



2019 FESTIVAL AND EVENT PERMIT APPLICATION

Please submit your Application sixty (60) days before the first day of your event to allow time to reserve space and work with you for a successful event.

APPLICATION INFORMATION

You need a permit to hold an outdoor community activity such as a festival, event, political rally, or parade on City of Olympia property or right-of-way. In Olympia, an outdoor community activity **must be sponsored by a non-profit organization registered with the Washington Secretary of State** and the activity must be open to the public for free attendance (Olympia Municipal Code 12.72).

Permits are only valid for the current calendar year, and space is not automatically reserved from year to year. During Spring and Fall Arts Walk, the City will only permit use of property in the downtown core for activities that are a part of the larger Arts Walk events.

GENERAL EVENT INFORMATION

Event Date(s): _____

Event Name: _____

Event Website Address: _____

Brief Description of Event:

EVENT COMPONENTS (Check all that Apply)

The City approves a maximum of three (3) beer garden applications per year.

- | | |
|--|--|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Marathon |
| <input type="checkbox"/> Amplified Music | <input type="checkbox"/> March/Political Rally |
| <input type="checkbox"/> Animals How Many _____ | <input type="checkbox"/> Parade/Procession |
| <input type="checkbox"/> Arts/Craft Vendors How Many _____ | <input type="checkbox"/> Portable Restrooms/Sanitation |
| <input type="checkbox"/> Beer Garden | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Drone(s) | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Food Sales How Many Food Vendors _____ | <input type="checkbox"/> Staging Area |
| <input type="checkbox"/> Inflatable(s) | <input type="checkbox"/> Tent(s) How Many _____ |
| <input type="checkbox"/> Fireworks (The Fire Marshal permits the annual Capital Lakefair fireworks display in July. No other fireworks are permitted or allowed within the City of Olympia.) | |

Carnival Rides: _____
Name and Contact Information for Carnival Provider

Other (Describe: _____

CITY SERVICES REQUESTED

- | | |
|---|--|
| <input type="checkbox"/> Banners/Flags on Street Light Poles | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Electricity/Power | <input type="checkbox"/> Barricades How Many _____ |
| <input type="checkbox"/> Fire Marshal | <input type="checkbox"/> Cones How Many _____ |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Signs How Many _____ |
| <input type="checkbox"/> Police/Public Safety | <input type="checkbox"/> Waste Management |
| <input type="checkbox"/> <input type="checkbox"/> Crowd Control | <input type="checkbox"/> Garbage Pick-Up |
| <input type="checkbox"/> <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Recycle or Compost Pick-Up |
| <input type="checkbox"/> Site Preparation and Clean-Up | <input type="checkbox"/> Recycle/Compost Clear Stream Containers |
| | <input type="checkbox"/> Water |

CITY SERVICE REQUESTS - RESOURCES/BILLING

- City staff will review requests and notify the primary contact about whether staff supplies are available as requested or whether conditions apply.
- Event Applicant/Organization may be billed for City overtime, utility charges, and out-of-pocket expenses related to the event.
- Depending on the nature of the event and property/right-of-way requested, the City may determine that crowd and/or traffic control services are necessary even if the Applicant/Organization doesn't request it.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization must be a registered non-profit organization and attach Secretary of State website printout of current non-profit corporation registration status.

List different names and phone numbers for the primary, alternate, and emergency contacts.

Applicant/Organization Name: _____

Address (including City/Zip): _____

Primary Contact Name: _____ Email: _____

Primary Day Phone: _____ Cell Phone During Event: _____

Alternate Contact Name: _____ Email: _____

Alternate Day Phone: _____ Cell Phone During Event: _____

Emergency Contact Name: _____ Cell Phone: _____

PERMIT FEES/LICENSES

- \$50 per block per day street-closure fee for events in a fixed location.
- \$50 community event business license required for events with food and/or vendor sales.
- Reimbursement for City staff overtime for services to the event (e.g. traffic, crowd control).
- Reimbursement for City utility services at the commercial rate.
- Normal fees are waived for other City permits and inspections (e.g. fireworks permit, electrical permit, etc.)

CITY PROPERTY/RIGHT-OF-WAY REQUESTED

Include the proposed property/right-of-way on your event map.

Provide an event map showing streets and details of the site layout, including features such as stage, staging area, signs/cones/barricades placement, booths/tents, beer garden, placement of dumpsters/garbage/recycling/organics containers, first aid station, free speech area, etc.

For parades, processions, marathons, runs, walks, political rallies, marches, or other events with a start and finish location, include the start, route, and finish locations on your event map.

PARKS:

- | | |
|---|--|
| <input type="checkbox"/> Percival Boardwalk | <input type="checkbox"/> Priest Point Park |
| <input type="checkbox"/> Percival Grassy Area South of Harbor House | <input type="checkbox"/> Stevens Field |
| <input type="checkbox"/> Percival Moorage <input type="checkbox"/> "E" Dock <input type="checkbox"/> "D" Dock | <input type="checkbox"/> Other City Park Name: _____ |

Heritage, Sylvester, and Marathon Parks are State of Washington property. To reserve space at these venues, contact the State of Washington Department of Enterprise Services at 360.902.8881.

PARKING LOTS: (Saturday/Sunday only)

- | | |
|---|--|
| <input type="checkbox"/> Capitol Way and State Avenue | <input type="checkbox"/> State Avenue and Washington |
|---|--|

For the welfare of adjacent businesses, the City only allows complete street closure of Water Street/7th Avenue adjacent to Heritage Park for Capitol Lakefair, which has used that space for decades and is too large to be fully held at Heritage Park.

STREET CLOSURE REQUEST

| STREET | FROM | TO |
|---|------------------------|------------|
| <input type="checkbox"/> 5 th Avenue | | |
| <input type="checkbox"/> 9 th Avenue (next to Library) | Adams | Franklin |
| <input type="checkbox"/> Jefferson | | |
| <input type="checkbox"/> Legion Way | Columbia | Water |
| <input type="checkbox"/> Legion Way | | |
| <input type="checkbox"/> Olympia / Thurston (next to HOCM/LOTT) | Marine Drive | Adams |
| <input type="checkbox"/> Washington | | |
| <input type="checkbox"/> Water | 5 th Avenue | Legion Way |
| <input type="checkbox"/> Water / 7 th Avenue | Legion Way | Columbia |
| <input type="checkbox"/> Other Street 1 | | |
| <input type="checkbox"/> Other Street 2 | | |
| <input type="checkbox"/> Other Street 3 | | |
| <input type="checkbox"/> Other Street 4 | | |
| <input type="checkbox"/> Other Street 5 | | |

OTHER CITY PROPERTY/RIGHT-OF-WAY NEEDS/COMMENTS:

PARTICIPATION AND ATTENDANCE ESTIMATES

| Date | Day of Week | Start Time | End Time | Participants | Staff/Volunteers | Spectators |
|------|-------------|------------|----------|--------------|------------------|------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
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ALCOHOL/BEER GARDEN

Include the proposed alcohol serving location on your event map.

The City of Olympia may consider allowing some limited alcohol sale/serving at community events, if the beer garden or alcohol serving/sale is not the primary event activity. State liquor permits and liquor liability insurance, naming the City as an additional insured are required. A maximum of three (3) garden applications are approved per year.

If you checked the Alcohol or Beer Garden on page 1, City staff will contact you for additional requirements.

Describe the height and type of fencing you will use, and describe how you intend to manage the Beer Garden area.

AMPLIFIED MUSIC

If you checked the Amplified Music box on page 1, list the date, day of week and hours amplified music will be played.

| Amplified Music | Date | Day of Week | Start Time | End Time |
|-----------------|------|-------------|------------|----------|
| Setup | | | | |
| Day 1 | | | | |
| Day 2 | | | | |
| Day 3 | | | | |
| Day 4 | | | | |
| Day 5* | | | | |
| Teardown | | | | |

** If amplified music will be played more than 5 days, attach a list of all dates, days and start/end times.*

BANNERS OR FLAGS ON CITY STREET LIGHT POLES

- Event Applicant is responsible for safely and securely hanging event banners/flags on street light poles.
- Only street light poles with existing brackets may be used.
- No more than one-third of the overall banner size may be used to display logos or sponsor names.
- The City reserves the right to designate the dates and locations for street banner display.
- All banners must be removed within 24 hours after the event.

If you checked the Banner box on page 1, list the streets where you wish to hang banners/flags.

Who will hang your banners/flags? _____

Yes No The party named above is licensed, insured, and bonded for this type of work.

| Requested Dates | Day of Week | Date |
|-------------------------|-------------|------|
| Hang Banners/Flags | | |
| Take Down Banners/Flags | | |

BANNERS OVER STATE AVENUE

Information about how to request the use of State Avenue banner space is posted on the City website at [www.olympiawa.gov](http://olympiawa.gov). Type the words Street Banner in the search box or go to: <http://olympiawa.gov/city-government/forms/street-banners.aspx>.

ELECTRICITY/POWER

If you checked the Electricity box on page 1, describe how you intend to provide power for your event.

FOOD

Outdoor cooking may require Fire Marshal inspection and a temporary fire permit, in addition to Health Department inspections and permitting.

To reduce waste, the City strongly encourages each Applicant/Organization to work with its food vendors and the City's Waste ReSources to compost and recycle as much as possible.

Food will be served and sold at the event. Food will be cooked or warmed on site.

A \$50 community event business license is required for events with food and/or vendor sales. One license covers all food vendors on site for the event.

Event Applicant/Organization should require food vendors to have liability insurance that includes products/completed operations coverage.

FREE SPEECH

Describe how you intend to accommodate free speech at your event:

INSURANCE/HOLD HARMLESS

The City does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant/Organization, its members, or those attending the event.

The City requires the Applicant/Organization to obtain Commercial General Liability insurance with not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate for the entire duration of the event, including setup and teardown. Insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, personal injury, and advertising injury.

The City shall be named as an additional insured under the Applicant's Commercial General Liability insurance policy with respect to the event, with coverage at least as broad as ISO form CG 20 26. Higher limits or other types of insurance may be required, dependent on event components; (e.g. drones, inflatables, certain watercraft, and alcohol will require additional types of insurance).

Motorized parade entrants and others driving vehicles as part of an event must carry auto liability insurance.

Athletic participation events require the general liability insurance to include participant liability with limits of no less than \$1,000,000.

The Applicant/Organization shall defend, indemnify, and hold harmless the City of Olympia, 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 of property, which arises out of the acts or omissions of the Applicant/Organization, its employees, volunteers, representatives, or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Organization or user, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

PARADE/PROCESSION

Include the start, finish, route, staging location(s), and garbage/recycle/organics container locations on your event map.

Number of parade entries: _____

Number of participants: _____

| Staging Start Time | Staging End Time | Parade/Procession Start Time | Parade/Procession End Time |
|--------------------|------------------|------------------------------|----------------------------|
| | | | |

Describe how waste will be managed at the beginning, along the route, and at the end of the parade. If the City is not providing garbage/recycling/composting services, describe how you intend to disposed of waste generated at your event.

POLICE/PUBLIC SAFETY

Even if not requested, the City may require the Applicant/Organization to provide and pay for specific public safety services.

Describe any public safety services requested from the City and/or provided by the Applicant/Organization.

PORTABLE RESTROOMS/SANITATION

Describe your arrangements, if any, for personal hygiene and sanitation (e.g. port-a-potties, hand washing stations, public access to restrooms, ADA accessibility).

SAFETY AND EVACUATION PLAN

Attach a copy of your safety and evacuation plan.

You may download the Public Safety and Evacuation Plan form from the City's website at:

<http://olympiawa.gov/events-and-activities/permits-festivals-and-events.aspx>

The Public Safety and Evacuation Plan should include:

- **Applicant/Organization chart** – Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what.
- **Management of attendee numbers** – Provide details of how the number of attendees at the event are to be monitored and controlled (e.g., ticketed event, monitored entrances/exits, etc.)
- **Security and crowd management staffing** – Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers) and duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, monitoring fire equipment, etc.)
- **Radio communication** – Describe who will have radios for communication and which channels will be allocated for what activity.
- **Signage and public information** - Provide details and location of any signage or public information facilities being used to direct persons around the site, including first aid locations, lost children, and lost and found.
- **Emergency communications plan** – Identify methods of communication with emergency management organization, including police, fire, and medical teams.
- **Extreme Weather** – Identify person responsible for monitoring weather forecasts in advance and during the event, who this information will be passed on to and where the information will be obtained.
- **Event evacuation plan**– Describe emergency evacuation plan for event attendees, volunteers, and contractors/vendors. Identify the evacuation route.

SITE PREPARATION AND CLEANUP

Site preparation and cleanup are the responsibility of the event Applicant. The Applicant will be billed for actual cost if the City has to have its staff provide services on overtime, or if the City determines the site was not adequately cleaned up after the event.

Please provide any unusual site preparation or cleanup requiring City services, such as street sweeping, advance pumping of grey water holding tanks on Water Street, etc.

| SITE PREPARATION AND/OR CLEANUP SERVICES | | | | |
|--|-----------------|------|-------------|-------------|
| | Type of Service | Date | Day of Week | Time of Day |
| Setup | | | | |
| | | | | |
| Cleanup | | | | |
| | | | | |

STAGE

Include the stage location on your event map.

If you checked Stage on page 1, describe the dimensions of the stage (length, width, height from ground) and whether a stage covering or awning will be constructed.

STAGING AREA

Include the staging area location on your event map.

For runs, walks, marches, political rallies, or other events where there will be a staging area at the start and/or finish portion(s) of the event, identify the *Start* and *Finish* location and note the beginning/ending staging area times for each location.

STREET CLOSURE BARRICADES/CONES/SIGNS

Sign, cone, and barricade drop-off depends on whether the City has any available for event use. If supply is low, event Applicant may need to rent or acquire some elsewhere. Depending on potential risk, the City may require street closure to be done by City staff.

- Street closure to be done by City staff.
- Applicant will use the barricades/cones/signs requested on page 1 of the Application to close off the street and will place them in the drop-off location after the event for pick-up by City staff.

TENTS

- Pegs, stakes, spikes, etc., may not be driven into City streets, parking lots, or sidewalks. Specific permission is required for tents on Park property.
- Tents greater than 200 square feet and canopies greater than 400 square feet require Fire Marshal inspection and a temporary fire permit.

If you checked Tent(s) on page 1, how will you secure it/them?

UTILITIES

The Applicant/Organization will be billed for utility services at the commercial rate.

WASTE MANAGEMENT

Person in charge of waste management during/after event: _____

Day Phone: _____

Cell Phone: _____

The City of Olympia is committed to moving toward a zero waste future and has Waste ReSources staff available to assist with waste reduction planning. Please note the following:

- Applicant must provide a detailed waste plan outlining how you will manage and work toward reducing waste at the event by recycling, composting or other means.
- All events with vendors selling single-use beverage containers must provide recycling. Vendors are responsible for providing recycling at these events (RCW 70.93.093).
- To encourage recycling and composting, the City provides recycle and compost at no charge for public, non-admission events, where the event also utilizes City garbage service.
- Applicant is responsible for arranging pick-up, including advance drop-off and placement of dumpsters and collection/disposal of garbage during or after the event.

Yes No City to provide garbage pick-up, including advance drop-off and placement of dumpsters and collection/disposal of garbage during or after the event.

Yes No The event needs assistance with recycle and compost collection containers for the removal and disposal of collected materials at the event.

If yes, How Many _____ Type of Container(s): _____

Yes No The event needs clear stream containers for public recycling and composting.

If yes, How Many _____

WASTE MANAGEMENT PLAN

Please provide a detailed plan on how your event will provide garbage/recycling/composting for the public and participants at your event and/or route. How will you manage waste generated?

If the City is not providing garbage/recycling/composting services, describe how you intend to dispose of debris/garbage/recycling generated by your event.

WATER / GREY WATER

Describe how water will be used at the event (list the uses).

Yes No My event will generate grey water.

Grey water (wash water) may NOT be dumped down City storm drains. If your event will generate grey water, describe how you intend to dispose of it.

APPLICATION DOCUMENTS/PAYMENT CHECKLIST

- Map showing all event features including:
 - Clearly marked streets or right-of-way being requested, including START and FINISH locations
 - Placement of sign(s), cone(s), and/or barricade(s)
 - Placement of dumpster(s)/garbage/recycling/organics containers
 - Placement of booth(s), tent(s), beer garden, fencing
 - Free Speech area
 - First Aid station(s)
 - Stage
 - Staging area(s)
- Safety evacuation plan
- Secretary of State website printout of current non-profit corporation registration status.
- Street Closure Fee (\$50 per block per day for events with a fixed location)
- Community Event Business License (\$50 – required for events with food and/or vendor sales)
- Supplemental beer garden questionnaire, if applicable
- State liquor permit, if applicable
- Certificate of insurance (form CG 00 01) and additional insured endorsement (GC 20 06) for the entire event period, including setup and teardown. Additional coverage is required for the following event features:
 - Alcohol, beer garden (liquor liability insurance)
 - Drones, inflatables, and certain watercraft
 - Athletic participant events (require general liability insurance to include participant liability)

ACKNOWLEDGEMENT AND SIGNATURE

I have read the complete Application packet. To my knowledge, this Application is accurate and complete. I understand the City of Olympia may request additional information in order to fully assess health, safety, and welfare implications of the use of City property for the proposed festival or event.

If a permit is approved, I and the event Applicant/Organization and all persons associated with implementing the event, agree to abide by any and all reasonable conditions imposed by the City of Olympia related to the festival/event, including providing all of the applicable documents noted above.

I understand that once filed with the City, this Application is a public document.

I certify that I am authorized to sign this Application on behalf of the Applicant/Organization.

Signature: _____ Date Signed: _____

Printed Signature: _____ Phone Number: _____

Email: _____ Relationship to Applicant: _____

APPLICATION FILING

The Application must be completed and signed with payment and all required documents. Submit the Application in one of the following three ways:

- Postal Mail: Kellie Purce Braseth, City of Olympia, PO Box 1967, Olympia WA 98507-1967
- Email: kbraseth@ci.olympia.wa.us
- In Person: Kellie Purce Braseth, Olympia City Hall, 601 4th Avenue E, Olympia WA 98501

Questions? Contact Kellie Purce Braseth at 360.753.8361 or kbraseth@ci.olympia.wa.us