



SPECIAL EVENTS

Definition: Special event means any temporary or ongoing activity that occurs on public property that affects the ordinary use of public streets, right-of-way, sidewalks, traffic, and other places that reasonably expected to cause or result in a gathering in a public place; and/or is reasonably expected to have an uncommon impact on such public place; and/ or is reasonably expected to require the provision of public services.

The Special Event must:

- Contribute to the city's economic development efforts to promote the city to residents & visitors.
- Attract the general public into the downtown and/or uptown commercial areas and will be conducted in a way that creates the potential for additional retail or service business transactions that will contribute to the City's tax base.
- Provide recreation benefit to the general public.
- Promote the general public welfare and community quality of life.

The following items are required to be submitted with all special event applications:

- A) Completed application - submitted 60 days prior to the event for review and processing. ***Incomplete applications will not be accepted.***
- B) COVID-19 Safety Measures Plan
- C) Police/Fire/Public Works Plan
- D) Barricade & Sign Request section completed if applicable
- E) If requesting to hang a banner, you have indicated your preferred location and have attached a conceptual drawing of your banner.
- F) Certificate of Liability Insurance naming the City of Stanwood as an additional insured on the policy is attached.
- G) Event flyer and/or schedule of event(s)
- H) The proposed event map and site plan have been attached to include:
 - Detailed event layout/route with directional arrows, street names, and proposed street closures and detours
 - Placement and collection of signage, traffic control devices, barricades, toilets, etc.
 - Placement of tents, canopies, awnings, stages, booths, trailers, motorhomes, and staging areas
 - Parking plan
- I) Example of signage attached. If the host is requesting Public Works attach signage to city barriers, all signage should be laminated and delivered to City Hall 10 days prior to deployment of signs. ***City staff will not create signage for the event host.***
- J) Written permission from property owner if the event is held on private property, or if roads will be closed affecting someone's ability to access their home or business.
- K) If your event venue is a City Park, verification of availability has been made and a reservation secured with City Staff. ***An additional fee is required for park rental.***
- L) Your Event listing must be created and submitted to DiscoverStanwoodCamano.com. The listing will be held in *Draft* mode until the permit application is approved.

ACKNOWLEDGEMENTS & AGREEMENTS

- Any modifications to the area where the event is held must be returned to its original condition. Only chalk is allowed on streets, no paint of any kind is allowed.
- Applicant accepts the responsibility and liability for any banners installed in or over the public right of way.
- If your event venue is a City Park, verification of availability, and an additional Park Rental Fee will be required prior to execution of the Special Event Permit.
- All City fees will be paid 30 days in advance of the event. Any billing overages will be billed to the event host after the event. Failure to pay all fees associated with your Special Event will result in the city being unable to review any future applications.
- **Applicant must submit the event to www.DiscoverStanwoodCamano.com's event calendar.**
- **Applicant shall notify all parties impacted by the special event (residents, businesses, transit, fire, police, public works, etc.). Impacted parties include but are not limited to all residents and businesses that are within a minimum of a one block radius of your event. If broader notification is required, the city will inform the applicant. Copies of notification and acknowledgement of notification with signatures shall be submitted to the city 30 days prior to the event. *Please review the Notification Letter and Acknowledgement of Notification Form.***
- The City of Stanwood does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event.
- Applicant will provide the City with a Certificate of Liability Insurance naming the City of Stanwood as an additional insured on the policy **under the Applicant's Commercial General Liability insurance policy using ISO Additional Insured- Designated Person or Organization CG 20 26 04 13 or a substitute endorsement providing equivalent coverage.**
- Applicant's insurance coverage shall be primary with respect to the City.
 - One million dollars (\$1,000,000) Commercial General Liability Insurance for bodily injury or death to any one person; and
 - Two million dollars (\$2,000,000) Commercial General Liability Insurance for property damage resulting from any-one (1) accident;
- Insurance is to be placed with insurers with a current AM Best rating of not less than A: VII who is authorized to do business in the State of Washington. Insurance may be purchased through the City's insurance carrier at an additional cost to meet this requirement.
- The applicant shall defend, indemnify and hold harmless the City of Stanwood, its officers, officials, employees, and volunteers while acting within the scope of their duties, from any and all causes of action, demands, and claims, including the cost of their defense, arising in favor of the organization, the organization's employees, or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event, or any other person or entity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

PRINT Applicant Name: _____

Signature: _____ Date: _____

SPECIAL EVENT PERMIT & REQUEST FOR CITY SERVICES APPLICATION

Event Name:			
Event Date(s):			
Event Location AND Address:			
Set Up Date:		Set Up Time:	
Break Down Date:		Break Down Time:	
Host Organization:			
Mailing Address:			
Contact Person:		Title:	
Phone Number:		Email:	
Website:			
Emergency Contact: (Available 24 Hours)		Phone Number:	

Explain how the event will support Stanwood's tourism and/or promoting events or activities in the City of Stanwood. Include a marketing/promotional plan.

VENDORS

Will there be organizations or vendors involved in the event? Yes: ____ No: ____ # of Vendors: ____

If yes, how many are located within Stanwood City Limits? ____ Outside Stanwood City Limits? ____

NOTE: Applicant must collect and maintain all Vendor Insurance and food handler information.

Will food and/or alcohol be distributed/sold at the event? Yes: ____ No: ____

If yes, please explain plan. Note: per SMC 9.24.080 "No person shall consume liquor in a public place.

STREET CLOSURES

Does your event cause any street closures? Yes: ____ No: ____

If yes, please indicate which streets will be closed:

Street closures can require Fire/Police approval and assistance with traffic control. Have you notified these agencies of the requested closures? Yes: ____ No: ____

Fire (360) 629-2184 | **Police** (425) 388-5290

Briefly describe the plan for police services, security/crowd control, first aid/medical assistance, street closures and traffic route/intersection control. Attach additional sheets if needed.

Temporary Signage - Please list the number of signs, size of signs and verbiage used. Attach a diagram of signage location. **All signage attached to city barricades must be provided by the event host/organization.**

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CITY SERVICES REQUESTED

Please provide a detailed description of the requested city services. Phone numbers are provided for arrangements with Police and Fire Departments. **Services provided by city staff outside normal business hours will incur overtime fees.**

Police (425) 388-5290	
Fire (360) 629-2184	
Public Works	
Would you like to schedule a logistics meeting with Public Works? Yes: _____ No: _____	

SPECIAL EVENT RESOURCES

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

- City of Stanwood: Permitting/Public Works/General Information**
Phone: (360) 629-2181
Website: www.stanwoodwa.org
- Washington State Department of Transportation (WSDOT)**
Phone: (360) 705-7000
Website: www.wsdot.wa.gov
- Stanwood-Camano School District**
Phone: (360) 629-1200
Website: www.startwood.wednet.edu
- Burlington Northern Railroad**
Phone: (206) 625-6220
Website: www.bnsf.com
- Washington State Liquor Control Board**
Phone: (360) 664-1600
Website: <https://lcb.wa.gov>
- Snohomish County Health District**
Phone: (425) 339-5200
(425) 339-5250 Food Handler Cards
- Waste Management Northwest**
Phone: (800) 592-9995

- Snohomish County PUD**
Phone: (360) 629-5700
Website: www.snopud.com
- Cascade Gas Company**
Phone: (888) 522-1130
Website: www.cngc.com
- Amtrak**
Phone: (800) 872-7245
Website: www.amtrak.com
- Community Transit**
Phone: (800) 562-1375 or
(425) 353-RIDE
Website: www.communitytransit.org
- Island County Transit**
Phone: (360) 387-7433
Website: www.islandtransit.org
- Fire Department**
Phone: (360) 629-2184
- Police Department**
Phone: (425) 388-5290

BANNER REQUEST - Attach photo or provide rendition

The City of Stanwood allows approved banners to be hung in designated locations throughout the city. Banners will be placed no more than two weeks prior to the event and removed the first business day following the event. Banner locations will be based on availability and confirmed when your event application is approved. Banners hung without prior approval will be removed.

Banners may be placed only under the following conditions:

1. Banners will be placed and removed only during the approved time frame.
2. Placement will occur no more than two weeks prior to the event. If other events are scheduled the weekend prior to the event, banners will be placed the Monday prior to the event.
3. Banners will be removed the first business day following the event. Event Organization will pick up banner at City Hall within 7 days of removal. The city will not store banners beyond 7 days.
4. **Conceptual drawings of the banner must be submitted for review as part of the approval process.** Banners containing any unapproved reference to commercial activity will not be allowed.
5. Abuse of any conditions under this permit will cause the banner to be removed. History of abuse will be considered for future banner requests.

<p>BANNERS DESIGN REQUIREMENTS</p> <ul style="list-style-type: none"> • Banners must be 4'H x 8'W to fit the city banner stands • Banners must contain grommets for installation • Banners must be made with outdoor materials 	<p>BANNER LOCATIONS Specify banner location preference by numbering 1-5 <i>Banner locations will be approved based on availability.</i></p>	
		Ovenell-West Facing
		Ovenell-East Facing
		City Hall
		Police Department
		72 nd Ave NW & SR 532

BARRICADE & SIGN REQUEST - Indicate locations on event site plan

If the event requires road closures and barricades, the organization must provide all road closure signage. Signs must be provided to City Staff 10 days prior to the event. **A minimum of 10 signs are required.** City staff will determine if more signs are needed depending on the location and scale of the event and number of barricades needed. **Signs must be laminated, in color, and 11x17.** (Template available from city staff).

Dates of requested placement: From: _____ To: _____

Number of signs: _____

Organization will drop off signs at City Hall on date: _____

Organization will pick up signs at City Hall on date: _____

FOR OFFICE USE ONLY		
The applicant has checked out _____ barricades.		
CHECKED OUT:	Date: _____	Staff Initials: _____
RETURNED:	Date: _____	Staff Initials: _____

Total number of set-up and break-down hours:	Staff Signature:
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COVID-19 PRECAUTIONS

The City of Stanwood is bound by whatever local, state, and federal COVID-19 restrictions are in place during the planning and implementation of your event. Please include your plan for COVID-19 safety practices. If attaching to packet, please indicate that in the box.

COVID-19 SAFETY MEASURES PLAN

FOR OFFICE USE ONLY			
Date Application Received:			
	Application Complete		Park Reservation if Applicable
	Banner Install Needed		Park Fee Received if Applicable \$
	Pre-Event Logistics Meeting Needed		Date Fees Paid Date:
CLERK'S OFFICE: <i>PROOF OF INSURANCE APPROVED</i>			
Approved by:		Date Approved:	
APPLICATION APPROVED:			

City Authorization:	Date Approved:
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