of Parade: \_\_\_\_\_

Start Location: \_\_\_\_\_

Parade Route: From \_\_\_\_\_ to \_\_\_\_\_

Expected number of groups: \_\_\_\_\_ Number of floats: \_\_\_\_\_ Required Map Attached  Yes  No

The parade route shall be determined by mutual agreement of the **City** and **User**, taking into consideration all traffic detours and road closures necessary to provide a safe route. Based on the agreed route, the **City** will determine the following: Starting point of the parade/staging area, location of emergency vehicle access and egress, location of barriers to be placed (at **User's** expense), number of certified flaggers required (at **User's** expense). Railroad crossing on the parade route shall be avoided.

All parade participants entering a float or vehicle must sign a form specifying that they have reviewed and understand the following rules: all floats must adhere to the minimum and maximum size and height as determined by the **City**, riding on the top of or outside of vehicles without belts or harnesses is prohibited, fire or open flame on any entrant is prohibited, all drivers of all vehicles and floats shall possess and provide proof of a valid driver's license, fire extinguishers, with a minimum rating of 2A-10BC are required on all motorized decorated vehicles, exhaust systems shall extend beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes, all decorative materials are to be fire retardant, drivers shall have 180-degree vision, all floats must have one spotter in the vehicle whose job it is to monitor activity on the float so that the vehicle operator is not distracted, throwing candy or other objects from the vehicles is prohibited. Walking beside the float and giving out candy/toys is allowed. **City** reserves the right to bar from the parade at any time any entrant not conforming to the rules or refusing to follow the instructions of the police or parade officials. Alcoholic beverages are prohibited on any float or vehicle or on the person of any participant. All floats are to be inspected by the Fire Marshal

or other applicable official prior to being allowed to participate in the parade. Animals shall be under the control of their owners at all times. Entrants shall promptly remove all waste deposited by their animals. No stallions are allowed.

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### SECTION 7 - EXTENDED PARKING IN CITY STREET

The Richland City Council has provided by RMC 11.33.050, that “No boats, campers (pickup), large vehicles, motor homes, recreational vehicles, snowmobiles or utility trailers (hereafter referred to as “vehicle or personal property”) may be stored (stored meaning in excess of five consecutive days) in a residential district or on public streets, roads, highways or sidewalks.” The registered owner of a camper, motor home, or recreational vehicle may obtain a permit from the parks and recreation department at no cost which grants permission to park on the public roadway or alley for 14 days. The registered owner shall be limited to two permits within a 12-month period. Each permit shall identify the vehicle for which it is issued and the time when the permit is valid. Such permit shall be conspicuously displayed in the lower right-hand corner of the windshield or in a window that is easily visible from outside the camper, motor home or recreational vehicle. At the director’s discretion, camping permits for locations other than a public roadway or alley may be authorized for large programmed events.

Registered Owner: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_ Type/Color of Vehicle: \_\_\_\_\_

Address where vehicle will be stored: \_\_\_\_\_

Registered owners Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION 8 – TERMS AND CONDITIONS

1. The event sponsor (Permittee) shall defend, indemnify and hold harmless the **City**, its officers, officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of this agreement or from any activity, work or thing done, permitted, or suffered by the permittee, its employees, contractors and volunteers in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

2. The permittee is responsible for costs to stage the event including but not limited to: traffic control, signs, barricades, cones, flaggers, security, set-up, clean-up, insurance, parking, dust control and similar obligations.

#### **STREET CLOSURES, BLOCK PARTIES AND PARADE PERMITS**

3. If required, traffic control plan(s) must be submitted by the permittee and approved by the Traffic Engineer Division and Police Department a minimum of (30) days prior to the event.

4. All landowners, businesses and residents having direct or sole access to the street(s) to be closed must be notified prior to the event by the permittee and an acceptable means of access must be maintained for those requesting access during the event.

5. Once approved by the City, this permit shall only be effective for the specific event on the listed date and time.

6. If in the City’s determination it finds that any terms or conditions of the permit are being violated, the City may revoke the permit and close the event. All costs incurred by the City due to the closing of an event shall be the responsibility of the permittee.

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**SECTION 9 – REQUIRED ITEMS TO BE SUBMITTED WITH APPLICATION**

- Detailed Event Map
  - Detailed Trail Map (If applicable.)
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**SECTION 10 – ACKNOWLEDGE RECEIPT OF RULES AND REGULATIONS**

Waivers and Guarantees (Initial each item below)

\_\_\_\_\_ Applicant has read the rules, regulations, terms and conditions and agrees to abide by and enforce the same.

\_\_\_\_\_ Applicant agrees to all other rules, regulations, laws or statutes that apply to this event which have been or may be established by the City, County, State or Federal governments.

\_\_\_\_\_ Applicant and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing such application do stipulate, contract and agree that they will jointly and severally indemnify and hold harmless the City of Richland and its officers and employees harmless against liability for any and all claims for damage to property, injury to, or death of persons arising from the issuance of the permit.

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Name of Applicant (please print)

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Signature

Title

Date



## Activity/Event - Contract Section Detailed Information

### **Alcohol (Contract Section 3.1)**

All alcohol must be served by a licensed bartender or caterer ONLY. No unattended open bars are permitted. No self-service of any type is allowed. Personal use of privately provided alcohol is not allowed, including flasks or travelers.

Alcohol must be served and consumed only within the perimeter of the event. The perimeter of the event shall be enclosed, fenced, or a fenced area shall be provided within the event area for the distribution and consumption of alcohol. All persons consuming alcohol must provide proper identification prior to entering the enclosed/fenced area. **User** expressly assumes legal responsibility for the over-serving (more than two drinks per person) or under-aged serving of any guest, inclusive of all potential consequences thereof.

**User** is responsible for the conduct and behavior of drinking guests. Underage drinking (under 21 years of age) is prohibited by State law and this law will be strictly enforced. The event may be terminated immediately if consumption of alcohol by minors is discovered. Alcohol service must stop at least one (1) hour before the end of the event.

Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures will result in one or more of the following: a citation, immediate shut down of the event, forfeiture of deposit, and/or additional fees and penalties. Liquor licenses/permits are obtained from the Washington State Liquor Cannabis Board. A copy of the appropriate permit must be displayed at all times during the event.

### **Amplified Sound (Contract Section 3.2)**

**User** shall respond promptly and appropriately to any complaints received regarding excessive noise, up to and including removing the noise source. Noise prohibited between 9:00pm to 7:00am.

### **Animals (Contract Section 3.3)**

The presence or use of animals at events such as horse drawn carriages, petting zoos, or animal exhibitions shall comply with all Washington State Department of Health rules and regulations (see Chapter 246-203 WAC regarding general sanitation). In addition, **User** agrees to the following: provide hand-washing facilities including soap or sanitizing solution within twenty-five (25) feet of any location where the public is intended to come into contact with animals; immediately remove animal waste; and erect barriers to bar non-supervised contact between animals and the public. All straw/bedding materials and remnants of animal feed shall be removed at the conclusion of the event. Animals must be under the control of the owner/handler at all times.

### **Boat Moorage (Contract Section 3.4)**

**User** shall abide by the regulations provided in Chapter 6.04 RMC related to boat operations and Chapter 6.05 RMC related to boat moorage.

### **City-Provided Electricity (Contract Section 3.5)**

**City** will provide electrical power as available. **User** will properly secure all cords and cables to eliminate tripping hazards.

### **Cooking/Food Service Requirements (Contract Section 3.6)**

**User** must possess the appropriate permits from the Benton-Franklin Health District to prepare and/or serve food. A copy of the appropriate permit(s) must be displayed at all times during the event. The Richland Community Center is equipped with a commercial kitchen that may be rented subject to the **City's** adopted fee schedule. Prior to use, **User** and any agents of **User** who intend to prepare and serve food for the event in the **City's** commercial kitchen must first be oriented by **City** staff. **User** shall observe all requirements of the Benton-Franklin Health District related to food preparation/service for public consumption.

### **Drones (Contract Section 3.7)**

**User** will ensure that drone operator(s) follow all Federal Aviation Administration (FAA) rules governing drone use, provide to the **City** a copy of each drone operator's identification and pilot operator's license, along with a copy of each drone's FAA registration and provide a certificate of insurance documenting the existence of aviation liability insurance in the amount of no less than \$1,000,000 listing the **City** as an additional insured.

**Field Grooming (Contract Section 3.8)**

Staff will provide softball and baseball athletic field grooming services to tournaments, clinics, exhibitions, camps, private training, and private events lasting greater than four (4) hours. Minimum grooming will be provided at the rate of one (1) groom per two (2) hours of field play, unless a more frequent schedule is requested. Grooming rates apply as established in the **City's** fee schedule.

**Inflatable/Rides (Contract Section 3.9)**

All operators of inflatable devices or amusement rides must be certified and hold a valid permit from Washington L&I and have liability insurance with limits not less than \$1,000,000 naming the **City** as an additional insured. **User's** contracted operator(s) must be properly trained, and shall be solely responsible for set-up, take-down, operation of the equipment for the duration of the event, and supervision of participants during use. **User** or **User's** contracted operator(s) shall provide **City** with a certificate of insurance stating that the required insurance is in effect no later than one (1) week prior to the event.

**Maintenance and Janitorial (Contract Section 3.10)**

Additional maintenance and/or janitorial services are available at the rate of \$20/hour per employee for services requested above the minimum level of service by the **City**, except additional bathroom cleanings at the Richland Community Center or Richland Public Library are available at a flat fee of \$50 per bathroom.

**Portable Toilets (Contract Section 3.12)**

Any other toilet facilities necessary to service the event are the sole responsibility of **User**, and shall be provided by **User** at the rate of one (1) toilet/urinal fixture per 100 attendees. **User** may include the public restrooms available at the facility, if any, when calculating the required number of toilet/urinal fixtures under this Section. Placement of portable toilets will be identified by **User** on **User's** Event Layout Map and finalized during the pre-event meeting. **User** shall secure, maintain and promptly remove the portable toilets at the conclusion of the event.

**Security (Contract Section 3.16)**

Public Security definition: Public security means off-duty commissioned police officers who have been contracted by **User** to provide police-related services to the **User** subject to payment for services and Chief of Police approval ("extra duty assignment"). Police officers on extra-duty assignment have a primary obligation to the **City**, not the **User**, and are expected to discharge all duties of their office while performing pursuant to a separate contractual agreement between **User** and the contracting law enforcement agency. Such officers will not perform any non-law enforcement/peacekeeping functions for **User**.

Private Security definition: Private security means trained security officers provided by a private security company who are not commissioned law enforcement officers.

Public Security when required: Public security is required for any event with alcohol with an expected attendance of 1,000 or more people. Public security is required at a rate of two (2) officers for the first 500 persons, after which the event may be staffed with private security officers at the rate of one (1) officer for every additional 500 persons.

Private Security when required: With alcohol: Private security is required for any event with alcohol with anticipated attendance between 500-1,000 people at the rate of two (2) private security officers per 500 persons; provided, however, that public security is required at the rate established under 3.16.(b) if 1,000 or more attendees are anticipated. Without alcohol: Private security is required for any event without alcohol with anticipated attendance over 1,000 people at the rate of one (1) private security officer per every 1,000 persons.

**City** reserves the right to require additional public security officers as **User's** sole expense based on **City's** determination of the public safety concerns posed by **User's** event.

**Signage (Contract Section 3.17)**

No markings shall be placed on street or trail surfaces. One (1) day prior to the event, event information may be placed along the side of the trail on temporary signs. All signage must be removed no later than one (1) day after the event.

**Sound System Rental (Contract Section 3.18)**

**City** will provide a public address (PA) speaker system to be operated by **User** with **City** staff assistance. Use of the **City's** PA system shall be calculated per the **City's** adopted fee schedule.

### **Temporary Fencing (Contract Section 3.19)**

Temporary fencing desired for the event is the sole responsibility of **User**. Private perimeter and security fencing shall consist of three metal components from the same manufacturer comprising a fence system; panels, stabilizing feet, and connection hardware. Plastic zip ties or metal wire will not substitute for proper connecting hardware. Private fencing related to an alcohol permit shall meet the requirements of the Washington State Liquor and Cannabis Control Board.

### **Temporary Stage (Contract Section 3.20)**

Portable stages greater than thirty (30) inches in height and portable stairs with more than one (1) riser shall each be equipped with handrails and comply with the International Building Code (IBC). Assembly of portable structures shall strictly follow manufacturer specifications and instructions.

### **Tent/RV Camping (Contract Section 3.21)**

The **City** will provide **User** with camping permits for a fee as reflected in the **City's** adopted fee schedule. All camping permits shall be prominently displayed in RV or trailer windows or on tents. All campers will be provided a copy of the park rules. All campers should be in their RVs/tents and quiet by 10:00 p.m.

### **Tent/Canopies over 200/400 Square Feet (Contract Section 3.22)**

Canopies (no sides) in excess of 400 square feet and tents (with sides) in excess of 200 square feet require a permit and inspection by the Richland Fire Marshal. Event map shall include the location of the planned tents/canopies. A plot plan showing the size and location of the tent/canopy and a description of what will be placed in the interior of the tent/canopy shall be provided to the Fire Marshal's Office no later than five (5) business days before the event. Submit documents to 1000 George Washington Way, Richland, WA 99352. **Stakes used to secure the canopies/tents to the ground shall be eighteen (18) inches or less.** Contact the Richland Fire Department at (509) 942-7718 for more information.

### **Trash Disposal (Contract Section 3.24)**

The **City** requires a minimum capacity of garbage can availability of 0.5 gallons per attendee (i.e., an event with 1,000 attendees requires a minimum of 500 gallons of garbage can capacity). Two (2) types of garbage cans are available for rent: 55-gallon and 101-gallon. Garbage can(s) can be rented at the rate of \$3.00 per can per day, which includes one daily service by **City** staff. **User** may request additional servicing of cans at the rate of \$20/hour with a one (1) hour minimum charge. **User** is responsible for returning garbage cans to the delivery location identified in the pre-event meeting. If the event takes place at the Richland Community Center, **User** is responsible for depositing all trash in the **City's** dumpster located on the north side of the building.

### **Use of City Logo Public Performance Expectations (Contract Section 3.25)**

**User** is authorized to use the **City's** logo for advertising in support of **User's** public event. Any public performance element of **User's** use of the Premises must be "family friendly" and appropriate for audiences of all ages. It shall not include profanity, nudity, obscenity, racism/racial slurs, bigotry, hatred, violence, horror, innuendo, blasphemy, taunting, bullying, gang symbolism, or other gestures or behavior that is inappropriate for an "all ages" event.

### **Vehicles on Turf (Contract Section 3.26)**

Permission is granted to drive vehicles on the Premises in the areas and during the times agreed during the event pre-meeting as hand-annotated in the box provided in Section 4 herein. Vehicles that drive on turf are required to have auto liability insurance.

### **Vendors (Contract Section 3.27)**

All food vendors independently contracted by **User** must possess the appropriate permits from the Benton-Franklin Health District to serve food. **User** is responsible for determining that all applicable Benton-Franklin Health District requirements are met, and for requiring vendors to carry liability insurance with products completed operations coverage. Health district/food-handling permits shall be prominently displayed at the vending location throughout the event. **User** shall obtain all necessary permits issued by the City of Richland and provide copies to the **City's** contract administrator no later than one (1) week prior to the event. All vendors independently contracted by **User** shall have the necessary state and local permits for their respective business type. Contact Customer Service at (509) 942-1104 or [businesslicensing@ci.richland.wa.us](mailto:businesslicensing@ci.richland.wa.us) or [CustomerService@ci.richland.wa.us](mailto:CustomerService@ci.richland.wa.us) for more information regarding permits. **User** is responsible for determining all applicable City of Richland permit requirements.