



**CITY OF KIRKLAND**  
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## MEMORANDUM

**To:** Kurt Triplett, City Manager  
**From:** Marilynne Beard, Deputy City Manager  
**Date:** September 19, 2013  
**Subject:** SPECIAL EVENT POLICIES

### **RECOMMENDATION:**

City Council provides direction about proposed special event policies.

### **BACKGROUND DISCUSSION:**

In fall of 2012, the City Council asked staff to review the City's policies and practices with regard to special events. Council wanted to update policies and procedures to respond to concerns from event organizers about regulatory requirements and staff assistance.

The Council held a study session on January 2, 2013 and received a report from staff comparing Kirkland event regulations and permit costs as well as financial support for events compared to other cities in King County. The City Council was generally satisfied with the City's rules and fees, but referred the topic to the Community Planning, Housing and Economic Development Committee (CPHED) for further discussion with frequent check-ins with the full Council.

The City Council was next updated at their February 5, 2013 study session which was focused on categories of events, the number of new events proposed for 2013 and criteria for determining which should be allowed to go forward. The City Council asked for further committee work on the criteria for non-profit agencies that should benefit from City event fund raising and which events should have priority consideration for funding and scheduling. At that meeting the Council also placed a hold on all new events for 2013 pending further discussion.

On May 7, 2013 the City Council received another update on events and agreed in principle to the committee recommendation to delineate community programs from special events and create or update the Kirkland Municipal Code (KMC) to create provision that can apply to these ongoing activities. Proposed "community programs" would include the Wednesday and Friday Farmer's Markets and the Summer Concert Series. At that meeting, the City Council also agreed to allow the Kirkland Events Foundation to hold an Oktoberfest event in September and to contribute \$7,000 towards the Celebrate Kirkland fireworks display. Official action on the fireworks contribution was taken at a later meeting.

A number of policy issues remained unresolved and the CPHED Committee has worked since

then to develop a recommendation on all outstanding policy issues. The following discussion will describe each policy issue and the proposed policy.

## **Definitions**

The committee believes that a well-understood definition of terms is important to the administration of any policy. To that end, the following definitions are proposed to be added to the existing Chapter 19.24 of the Kirkland Municipal Code

*"Community Event" means a special event designated as such by the City Council which is intended primarily for Kirkland residents, is free of an admission charge, is organized by the city or a recognized Kirkland non-profit agency, and is intended to celebrate an important community holiday or tradition.*

*"Community Programs" means activities of an on-going nature which are open to the public and provided free of an admission charge, such as weekly farmer's markets and park performing arts series.*

*"Major Event" means any special event that causes the closure or limited use of streets, sidewalks, public parking, parks or other public venues normally accessible by the general public or a special event that causes significant impacts to the public.*

*"Fundraising Event" means a special event held by a non-profit entity that is primarily for the purposes of fund-raising for the benefit of the sponsoring non-profit.*

*"Tourism Event" means any special event that furthers the City's economic development goals, is primarily intended to attract participants from out of the immediate area and is eligible to receive funding from lodging tax funds. The receipt of lodging tax funds granted by the City for an event is contingent upon the issuance of a special event permit and the successful implementation of the event.*

*"Benefitting a Kirkland Non-Profit" means a financial benefit for a non-profit agency serving Kirkland residents. The financial contribution should represent no less than 10% of the net profits of the event.*

## **Special Event Capacity**

There is currently no limit to the number of events that can be held within the City or within specific venues such as Marina Park. The staff and committee felt a limit was necessary to mitigate the impacts of events on the businesses and residents of Kirkland, particularly in the Central Business District and Marina Park. The following policy language is recommended:

*No more than two (2) special event permits shall be issued per calendar month at any one venue, or along any one street. The Central Business District and Marina Park shall be considered as the same. This limitation shall not apply to Community Events designated by the City Council.*

*Special Events shall be limited to no more than three (3) consecutive calendar days; one additional day may be permitting for event load-in or load-out.*

### **Exceptions to special event permit requirement**

19.24.030 (b) The following activities are exempt from having to obtain a special event permit.

ADD -- *(10) Community programs, which must be applied for through a separate city process.*

### **Priority of special event permit issuance**

The current language in KMC 19.24.050 reads:

"19.24.050 Except for a special event sponsored by the city, priority shall be given for the issuance of a special event permit to local tax-exempt nonprofit organizations operating in and providing services to the citizens of the city."

The popularity of Kirkland and especially Marina Park as an event venue is beginning to cause conflicts for reservations requested by event organizers. In all cases, when a conflict arises, staff attempts to work with the event organizer to find a different date and/or venue. In the infrequent situation where two event organizers have requested the same date and venue, staff would follow the proposed policy shown below.

In addition, there was much discussion about whether the benefitting non-profit agency had to be located in Kirkland or simply serving Kirkland residents.

The following edit and added language are recommended:

19.24.050 *Except for a special event sponsored by the city, priority shall be given for the issuance of a special event permit to local tax-exempt nonprofit organizations ~~operating in and~~ providing services to the citizens of the city.*

*Dates will be reserved on a first-come, first-served basis not more than one year prior to the proposed date of the event. When on the same business day more than one applicant requests the same date and venue for their event, the following criteria will be applied in the following order:*

- 1. The event directly benefits a non-profit organization serving Kirkland residents.*
- 2. The event and/or the event organizer have a demonstrated history of success in producing events in Kirkland.*
- 3. The event has been recommended for funding by the Tourism Development Committee*
- 4. The event supports a City Council goal or City work program initiative*

*Special Event applicants may be granted permission to hold the same event for an additional two years on the same weekend at the same venue if "success" criteria have been met. The Special event application process shall be followed each year.*

*Success Criteria:*

- All previous special event fees have been paid in full.*
- Previous special event successfully provided for public safety (event safety plans, traffic control apparatus and volunteers), health (first aid provisions and public health requirements), and sanitation (sufficient number of maintained restroom facilities, maintenance and disposal of event garbage/recycling).*

- *Previous special events properly cared for city facilities/equipment resulting in no damage.*
- *Previous special event applications were properly completed, submitted on time, and in the required format*

### **Athletic Events**

The City regularly receives complaints from residents and drivers along common race routes regarding difficulty with ingress and egress from driveways and traffic delays. The previous limitation recommended under "Special Event Capacity" would limit the number of athletic events impacting any one street to no more than twice per month. In addition, the number of participants in an event can exacerbate impacts and cause public safety hazards despite the presence of traffic control measure and police personnel. The following language is recommended to be added to KMC Chapter 19.24.

*Athletic events, including runs and bike races, shall be restricted to city streets; sidewalks will remain open for use by the general public. Organized walks may take place on city streets or sidewalks.*

*Athletic events held on city streets which include road closures, either rolling or stationary, shall clear the street of all participants and traffic control devices no later than 11:00 am.*

*Event organizers will limit the number of participants in race events to:*

- *3,000 registered participants for road events longer than 13 miles (Half Marathon)*
- *2,000 registered participants for road events shorter than 13 miles (12ks)*

### **Beer/Wine Gardens**

Beer and wine gardens are growing in popularity with one garden in 2011 to three in 2013. The Shamrock Run organizer and TriFREAKS have also expressed interest in adding beer gardens to their events. Since the KMC doesn't currently address public beer/wine gardens at special events, it would be helpful to add basic language about police presence, age and containment requirements. The guidelines Kirkland currently follows were developed using several resources including KMC 19.04.065, input from the Kirkland Police Department, Washington State Liquor Control Board and the City of Seattle.

The following policies are recommended and consistent with what the City currently requires.

- *The sale, service, and consumption of beer/wine must be confined to a designated location(s).*
- *Beer/wine may be sold, served, and consumed between 8 am and 11 pm, seven days a week. After 11 pm no one may possess, consume or be served alcohol.*
- *Beer/wine may only be served when food is also available in conjunction with the special event.*
- *The event organizer is responsible for securing entrances and exits with staff checking for twenty-one (21) and over identification.*

- *Alcoholic beverages may not be removed from or brought into the garden; except for original unopened bottles purchased for off-site consumption.*
- *The beer/wine garden shall be separately fenced with six foot high chain link fencing or 42 inch high picket fencing.*
- *Tables, counters, ledges or similar surfaces may not be used as barriers between restricted and non-restricted areas.*
- *Where alcohol is served or consumed, event organizers must maintain sufficient lighting so that identification may be checked and patrons may be observed for the enforcement of liquor laws and rules.*
- *The presence of no less than two city of Kirkland police officers is required during public beer/wine garden hours.*
- *A breach of any of the foregoing conditions shall constitute grounds for immediate revocation of the permit.*

### **Decision Authority**

The KMC provides for the City Manager or his/her designee to administer the provisions of the chapter:

**19.24.240 Delegation of city manager’s authority.**

The city manager may delegate any or all of his or her functions under this chapter to his or her deputies or subordinates. (Ord. 4116 § 2 (part), 2007)

**19.24.250 City manager authorized to adopt rules and regulations.**

The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event. (Ord. 4116 § 2 (part), 2007)

It may be helpful to more clearly articulate the role of the department staff, Director, City Manager and City Council.

*The Parks and Community Services Department is responsible for supporting and permitting special events. New rules and regulations can be developed by the department and reviewed by the City Attorney and City Manager for concurrence. Normally, the Department Director would be responsible for interpreting the code should an event organizer have a question or concern not addressed by staff. If the event organizer is not satisfied with the Director’s response, they may appeal to the City Manager who may consult with the City Council as needed. City Council may refer inquiries made directly to them to the City Manager for follow-up.*

### **Community Programs and Events**

The proposed definition of Community Event calls for the City Council to officially designate community events. The Committee recommends Community Events and Community Programs also be funded at some level by the City. After much discussion, the Committee recommends the following to be considered Community Events and Community Programs:

#### Proposed Community Events

- Celebrate Kirkland 4<sup>th</sup> of July Parade and Fireworks

- Holiday Tree Lighting

#### Proposed Community Programs

- Summer Concert Series

Designation of Community Events would be approved through a Council resolution.

#### **Funding for Special Events**

The City currently provides funding support through the Tourism Development Committee (from lodging tax revenue) and from the General Fund based on special requests from event organizers or other members of the community.

Lodging tax funds are limited in their application to events that attract visitors from outside of the City. State law originally only allowed lodging tax funds to be used only for promotion of events. A time-limited provision was added to allow lodging tax funds to be used for event operations. That provision was scheduled to sunset in 2013, however, the state legislature removed the sunset clause earlier this year, clearing the way for tourism grants to be used for event expenses such as equipment rental, sanitation services and security. The Tourism Development Committee received twenty applications for funding, some of which support special events. The TDC is currently in the process of reviewing funding applications and will provide a recommendation to the City Council as part of the mid-biennial budget review. Even though a funding allocation may be approved, actual receipt of funding for an event requires a confirmed reservation date, permit issuance and delivery of the event.

An annual amount used to be allocated from the General Fund for special event support. It was eliminated from the budget in 2010. Since then, individual requests have been made by event organizers directly to the City Council. The Committee recommends that Community Events have first priority for General Fund allocations. A source of funds was not discussed (e.g. one-time funds, or ongoing).

#### **Summary and Recommendations**

Kirkland has many natural and built amenities that make it a desirable venue for events. The on-line survey conducted earlier this year indicates a high degree of support for continuing events in the community. However, since events tend to be concentrated in the downtown core, there are some businesses and residents that may be disproportionately impacted by events. In addition, the staff's ability to support event organizers in delivering quality events that protect the safety of residents is limited. The proposed limitations and policy clarifications are intended to provide more clear guidance to staff and event organizers regarding the number, type and location of events. Despite the proposed limitations, there is still capacity to accept new events and new capacity may emerge with the development of the Cross Kirkland Corridor, Totem Lake Park and the commercial properties and new public park facilities.

In addition to the policy updates recommended in this memo, staff identified a number of housekeeping items needed to Chapter 19.24 to reflect current practice.

Staff is requesting that the City Council review each of the policy issues presented above and provide direction on whether to:

- Proceed with the policy as proposed
- Proceed with a modified policy
- Conduct further study or suspend any the proposed policy

Staff is also requesting direction as to whether a General Fund allocation should be made toward any or all of the designated Community Events.

After receiving direction from Council, the staff can prepare the necessary legislation for Council consideration.

Attachments: 5! KMC Chapter 19.24 as adopted  
6! Droposed Strike and Edit Version of KMC Chapter 19.24  
7! Preliminary Calendar of 2014 events  
8! 2014 Lodging Tax Funding Requests.

## Chapter 19.24 SPECIAL EVENTS

### Sections:

<a href="#">19.24.010</a>	Definitions.
<a href="#">19.24.020</a>	Special event permit required.
<a href="#">19.24.030</a>	Exceptions to special event permit requirement.
<a href="#">19.24.040</a>	Issuance of a special event permit does not obligate city services.
<a href="#">19.24.050</a>	Priority of special event permit issuance.
<a href="#">19.24.060</a>	Time for filing application for special event permit.
<a href="#">19.24.070</a>	When application for special event permit is deemed complete.
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<a href="#">19.24.090</a>	Content of special event permit application.
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<a href="#">19.24.110</a>	Reasons for denial of a special event permit.
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<a href="#">19.24.160</a>	Insurance required to conduct special event.
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<a href="#">19.24.180</a>	Revocation of special event permit.
<a href="#">19.24.190</a>	Cost recovery for special events.
<a href="#">19.24.200</a>	Effect of receipt of donations on status of tax-exempt nonprofit organizations.
<a href="#">19.24.220</a>	Expressive activity special event.
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<a href="#">19.24.250</a>	City manager authorized to adopt rules and regulations.
<a href="#">19.24.260</a>	Authorized special event vendors.
<a href="#">19.24.270</a>	Unlawful to conduct or promote attendance at special event without permit.
<a href="#">19.24.280</a>	Other permits and licenses.
<a href="#">19.24.290</a>	Unlawful to sell goods in special event venue without authorization.
<a href="#">19.24.300</a>	Cost recovery for unlawful special event.
<a href="#">19.24.310</a>	Penalties for violations.

### **19.24.010 Definitions.**

Terms used in this chapter shall have the following meanings:

- (1) "Demonstration" means a public display of group opinion as by a rally or march, the principal purpose of which is expressive activity.
- (2) "Event organizer" means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event.
- (3) "Event management company" means an entity with expertise in managing special events.
- (4) "Expressive activity" includes conduct the sole or principal object of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. For purposes of this chapter, expressive activity does not include sports events, including marathons, fundraising events, or events the principal purpose of which is entertainment.
- (5) "Gross revenues" means the sum of all revenues received by an event organizer for a special event including, but not limited to, cash receipts, licensing, sponsorships, television, advertising and similar revenues, and concessions.
- (6) "March" means an organized walk or event whose principal purpose is expressive activity in service of a public cause.

(7) "Noncommercial special event" means any special event organized and conducted by a person or entity that qualifies as a tax-exempt nonprofit organization, or a special event whose principal purpose is expressive activity.

(8) "Rally" means a gathering whose principal purpose is expressive activity, especially one intended to inspire enthusiasm for a cause.

(9) "Sidewalk" means that portion of a right-of-way, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

(10) "Sign" means any sign, pennant, flag, banner, inflatable display, or other attention-seeking device.

(11) "Special event service team" means representatives assigned by their respective department directors to represent the interests of their department as it relates to the issuance of special event permits.

(12) "Special event" means any fair, show, parade, run/walk, festival, or other publicly attended entertainment or celebration which is to be held in whole or in part upon publicly owned property or public rights-of-way, or if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of such event.

(13) "Special event permit" means a permit issued under this chapter.

(14) "Special event venue" means that area for which a special event permit has been issued.

(15) "Street" means any place that is publicly maintained and open to use of the public for purposes of vehicular travel, including highways.

(16) "Tax-exempt nonprofit organization" means an organization that is exempted from payment of income taxes by federal or state law and has been in existence for a minimum of six months preceding the date of application for a special event permit.

(17) "Vendor" means any person who sells or offers to sell any goods, food, or beverages within a special event venue. (Ord. 4116 § 2 (part), 2007)

#### **19.24.020 Special event permit required.**

(a) Except as provided elsewhere in this chapter, any person or entity who conducts, promotes, or manages a special event shall first obtain a special event permit from the special event coordinator.

(b) The special event coordinator is authorized to issue permits for special events occurring within the city limits, pursuant to the procedures established in this chapter. The special event coordinator is authorized to determine the special event venue. The special event coordinator may impose reasonable conditions on the use of the special events venue based on the provisions of this chapter. The special event coordinator shall coordinate the issuance of a special event permit with the special event team and other public agencies through whose jurisdiction or property the special event or portion thereof occurs and to issue a special event permit upon the concurrence of other public agencies involved. (Ord. 4116 § 2 (part), 2007)

#### **19.24.030 Exceptions to special event permit requirement.**

(a) Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health.

(b) The following activities are exempt from having to obtain a special event permit:

(1) Parades, athletic events or other special events that occur exclusively in city parks and are sponsored or conducted in full by the city of Kirkland parks department;

(2) Funeral procession by a licensed mortuary;

(3) Gatherings of one hundred or fewer people in a city park, unless merchandise or services are offered for sale or trade to the public, in which case a special event permit is required;

(4) Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales;

- (5) Garage sales, rummage sales, lemonade stands and car washes;
  - (6) Private events held entirely on private property that do not involve the use of or have an impact on public property or facilities and that do not require the provision of city public safety services;
  - (7) Activities conducted by a governmental agency acting within the scope of its authority;
  - (8) Lawful picketing on sidewalks; and
  - (9) Block parties, which must be applied for through a separate, streamlined city process.
- (Ord. 4116 § 2 (part), 2007)

**19.24.040 Issuance of a special event permit does not obligate city services.**

Issuance of a special event permit under this chapter does not obligate or require the city of Kirkland to provide city services, equipment, or personnel in support of a special event. (Ord. 4116 § 2 (part), 2007)

**19.24.050 Priority of special event permit issuance.**

Except for a special event sponsored by the city, priority shall be given for the issuance of a special event permit to local tax-exempt nonprofit organizations operating in and providing services to the citizens of the city. (Ord. 4116 § 2 (part), 2007)

**19.24.060 Time for filing application for special event permit.**

(a) Except as otherwise provided in this chapter, a pre-application meeting shall be held no less than one year in advance of a new special event and no less than six months in advance of a repeat special event. Upon good cause shown and provided that there is no significant risk or burden to the city, the special event coordinator may, in his or her discretion, allow a later pre-application meeting.

(b) A complete application for a special event permit shall be filed with the special event coordinator not less than forty-five calendar days before the time when it is proposed to conduct the special event. Upon good cause shown and provided that no risk or burden to the city ensues, the special event coordinator has discretion to allow a later filing.

(c) An application for an expressive activity special event permit shall be filed with the special event coordinator no less than seven calendar days before the time when it is proposed to conduct the expressive activity special event. Upon good cause shown and provided that no risk or burden to the city ensues, the special event coordinator may, in his or her discretion, allow a later filing. (Ord. 4116 § 2 (part), 2007)

**19.24.070 When application for special event permit is deemed complete.**

An application for a special event permit is deemed complete when the applicant has provided all of the information required in Section [19.24.090](#), including any additional information required by the special event coordinator, and where city services are to be provided, the application has been approved by any involved city department, or the special event service team, and the city manager and the city council, if required. (Ord. 4116 § 2 (part), 2007)

**19.24.080 Date of special event not confirmed until notice of confirmation issued.**

Notwithstanding the special event coordinator's acceptance of a completed application, the date of the event shall not be considered confirmed and the applicant shall not market or promote the event until the special event coordinator issues a written notice of confirmation. (Ord. 4116 § 2 (part), 2007)

**19.24.090 Content of special event permit application.**

The application for a special event permit should include the following:

- (1) The name, address, fax, cell, email address, and office telephone number of the applicant;
- (2) A certification that the applicant will be financially responsible for any city fees or costs that may be imposed for the special event;

- (3) The name, address, fax, cell, email address and telephone number of the event organizer, if any, and the chief officer of the event organizer, if any;
- (4) A list of emergency contacts that will be in effect during the event, and the event web address, if any; and
- (5) If the special event is designed to be held by, on behalf of, or for any organization other than the applicant, the applicant for the special event permit shall file a signed, written communication from such organization:
- (A) Authorizing the applicant to apply for the special event permit on its behalf;
  - (B) Certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the special event;
  - (C) A copy of the tax exemption letter issued for any applicant claiming to be a tax-exempt nonprofit organization;
  - (6) All permit applications should include:
    - (A) A statement of the purpose of the special event;
    - (B) A statement of fees to be charged for the special event, including admissions tax documentation;
    - (C) The proposed location for the special event;
    - (D) Dates and times when the special event is to be conducted;
    - (E) The approximate times when assembly for, and disbanding of, the special event is to take place;
    - (F) The proposed locations of the assembly or production area;
    - (G) The specific proposed site or route, including a map and written narrative of the route;
    - (H) The proposed site of any reviewing stands;
    - (I) The proposed site for any disbanding area;
    - (J) Proposed alternate routes, sites or times, where applicable;
    - (K) The approximate number of persons, animals or vehicles that will constitute the special event;
    - (L) The kinds of animals anticipated to be part of the special event;
    - (M) A description of the types of vehicles to be used in the special event;
    - (N) The number of bands or other musical units and the nature of any equipment to be used to produce sounds or noise;
    - (O) The number and location of portable sanitation facilities;
    - (P) Other equipment or services necessary to conduct the special event with due regard for participant and public health and safety;
    - (Q) The number of persons proposed or required to monitor or facilitate the special event and provide spectator or participant control and direction for special events using city streets, sidewalks, or facilities;
    - (R) Provisions for first aid or emergency medical services, or both, based on special event risk factors;
    - (S) Insurance and surety bond information;
    - (T) Any special or unusual requirements that may be imposed or created by virtue of the proposed special event activity;
    - (U) The marketing plan with proposed timelines associated with marketing the activity to the general public;
    - (V) Event timeline documenting activities from event set-up to event tear-down; and
    - (W) Any other information required by the special event coordinator. (Ord. 4116 § 2 (part), 2007)

**19.24.100 Conditions affecting the issuance of a special event permit.**

(a) Where the event organizer has not requested and the special event does not require city services, equipment, or personnel, the special event coordinator may issue a special event permit when, based upon the completed application, all of the conditions listed in this section are met:

- (1) The special event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route;

- (2) The special event will not cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility;
  - (3) The special event will not block traffic lanes or close streets during peak commuter hours on weekdays between seven a.m. to nine a.m. and four p.m. to six p.m. on streets designated as arterials by the city's public works department;
  - (4) The special event will not require the diversion of police employees from their normal duties;
  - (5) The concentration of persons, animals or vehicles will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets;
  - (6) The special event will move from its assembly location to its disbanding location expeditiously and without stopping en route;
  - (7) The special event will not substantially interfere with any other special event for which a permit has already been granted or with the provision of city services in support of other scheduled special events or unscheduled governmental functions; and
  - (8) The special event will not have significant adverse impact upon residential or business access and traffic circulation in the same general venue.
- (b) In order to ensure that the conditions in this section are met, the special event coordinator may place conditions on the special event permit. (Ord. 4116 § 2 (part), 2007)

**19.24.110 Reasons for denial of a special event permit.**

- (a) The special event coordinator may deny a special event permit to an applicant who has not:
- (1) Provided for the services of a sufficient number of trained and certified traffic controllers;
  - (2) Provided sufficient monitors for crowd control and safety two weeks prior to the event date;
  - (3) Provided sufficient safety, health, or sanitation equipment services, or facilities that are reasonably necessary to ensure that the special event will be conducted with due regard for safety;
  - (4) Provided sufficient off-site parking or shuttle service, or both, when required, to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the special event; or
  - (5) Met all of the requirements for submitting an application for a special event permit.
- (b) The special event coordinator may deny a special event permit if in the special event coordinator's opinion:
- (1) The special event will create the imminent possibility of violent disorderly conduct likely to endanger public safety or to result in significant property damage;
  - (2) The special event will violate public health or safety laws;
  - (3) The special event fails to conform to the requirements of law or duly established city policy;
  - (4) The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this chapter;
  - (5) The applicant has failed to conduct a previously authorized or exempted special event in accordance with law or the terms of a permit, or both;
  - (6) The applicant has not obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur;
  - (7) The applicant has failed to provide an adequate first aid or emergency medical services plan based on special event risk factors; or
  - (8) The applicant has failed to pay all fees due from previous special events.
- (c) The special event coordinator may deny a special event permit to an applicant who has failed to comply with any term of this chapter or with any condition of a special event permit previously issued to the applicant. (Ord. 4116 § 2 (part), 2007)

**19.24.120 Denial of a special event permit application—Appeals from denial.**

(a) If the special event coordinator denies the application for the special event permit, pursuant to this section, he or she shall notify the applicant in writing as soon as is reasonably practicable.

(b) The denial of a special event permit may be appealed to the city manager or his or her designee.

(c) An appeal shall be made in writing within seven calendar days of the date of the written denial. An appeal is made by filing a written petition with the special event coordinator, setting forth the grounds for appeal and any documentation in support of the appeal.

(d) The city manager shall consider and decide the appeal as soon as is reasonably practicable and issue a written decision. (Ord. 4116 § 2 (part), 2007)

**19.24.130 Display of special event permit required.**

A copy of the special event permit shall be displayed in the special event venue in the method prescribed by the special event coordinator applicable to the particular special event and shall be exhibited upon demand of any city official. (Ord. 4116 § 2 (part), 2007)

**19.24.140 Contents of special event permit.**

(a) The city may condition the issuance of a special event permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. A special event permit may include the following information or conditions:

(1) The location of the special event venue, which may be identified by a map attached to the special event permit;

(2) The date, assembly area, time for assembly, and starting time of the special event;

(3) The specific route plan of the special event;

(4) The minimum and maximum speeds of the special event;

(5) The number and types of persons, animals, and vehicles or structures at the event; the number of bands, other musical units, and equipment capable of producing sound, if any; and limitations thereon pertaining to noise abatement, and inspection and approval of floats, structures, and decorated vehicles for fire safety;

(6) The maximum interval of space to be maintained between booths or other structures to be used for the special event;

(7) The portion of the street and sidewalk that is to be occupied by the special event;

(8) The location of reviewing or audience stands, if any;

(9) The number and location of traffic controllers, monitors, other support personnel and equipment, and barricades to be furnished by the special event organizer;

(10) The area and time for disbanding;

(11) The conditions or restrictions on the use of alcoholic beverages and authorization for and conditions of the exclusive control or regulation of vendors and related sales activity by the event organizer during the special event;

(12) The provisions for any required emergency medical services; and

(13) Such other information and conditions as are reasonably necessary for the conduct of the special event and the enforcement of this chapter, including the requirement for a professional event management company to produce an event or for the on-site presence of the event organizer or its designated representative for all special event coordination and management purposes.

(b) As a condition of the issuance of a special event permit, the applicant shall be required to do a walk-through of the event site with the special event coordinator prior to the event, and make adequate provisions for cleaning the area or route of the special event both during and upon completion of the special event and to return the area or route to the same condition of material preservation and cleanliness as existed prior to the special event. (Ord. 4116 § 2 (part), 2007)

**19.24.150 Special event coordinator's action on special event permit application.**

(a) Except as otherwise provided in this section, the special event coordinator shall take final action upon a completed application for a special event permit as soon as practicable.

(b) The special event coordinator is not required to take final action upon any special event permit application prior to one hundred eighty calendar days before the special event.

(c) The special event coordinator is not required to take final action on an incomplete or untimely special event permit application.

(d) The special event coordinator is not required to process more than one application for a special event permit per applicant during any two-week period.

(e) The special event coordinator is not required to take final action upon two or more special event permit applications submitted by the same applicant unless two or more weeks shall have elapsed between the respective dates of submission of each.

(f) Final action on a completed special event permit application shall consist of one of the following:

(1) Issuance of a special event permit in accordance with the terms of the application; or

(2) Issuance of a special event permit in accordance with the terms of the application, as conditioned by the special event coordinator or as modified by mutual agreement between the special event coordinator and the applicant; or

(3) Denial of the special event permit application by the special event coordinator. (Ord. 4116 § 2 (part), 2007)

**19.24.160 Insurance required to conduct special event.**

(a) The event organizer of a special event must possess or obtain comprehensive general liability insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event. Such insurance shall name the city of Kirkland, its officers, employees, and agents, and, as required, any other public entity involved in the special event, as additional insured. Insurance coverage must be maintained for the duration of the special event. Notice of cancellation shall be provided immediately to the city.

(b) Except as provided in this section, the comprehensive general liability insurance coverage required shall be in a combined single limit of at least one million dollars.

(c) If the special event is of a demonstrated high or low risk category, according to recognized insurance and risk management standards, the city's risk manager may authorize a greater or lesser amount of coverage than otherwise required, or may require a particular type of insurance coverage different from that specified in this section.

(d) The insurance required by this section shall encompass all liability insurance requirements imposed for other permits required under other sections of this chapter and is to be provided for the benefit of the city and not as a duty, express or implied, to provide insurance protection for spectators or participants.

(e) The event organizer's current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the special event coordinator at least thirty calendar days before the special event, unless the special event coordinator for good cause modifies the filing requirements. (Ord. 4116 § 2 (part), 2007)

**19.24.170 Waiver of insurance requirements.**

(a) Except for special events where the sale of alcoholic beverages is authorized, the insurance requirements of Section [19.24.160](#) may be waived. In making the determination of whether to waive insurance, the city shall consider the following factors:

(1) Whether it is an expressive activity special event governed by Section [19.24.220](#);

(2) Whether it is objectively impossible to obtain insurance coverage;

(3) Whether the special event will involve the use of equipment (other than sound equipment), vehicles, animals, fireworks, or pyrotechnics; or

(4) Whether a fee or donation is charged or required as a condition of admission or participation in the special event.

(b) To claim that it is objectively impossible to obtain insurance coverage pursuant to this section, the applicant shall submit a statement from at least two independent licensed insurance brokers demonstrating the insurance is unavailable in the marketplace.

(c) Even though insurance is waived, the city may require the event organizer of a special event to defend, indemnify, and hold harmless the city from any claim or liability arising from the special event. (Ord. 4116 § 2 (part), 2007)

#### **19.24.180 Revocation of special event permit.**

(a) Any special event permit issued pursuant to this chapter is subject to revocation, pursuant to this section.

(b) A special event permit may be revoked if the city determines:

(1) That the special event cannot be conducted without violating the standards or conditions for special event permit issuance;

(2) The special event is being conducted in violation of any condition of the special event permit;

(3) The special event poses a threat to health or safety;

(4) The event organizer or any person associated with the special event has failed to obtain any other permit required pursuant to the provisions of this chapter;

(5) The special event permit was issued in error or contrary to law;

(6) The applicant has not paid all fees when due; or

(7) The applicant has failed to provide confirmation or proof that it has obtained the minimum number of required volunteers to perform safety functions.

(c) Except as provided in this section, notices of revocation shall be in writing and specifically set forth the reasons for the revocation.

(d) If there is an emergency requiring immediate revocation of a special event permit, the special event coordinator may notify the permit holder verbally of the revocation.

(e) An appeal from a revocation shall be handled in the same manner and under the same time requirements as denials of special event permits, pursuant to Section [19.24.120](#). (Ord. 4116 § 2 (part), 2007)

#### **19.24.190 Cost recovery for special events.**

Upon approval of an application for a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution, the special event coordinator should provide the applicant with a statement of the estimated cost of city services and of equipment, materials and permit fees.

(1) The full range of costs associated with special events shall be documented.

(2) A special event permit fee shall be charged. The amount of the fee shall be set administratively by the city manager or his or her designee.

(3) For special events in which benefits to recognized charitable organizations are a significant component, staff time and costs associated with day of event activities shall be charged based on the city's direct costs only. For all other special events, staff time and costs incurred shall be for the full amount of costs incurred by the city in connection with the event, including indirect costs of staff time such as benefits and all overhead costs associated with the position.

(4) The special event coordinator shall require payment of fees, or a reasonable estimate thereof, at the time the completed application is approved, unless the special event coordinator for good cause extends time for payment.

(5) If the event organizer fails to comply with the cleanup requirements of Section [19.24.140](#), the event organizer will be billed for actual city costs for cleanup and repair of the special event area or route.

(6) If the event organizer fails to comply with Section [19.24.140](#) or this section under a previously issued special event permit, the special event coordinator may require the event organizer to deposit adequate surety in the form of cash or bond. (Ord. 4116 § 2 (part), 2007)

**19.24.200 Effect of receipt of donations on status of tax-exempt nonprofit organizations.**

A tax-exempt nonprofit organization hosting a special event may acknowledge the receipt of cash or in-kind services or goods, donations, prizes, or other consideration from for-profit organizations without causing the special event to be considered a commercial special event within the meaning of this chapter. Such acknowledgment may include use of the name, trademark, service mark, or logo of such a for-profit organization in the name or title of the special event or the prominent appearance of the same in advertising or on collateral material associated with the special event. (Ord. 4116 § 2 (part), 2007)

**19.24.220 Expressive activity special event.**

When a special event permit is sought for an expressive activity such as a demonstration, rally, or march as defined in this chapter, the following exceptions shall apply:

(1) Where the special event will not require temporary street closures, cost recovery, pursuant to Section [19.24.190](#), shall be limited solely to a fee based on the cost of processing the permit application.

(2) The insurance requirement of Section [19.24.160](#) shall be waived; provided, that the event organizer has filed with the application a verified statement that he or she intends the special event purpose to be First Amendment expression and the cost of obtaining insurance is financially burdensome and would constitute an unreasonable burden on the right of First Amendment expression. The verified statement shall include the name and address of one insurance broker or other source for insurance coverage contacted to determine premium rates for coverage.

(3) Where the special event will require temporary street closures and any one or more of the conditions of subsection (4) of this section, are met requiring the city to provide services in the interests of public health, safety, and welfare, the special event coordinator may condition the issuance of the special event permit upon payment of actual, direct costs incurred by the city to a maximum of five hundred dollars. Any fee schedule adopted by the city shall contain a provision for waiver of, or a sliding scale for payment of, fees for city services, including police costs, on the basis of ability to pay.

(4) The city may deny a special event permit for a demonstration, rally or march if:

(A) The special event will substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route;

(B) The special event will cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility;

(C) The special event will block traffic lanes or close streets during peak commuter hours on weekdays between seven a.m. to nine a.m. and four p.m. to six p.m. on streets designated as arterials by the city's public works department;

(D) The special event will require the diversion of police employees from their normal duties;

(E) The concentration of persons, animals, or vehicles will unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets;

(F) The special event will substantially interfere with another special event for which a permit has already been granted or with the provision of city services in support of other scheduled special events; or

(G) The special event will have significant adverse impact upon residential or business access and traffic circulation in the same general venue.

(5) With regard to the permitting of expressive activity special events where the provisions in this section conflict with the provisions in any other section of this chapter, the provisions of this section shall prevail.

(6) Sections [19.24.100](#), [19.24.110](#) and [19.24.260](#) of this chapter shall not apply to expressive activity special events. (Ord. 4116 § 2 (part), 2007)

**19.24.240 Delegation of city manager's authority.**

The city manager may delegate any or all of his or her functions under this chapter to his or her deputies or subordinates. (Ord. 4116 § 2 (part), 2007)

**19.24.250 City manager authorized to adopt rules and regulations.**

The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event. (Ord. 4116 § 2 (part), 2007)

**19.24.260 Authorized special event vendors.**

(a) The issuance of a special event permit confers upon the permit holder or event organizer the right to control and regulate the sale of goods, food, and beverages within the special event venue in accordance with the terms and conditions of the special event permit.

(b) Vendors authorized to sell goods, food, or beverages in the special event venue shall display their authorization in the manner required by the city manager. Only vendors displaying the required authorization shall be allowed to sell goods, food, or beverages in the special event venue. (Ord. 4116 § 2 (part), 2007)

**19.24.270 Unlawful to conduct or promote attendance at special event without permit.**

(a) It is unlawful to conduct a special event without a special event permit as required pursuant to this chapter.

(b) It is unlawful for any person to conduct, promote, or manage any special event for which a special event permit has not been issued. (Ord. 4116 § 2 (part), 2007)

**19.24.280 Other permits and licenses.**

The issuance of a special event permit does not relieve any person from the obligation to obtain any other permit or license required pursuant to the Kirkland Municipal Code or any other applicable law. (Ord. 4116 § 2 (part), 2007)

**19.24.290 Unlawful to sell goods in special event venue without authorization.**

It is unlawful for any person to sell, resell, or offer to sell or resell, any goods, food, or beverages in a special event venue except for authorized special event vendors. (Ord. 4116 § 2 (part), 2007)

**19.24.300 Cost recovery for unlawful special event.**

Whenever a special event is conducted without a special event permit when one is required or is conducted in violation of the terms of an issued special event permit, the event organizer shall be responsible for, and the city shall charge the event organizer for, all city costs incurred as a result of the adverse impacts of the special event or the violation of the special event permit. (Ord. 4116 § 2 (part), 2007)

**19.24.310 Penalties for violations.**

(a) The special event permit authorizes the applicant to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the applicant to violate the terms and conditions of the permit, or for any event participant to violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired. An event applicant cannot make changes to the permit. All requests for changes must be submitted for review by the special event coordinator.

(b) Any person or organization violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a penalty of a fine of not more than five hundred dollars or by imprisonment of not more than ninety days, or both such fine and imprisonment. (Ord. 4116 § 2 (part), 2007)

**DRAFT REVISIONS OCTOBER 1, 2013****Chapter 19.24****SPECIAL EVENTS****Sections:**

- [19.24.010](#) Definitions.
- [19.24.020](#) Special event permit required.
- [19.24.030](#) Exceptions to special event permit requirement.
- [19.24.040](#) Issuance of a special event permit does not obligate city services.
- [19.24.050](#) Priority of special event permit issuance.
- [19.24.060](#) Time for filing application for special event permit.
- [19.24.070](#) When application for special event permit is deemed complete.
- [19.24.080](#) Date of special event not confirmed until notice of confirmation issued.
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- [19.24.270](#) Unlawful to conduct or promote attendance at special event without permit.
- [19.24.280](#) Other permits and licenses.
- [19.24.290](#) Unlawful to sell goods in special event venue without authorization.
- [19.24.300](#) Cost recovery for unlawful special event.
- [19.24.310](#) Penalties for violations.

**19.24.010 Definitions.**

Terms used in this chapter shall have the following meanings:

( ) “Community Event” means a special event designated as such by the City Council which is intended primarily for Kirkland residents, is free of an admission charge, is organized by the city or a recognized Kirkland non-profit agency, and is intended to celebrate an important community holiday or tradition.

( ) “Community Programs” means activities of an on-going nature which are open to the public and provided free of an admission charge, such as weekly farmer’s markets and park performing arts series.

( ) “Major Event” means any special event that causes the closure or limited use of streets, sidewalks, public parking, parks or other public venues normally accessible by the general public or a special event that causes significant impacts to the public.

( ) “Fundraising Event” means a special event held by a non-profit entity that is primarily for the purposes of fund-raising for the benefit of the sponsoring non-profit.

( ) “Tourism Event” means any special event that furthers the City’s economic development goals, is primarily intended to attract participants from out of the immediate area and is eligible to receive funding from lodging tax funds. The receipt of lodging tax funds granted by the City for an event is contingent upon the issuance of a special event permit and the successful implementation of the event.

( ) “Benefitting a Kirkland Non-Profit” means a financial benefit for a non-profit agency serving Kirkland residents. The financial contribution should represent no less than 10% of the net profits of the event.

(1) “Demonstration” means a public display of group opinion as by a rally or march, the principal purpose of which is expressive activity.

(2) “Event organizer” means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event.

(3) “Event management company” means an entity with expertise in managing special events.

(4) “Expressive activity” includes conduct the sole or principal object of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. For purposes of this chapter, expressive activity does not include ~~fairs, festivals, concerts, performances, parades, athletic sports events, including marathons,~~ fundraising events, or events the principal purpose of which is entertainment.

(5) “Gross revenues” means the sum of all revenues received by an event organizer for a special event including, but not limited to, cash receipts, licensing, sponsorships, television, advertising and similar revenues, and concessions.

(6) “March” means an organized walk or event whose principal purpose is expressive activity in service of a public cause.

(7) “Noncommercial special event” means any special event organized and conducted by a person or entity that qualifies as a tax-exempt nonprofit organization, or a special event whose principal purpose is expressive activity.

(8) “Rally” means a gathering whose principal purpose is expressive activity, especially one intended to inspire enthusiasm for a cause.

(9) “Sidewalk” means that portion of a right-of-way, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

(10) “Sign” means any ~~sign~~, pennant, flag, banner, inflatable display, or other attention-seeking device.

(11) “Special event service team” means representatives assigned by their respective department directors to represent the interests of their department as it relates to the issuance of special event permits.

(12) “Special event” means any fair, ~~festival~~, festival, concert, performance, show, parade, run/walk/bike, or other publicly attended entertainment or celebration which is to be held in whole or in part upon publicly owned property or public rights-of-way, or if held wholly upon private property, will

nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of such event.

(13) "Special event permit" means a permit issued under this chapter.

(14) "Special event venue" means that area for which a special event permit has been issued.

(15) "Street" means any place that is publicly maintained and open to use of the public for purposes of vehicular travel, including highways.

(16) "Tax-exempt nonprofit organization" means an organization that is exempted from payment of income taxes by federal or state law and has been in existence for a minimum of six months preceding the date of application for a special event permit.

(17) "Vendor" means any person who sells or offers to sell any services, goods, food, or beverages within a special event venue. (Ord. 4116 § 2 (part), 2007)

( ) "Picketing" means a person posted by a labor organization at a place of work affected by a strike; or a person posted for a demonstration or protest.

( ) "Certified race director" means a person who has successfully completed an educational program and received nationally recognized credentials showing the recipient has the knowledge required to conduct safe events for rides, runs, walks, and swims.

#### **19.24.020 Special event permit required.**

(a) Except as provided elsewhere in this chapter, any person or entity who conducts, promotes, or manages a special event shall first obtain a special event permit from the special event coordinator.

(b) The special event coordinator is authorized to issue permits for special events occurring within the city limits, pursuant to the procedures established in this chapter. The special event coordinator is authorized to determine the special event venue. The special event coordinator may impose reasonable conditions on the use of the special events venue based on the provisions of this chapter. The special event coordinator shall coordinate the issuance of a special event permit with the special event team and other public agencies through whose jurisdiction or property the special event or portion thereof occurs and to issue a special event permit upon the concurrence of other public agencies involved. (Ord. 4116 § 2 (part), 2007)

#### **19.24.030 Exceptions to special event permit requirement.**

( ) Community programs, which must be applied for through a separate city process.

(a) Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health.

(b) The following activities are exempt from having to obtain a special event permit:

(1) Parades, athletic events or other special events that occur exclusively in city parks ~~and are sponsored or conducted in full by the city of Kirkland parks department,~~ which must be applied for through a separate city process;

(2) Funeral procession by a licensed mortuary;

(3) Public Gatherings of one hundred or fewer people in a city park, unless merchandise or services are offered for sale or trade to the public, in which case a special event permit is required;

- (4) Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales;
- (5) Garage sales, rummage sales, lemonade stands and car washes;
- (6) Private events held entirely on private property that do not involve the use of or have an impact on public property or facilities and that do not require the provision of city public safety services;
- (7) Activities conducted by a governmental agency acting within the scope of its authority;
- (8) Lawful picketing on sidewalks; and
- (9) Block parties, which must be applied for through a separate, streamlined city process. (Ord. 4116 § 2 (part), 2007)

**19.24.040 Issuance of a special event permit does not obligate city services.**

Issuance of a special event permit under this chapter does not obligate or require the city of Kirkland to provide city services, equipment, or personnel in support of a special event. (Ord. 4116 § 2 (part), 2007)

**19.24.050 Priority of special event permit issuance.**

Except for a special event sponsored by the city, priority shall be given for the issuance of a special event permit to local tax-exempt nonprofit organizations ~~operating in and~~ providing services to the citizens of the city. (Ord. 4116 § 2 (part), 2007)

Dates will be reserved on a first-come, first-served basis not more than one year prior to the proposed date of the event. When on the same business day more than one applicant requests the same date and venue for their event, the following criteria will be applied in the following order:

- 1) The event directly benefits a non-profit organization serving Kirkland residents.
- 2) The event and/or the event organizer have a demonstrated history of success in producing events in Kirkland.
- 3) The event has been recommended for funding by the Tourism Development Committee
- 4) The event supports a City Council goal or City work program initiative

Special Event applicants may be granted permission to hold the same event for an additional two years on the same weekend at the same venue if "success" criteria have been met. The Special event application process shall be followed each year.

Success Criteria:

- a) All previous special event fees have been paid in full.
- b) Previous special event successfully provided for public safety (event safety plans, traffic control apparatus and volunteers), health (first aid provisions and public health requirements), and sanitation (sufficient number of maintained restroom facilities, maintenance and disposal of event garbage/recycling).
- c) Previous special events properly cared for city facilities/equipment resulting in no damage.
- d) Previous special event applications were properly completed, submitted on time, and in the required format

**19.24.060 Time for filing application for special event permit.**

(a) Except as otherwise provided in this chapter, a pre-application meeting shall be held no less than one year in advance of a new special event and no less than six months in advance of a repeat special event. Upon good cause shown and provided that there is no significant risk or burden to the city, the special event coordinator may, in his or her discretion, allow a later pre-application meeting.

(b) A complete application for a special event permit shall be filed with the special event coordinator not less than forty-five calendar days before the time when it is proposed to conduct the special event. Upon good cause shown and provided that no risk or burden to the city ensues, the special event coordinator has discretion to allow a later filing.

(c) An application for an expressive activity special event permit shall be filed with the special event coordinator no less than seven calendar days before the time when it is proposed to conduct the expressive activity special event. Upon good cause shown and provided that no risk or burden to the city ensues, the special event coordinator may, in his or her discretion, allow a later filing. (Ord. 4116 § 2 (part), 2007)

**19.24.070 When application for special event permit is deemed complete.**

An application for a special event permit is deemed complete when the applicant has provided all of the information required ~~in Section 19.24.090, including any additional information~~ required by the special event coordinator, and where city services are to be provided, the application has been approved by any involved city department, or the special event service team, and the city manager and the city council, if required. (Ord. 4116 § 2 (part), 2007)

**19.24.080 Date of special event not confirmed until notice of confirmation issued.**

Notwithstanding the special event coordinator's acceptance of a completed application, the date of the event shall not be considered confirmed and the applicant shall not market or promote the event until the special event coordinator issues a written notice of confirmation. (Ord. 4116 § 2 (part), 2007)

**~~19.24.090 Content of special event permit application.~~**

~~The application for a special event permit should include the following:~~

- ~~(1) The name, address, fax, cell, email address, and office telephone number of the applicant;~~
- ~~(2) A certification that the applicant will be financially responsible for any city fees or costs that may be imposed for the special event;~~
- ~~(3) The name, address, fax, cell, email address and telephone number of the event organizer, if any, and the chief officer of the event organizer, if any;~~
- ~~(4) A list of emergency contacts that will be in effect during the event, and the event web address, if any; and~~
- ~~(5) If the special event is designed to be held by, on behalf of, or for any organization other than the applicant, the applicant for the special event permit shall file a signed, written communication from such organization:
  - ~~(A) Authorizing the applicant to apply for the special event permit on its behalf;~~
  - ~~(B) Certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the special event;~~
  - ~~(C) A copy of the tax exemption letter issued for any applicant claiming to be a tax-exempt nonprofit organization;~~~~
- ~~(6) All permit applications should include:
  - ~~(A) A statement of the purpose of the special event;~~
  - ~~(B) A statement of fees to be charged for the special event, including admissions tax documentation;~~~~

- {C} The proposed location for the special event;
- {D} Dates and times when the special event is to be conducted;
- {E} The approximate times when assembly for, and disbanding of, the special event is to take place;
- {F} The proposed locations of the assembly or production area;
- {G} The specific proposed site or route, including a map and written narrative of the route;
- {H} The proposed site of any reviewing stands;
- {I} The proposed site for any disbanding area;
- {J} Proposed alternate routes, sites or times, where applicable;
- {K} The approximate number of persons, animals or vehicles that will constitute the special event;
- {L} The kinds of animals anticipated to be part of the special event;
- {M} A description of the types of vehicles to be used in the special event;
- {N} The number of bands or other musical units and the nature of any equipment to be used to produce sounds or noise;
- {O} The number and location of portable sanitation facilities;
- {P} Other equipment or services necessary to conduct the special event with due regard for participant and public health and safety;
- {Q} The number of persons proposed or required to monitor or facilitate the special event and provide spectator or participant control and direction for special events using city streets, sidewalks, or facilities;
- {R} Provisions for first aid or emergency medical services, or both, based on special event risk factors;
- {S} Insurance and surety bond information;
- {T} Any special or unusual requirements that may be imposed or created by virtue of the proposed special event activity;
- {U} The marketing plan with proposed timelines associated with marketing the activity to the general public;
- {V} Event timeline documenting activities from event set-up to event tear-down; and
- {W} Any other information required by the special event coordinator. (Ord. 4116-5-2 (part), 2007)

**19.24.090 Limitations on special events.**

( ) No more than two (2) special event permits shall be issued per calendar month at any one venue, or along any one street. The Central Business District and Marina Park shall be considered as the same. This limitation shall not apply to Community Events designated by the City Council.

( ) Special Events shall be limited to no more than three (3) consecutive calendar days; one additional day may be permitted for event load-in or load-out.

( ) Athletic events, including runs and bike races, shall be restricted to city streets or designated trails; sidewalks will remain open for use by the general public. Organized walks may take place on city streets, trails, or sidewalks.

( ) Athletic events held on city streets which include road closures, either rolling or stationary, shall clear the street of all participants and traffic control devices no later than 12:00 p.m.

( ) Athletic event organizers will limit the number of participants in race events to:

- a) 3,000 registered participants for road events longer than 13 miles
- b) 2,000 registered participants for road events shorter than 13 miles

**19.24.100 Conditions affecting the issuance of a special event permit.**

(a) Where the event organizer has not requested and the special event does not require city services, equipment, or personnel, the special event coordinator may issue a special event permit when, based upon the completed application, all of the conditions listed in this section are met:

- (1) The special event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route;
- (2) The special event will not cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility;
- (3) The special event will not block traffic lanes or close streets during peak ~~commuter~~commute hours on weekdays between seven a.m. to nine a.m. and four p.m. to six p.m. on streets designated as arterials by the city's public works department;
- (4) The special event will not require the diversion of police employees from their normal duties;
- (5) The concentration of persons, animals or vehicles will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets;
- (6) The special event will move from its assembly location to its disbanding location expeditiously and without stopping en route;
- (7) The special event will not substantially interfere with any other special event for which a permit has already been granted or with the provision of city services in support of other scheduled special events or unscheduled governmental functions; and
- (8) The special event will not have significant adverse impact upon residential or business access and traffic circulation in the same general venue.

(b) In order to ensure that the conditions in this section are met, the special event coordinator may place conditions on the special event permit. (Ord. 4116 § 2 (part), 2007)

**19.24.110 Reasons for denial of a special event permit.**

(a) The special event coordinator may deny a special event permit to an applicant who has not:

- (1) Provided for the services of a sufficient number of trained and certified traffic controllers;
- (2) Provided sufficient monitors for crowd control and safety two weeks prior to the event date;
- (3) Provided sufficient safety, health, or sanitation equipment services, or facilities that are reasonably necessary to ensure that the special event will be conducted with due regard for safety;
- (4) Provided sufficient off-site parking or shuttle service, or both, when required, to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the special event;
- ~~or~~
- (5) Met all of the requirements for submitting an application for a special event permit.

( ) Conducted an authorized or exempted special event in accordance with law or the terms of the permit, or both;

~~( ) Provided an adequate first aid or emergency medical services plan based on special event risk factors;~~

~~( ) Obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur; or~~

~~( ) Paid all fees due from a previous special event.~~

(b) The special event coordinator may deny a special event permit if in the special event coordinator's opinion:

(1) The special event will create the imminent possibility of violent disorderly conduct likely to endanger public safety or to result in significant property damage;

(2) The special event will violate public health or safety laws;

(3) The special event fails to conform to the requirements of law or duly established city policy;

(4) The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this chapter;

~~(5) The applicant has failed to conduct a previously authorized or exempted special event in accordance with law or the terms of a permit, or both;~~

~~(6) The applicant has not obtained the approval of any other public agency within whose jurisdiction the special event or portion thereof will occur;~~

~~(7) The applicant has failed to provide an adequate first aid or emergency medical services plan based on special event risk factors; or~~

~~(8) The applicant has failed to pay all fees due from previous special events.~~

(c) The special event coordinator may deny a special event permit to an applicant who has failed to comply with any term of this chapter or with any condition of a special event permit previously issued to the applicant. (Ord. 4116 § 2 (part), 2007)

#### **19.24.120 Denial of a special event permit application—Appeals from denial.**

(a) If the special event coordinator denies the application for the special event permit, pursuant to this section, he or she shall notify the applicant in writing as soon as is reasonably practicable.

(b) The denial of a special event permit may be appealed to the city manager or his or her designee.

(c) An appeal shall be made in writing within seven calendar days of the date of the written denial. An appeal is made by filing a written petition with the special event coordinator, setting forth the grounds for appeal and any documentation in support of the appeal.

(d) The city manager shall consider and decide the appeal as soon as is reasonably practicable and issue a written decision. (Ord. 4116 § 2 (part), 2007)

#### **19.24.130 Display of special event permit required.**

A copy of the special event permit shall be displayed in the special event venue in the method prescribed by the special event coordinator applicable to the particular special event and shall be exhibited upon demand of any city official. (Ord. 4116 § 2 (part), 2007)

#### **19.24.140 Contents of special event permit.**

(a) The city may condition the issuance of a special event permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. ~~A special event permit may include the following information or conditions:~~

~~(1) The location of the special event venue, which may be identified by a map attached to the special event permit;~~

~~(2) The date, assembly area, time for assembly, and starting time of the special event;~~

~~(3) The specific route plan of the special event;~~

~~(4) The minimum and maximum speeds of the special event;~~

~~(5) The number and types of persons, animals, and vehicles or structures at the event; the number of bands, other musical units, and equipment capable of producing sound, if any; and limitations thereon pertaining to noise abatement, and inspection and approval of floats, structures, and decorated vehicles for fire safety;~~

~~(6) The maximum interval of space to be maintained between booths or other structures to be used for the special event;~~

~~(7) The portion of the street and sidewalk that is to be occupied by the special event;~~

~~(8) The location of reviewing or audience stands, if any;~~

~~(9) The number and location of traffic controllers, monitors, other support personnel and equipment, and barricades to be furnished by the special event organizer;~~

~~(10) The area and time for disbanding;~~

(11) The conditions or restrictions on the use of alcoholic beverages and authorization for and conditions of the exclusive control or regulation of vendors and related sales activity by the event organizer during the special event;

(12) The provisions for any required emergency medical services; and

(13) Such other information and conditions as are reasonably necessary for the conduct of the special event and the enforcement of this chapter, including the requirement for a professional event management company or certified race director to produce an event or for the on-site presence of the event organizer or its designated representative for all special event coordination and management purposes.

(b) As a condition of the issuance of a special event permit, the applicant shall be required to do a walk-through of the event site with the special event coordinator prior to the event, and make adequate provisions for cleaning the area or route of the special event both during and upon completion of the special event and to return the area or route to the same condition of material preservation and cleanliness as existed prior to the special event. (Ord. 4116 § 2 (part), 2007)

#### **19.24.150 Special event coordinator's action on special event permit application.**

(a) Except as otherwise provided in this section, the special event coordinator shall take final action upon a completed application for a special event permit no less than five business days prior to the event, as soon as practicable.

(b) The special event coordinator is not required to take final action upon any special event permit application prior to one hundred eighty calendar days before the special event.

(c) The special event coordinator is not required to take final action on an incomplete or untimely special event permit application.

~~(d) The special event coordinator is not required to process more than one application for a special event permit per applicant during any two-week period.~~

~~(e) The special event coordinator is not required to take final action upon two or more special event permit applications submitted by the same applicant unless two or more weeks shall have elapsed between the respective dates of submission of each.~~

(f) Final action on a completed special event permit application shall consist of one of the following:

- (1) Issuance of a special event permit in accordance with the terms of the application; or
- (2) Issuance of a special event permit in accordance with the terms of the application, as conditioned by the special event coordinator or as modified by mutual agreement between the special event coordinator and the applicant; or
- (3) Denial of the special event permit application by the special event coordinator. (Ord. 4116 § 2 (part), 2007)

#### **19.24.160 Insurance required to conduct special event.**

(a) The event organizer of a special event must possess or obtain comprehensive general liability insurance to protect the city against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event. Such insurance shall name the city of Kirkland, its officers, employees, and agents, and, as required, any other public entity involved in the special event, as additional insured. Insurance coverage must be maintained for the duration of the special event. Notice of cancellation shall be provided immediately to the city.

(b) Except as provided in this section, the comprehensive general liability insurance coverage required shall be in a combined single limit of at least one million dollars.

(c) If the special event is of a demonstrated high or low risk category, according to recognized insurance and risk management standards, the city's ~~safety/risk manager analyst~~ may authorize a greater or lesser amount of coverage than otherwise required, or may require a particular type of insurance coverage different from that specified in this section.

(d) The insurance required by this section shall encompass all liability insurance requirements imposed for other permits required under other sections of this chapter and is to be provided for the benefit of the city and not as a duty, express or implied, to provide insurance protection for spectators or participants.

(e) The event organizer's current effective insurance policy, or copy, along with necessary endorsements, shall be filed with the special event coordinator at least ~~thirty-fourteen~~ calendar days before the special event, unless the special event coordinator for good cause modifies the filing requirements. (Ord. 4116 § 2 (part), 2007)

#### **19.24.170 Waiver of insurance requirements.**

(a) Except for special events where the sale of alcoholic beverages is authorized, the insurance requirements of Section ~~19.24.160~~19.24.160 may be waived. In making the determination of whether to waive insurance, the city shall consider the following factors:

- (1) Whether it is an expressive activity special event governed by Section ~~19.24.220~~19.24.220;
- (2) Whether it is objectively impossible to obtain insurance coverage;

(3) Whether the special event will involve the use of equipment ~~(other than sound equipment) such as~~ vehicles, animals, fireworks, ~~or~~ pyrotechnics, water vessels, or inflatable bouncers; or

(4) Whether a fee or donation is charged or required as a condition of admission or participation in the special event.

(b) To claim that it is objectively impossible to obtain insurance coverage pursuant to this section, the applicant shall submit a statement from at least two independent licensed insurance brokers demonstrating the insurance is unavailable in the marketplace.

(c) Even though insurance is waived, the city may require the event organizer of a special event to defend, indemnify, and hold harmless the city from any claim or liability arising from the special event. (Ord. 4116 § 2 (part), 2007)

#### **19.24.180 Revocation of special event permit.**

(a) Any special event permit issued pursuant to this chapter is subject to revocation, pursuant to this section.

(b) A special event permit may be revoked if the city determines:

(1) That the special event cannot be conducted without violating the standards or conditions for special event permit issuance;

(2) The special event is being conducted in violation of any condition of the special event permit;

(3) The special event poses a threat to health or safety;

(4) The event organizer or any person associated with the special event has failed to obtain any other permit required pursuant to the provisions of this chapter;

(5) The special event permit was issued in error or contrary to law;

(6) The applicant has not paid all fees when due; or

~~(7) The applicant has failed to provide confirmation or proof that it has obtained the minimum number of required volunteers to perform safety functions.~~

(c) Except as provided in this section, notices of revocation shall be in writing and specifically set forth the reasons for the revocation.

(d) If there is an emergency requiring immediate revocation of a special event permit, the special event coordinator may notify the permit holder verbally of the revocation.

(e) An appeal from a revocation shall be handled in the same manner and under the same time requirements as denials of special event permits, pursuant to Section ~~19.24.120~~ 19.24.120. (Ord. 4116 § 2 (part), 2007)

#### **19.24.190 Cost recovery for special events.**

Upon approval of an application for a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution, the special event coordinator should provide the applicant with a statement of the estimated cost of city services and of equipment, materials and permit fees.

(1) The full range of costs associated with special events shall be documented.

(2) A special event permit fee shall be charged. The amount of the fee shall be set administratively by the city manager or his or her designee.

(3) For special events in which benefits to recognized charitable organizations are a significant component, staff time and costs associated with day of event activities shall be charged based on the city's ~~direct costs only~~ published fee schedule. For all other special events, staff time and costs incurred with day of event activities shall be for the full amount of costs incurred by the city in connection with the event, including indirect costs of staff time such as benefits and all overhead costs associated with the position.

(4) The special event coordinator shall require payment of fees, or a reasonable estimate thereof, at the time the completed application is approved, unless the special event coordinator for good cause extends time for payment.

(5) If the event organizer fails to comply with the cleanup requirements of Section ~~19.24.140~~ 19.24.140, the event organizer will be billed for actual city costs for cleanup and repair of the special event area or route.

(6) If the event organizer fails to comply with Section ~~19.24.140~~ 19.24.140 or this section under a previously issued special event permit, the special event coordinator may require the event organizer to deposit adequate surety in the form of cash or bond. (Ord. 4116 § 2 (part), 2007)

**19.24.200 Effect of receipt of donations on status of tax-exempt nonprofit organizations.**

A tax-exempt nonprofit organization hosting a special event may acknowledge the receipt of cash or in-kind services or goods, donations, prizes, or other consideration from for-profit organizations without causing the special event to be considered a commercial special event within the meaning of this chapter. Such acknowledgment may include use of the name, trademark, service mark, or logo of such a for-profit organization in the name or title of the special event or the prominent appearance of the same in advertising or on collateral material associated with the special event. (Ord. 4116 § 2 (part), 2007)

**19.24.220 Expressive activity special event.**

When a special event permit is sought for an expressive activity such as a demonstration, rally, or march as defined in this chapter, the following exceptions shall apply:

(1) Where the special event will not require temporary street closures, cost recovery, pursuant to Section ~~19.24.190~~ 19.24.190, shall be limited solely to a fee based on the cost of processing the permit application.

(2) The insurance requirement of Section ~~19.24.160~~ 19.24.160 shall be waived; provided, that the event organizer has filed with the application a verified statement that he or she intends the special event purpose to be First Amendment expression and the cost of obtaining insurance is financially burdensome and would constitute an unreasonable burden on the right of First Amendment expression. The verified statement shall include the name and address of one insurance broker or other source for insurance coverage contacted to determine premium rates for coverage.

(3) Where the special event will require temporary street closures ~~and any one or more of the conditions of subsection (4) of this section, are met~~ requiring the city to provide services in the interests of public health, safety, and welfare, the special event coordinator may condition the issuance of the special event permit upon payment of actual, direct costs incurred by the city to a maximum of five hundred dollars. ~~Any fee schedule adopted by the city shall contain a provision for waiver of, or a sliding scale for payment of, fees for city services, including police costs, on the basis of ability to pay.~~

(4) The city may deny a special event permit for a demonstration, rally or march if:

(A) The special event will substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route;

(B) The special event will cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility;

(C) The special event will block traffic lanes or close streets during peak ~~commuter-commute~~ hours on weekdays between seven a.m. to nine a.m. and four p.m. to six p.m. on streets designated as arterials by the city's public works department;

(D) The special event will require the diversion of police employees from their normal duties;

(E) The concentration of persons, animals, or vehicles will unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets;

(F) The special event will substantially interfere with another special event for which a permit has already been granted or with the provision of city services in support of other scheduled special events; or

(G) The special event will have significant adverse impact upon residential or business access and traffic circulation in the same general venue.

(5) With regard to the permitting of expressive activity special events where the provisions in this section conflict with the provisions in any other section of this chapter, the provisions of this section shall prevail.

(6) Sections ~~19.24.100~~19.24.100, ~~19.24.110~~19.24.110 and ~~19.24.260~~19.24.260 of this chapter shall not apply to expressive activity special events. (Ord. 4116 § 2 (part), 2007)

**19.24.240 Delegation of city manager's authority.**

The city manager may delegate any or all of his or her functions under this chapter to his or her deputies or subordinates. (Ord. 4116 § 2 (part), 2007)

**19.24.250 City manager authorized to adopt rules and regulations.**

The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event. (Ord. 4116 § 2 (part), 2007)

**19.24.260 Authorized special event vendors.**

(a) The issuance of a special event permit confers upon the permit holder or event organizer the right to control and regulate the sale of goods, food, and beverages within the special event venue in accordance with the terms and conditions of the special event permit.

~~(b) Vendors authorized to sell goods, food, or beverages in the special event venue shall display their authorization in the manner required by the city manager. Only vendors displaying the required authorization shall be allowed to sell goods, food, or beverages in the special event venue. (Ord. 4116 § 2 (part), 2007)~~

**19.24.270 Unlawful to conduct or promote attendance at special event without permit.**

(a) It is unlawful to conduct a special event without a special event permit as required pursuant to this chapter.

( ) It is unlawful for any person to promote any special event for which a special event permit application has not been approved.

(b) It is unlawful for any person to conduct, ~~promote~~, or manage any special event for which a special event permit has not been issued. (Ord. 4116 § 2 (part), 2007)

**19.24.280 Other permits and licenses.**

The issuance of a special event permit does not relieve any person from the obligation to obtain any other permit or license required pursuant to the Kirkland Municipal Code or any other applicable law. (Ord. 4116 § 2 (part), 2007)

**19.24.290 Unlawful to sell goods in special event venue without authorization.**

It is unlawful for any person to sell, resell, or offer to sell or resell, any goods, food, or beverages in a special event venue except for authorized special event vendors and vendors under city contract. (Ord. 4116 § 2 (part), 2007)

19.24.--- Conditions for beer and wine gardens.

( ) Beer and wine gardens shall be subject to the following conditions:

- The sale, service, and consumption of beer/wine must be confined to a designated location(s).
- Beer/wine may be sold, served, and consumed between 8 am and 11 pm, seven days a week. After 11 pm no one may possess, consume or be served alcohol.
- Beer/wine may only be served when food is also available in conjunction with the special event.
- The event organizer is responsible for securing entrances and exits with staff checking for twenty-one (21) and over identification.
- Alcoholic beverages may not be removed from or brought into the garden; except for original unopened bottles purchased for off-site consumption.
- The beer/wine garden shall be separately fenced with six foot high chain link fencing or 42 inch high picket fencing.
- Tables, counters, ledges or similar surfaces may not be used as barriers between restricted and non-restricted areas.
- Where alcohol is served or consumed, event organizers must maintain sufficient lighting so that identification may be checked and patrons may be observed for the enforcement of liquor laws and rules.
- The presence of no less than two city of Kirkland police officers is required during public beer/wine garden hours.

A breach of any of the foregoing conditions shall constitute grounds for immediate revocation of the permit.

**19.24.300 Cost recovery for unlawful special event.**

Whenever a special event is conducted without a special event permit when one is required or is conducted in violation of the terms of an issued special event permit, the event organizer shall be responsible for, and the city shall charge the event organizer for, all city costs incurred as a result of the adverse impacts of the special event or the violation of the special event permit. (Ord. 4116 § 2 (part), 2007)

**19.24.310 Penalties for violations.**

(a) The special event permit authorizes the applicant to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the applicant to violate the terms and conditions of the permit, or for any event participant to violate the terms and conditions of the permit or to continue with the event if the permit is revoked or expired. An event applicant cannot make changes to the permit. All requests for changes must be submitted for review by the special event coordinator.

(b) Any person or organization violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a penalty of a fine of not more than five hundred dollars or by imprisonment of not more than ninety days, or both such fine and imprisonment. (Ord. 4116 § 2 (part), 2007)

### 2014 SPECIAL EVENT CALENDAR

JANUARY							FEBRUARY							MARCH						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
JULY							AUGUST							SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

### EVENT DETAIL

JANUARY	JUNE	SEPTEMBER
18 - "Live and Not Die" A walk to beat cancer		14 - TriFREAKS Kirkland Triathlon (JP)
FEBRUARY	JULY	20 - Seattle 3-Day (MP/HP/JP/132)
MARCH	4 - Celebrate Kirkland Parade & Fireworks (CBD/MA)	26, 27, 28 - Kirkland Oktoberfest (MA)
15 - Kirkland Shamrock Run 5k (MA)	5 - No. 123 Rue des Park Lane (CBD)	OCTOBER
APRIL	18, 19, 20 - Kirkland Uncorked (MA)	3, 4, 5 - Kirkland Harvest Festival (MA)
18 - Good Friday Walks (CBD & JP)	AUGUST	NOVEMBER
MAY	27 - Kirkland Classic Car Show (CBD/MA)	23 - Turkey Trot Fun Run/Walk (MA)
4 - Bark For Life (EM)	8, 9, 10 - Summerfest (CBD/MA/PK)	DECEMBER
11 - Kirkland Half Marathon & 5k (JP)	9-16 - Jr. Little League World Series (EV)	6 - Holiday Tree Lighting (CBD)
17 - NAMI Walk (MA)	24 - Park to Park Swim (OO)	14 - 12K's of Christmas (MA)
17 - CROP Walk (TL/EH)	Mighty, Tightly, Whitey Run	
26 - 7 Hills of Kirkland (MA)		

CBD - Central Business District EM - Edith Moulton Park EV - Evergreen Hill Neighborhood EV - Everest Park HH - Heritage Hall	HP - Heritage Park JP - Juanita Beach Park LWHS - Lake Washington High School MA - Marina Park OO - OO Denny	PK - Peter Kirk Park PKCC - Peter Kirk Community Center TL - Totem Lake Neighborhood 132 - 132nd Square Park
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<b>Tentative Date Hold</b>	<b>Confirmed</b>	<b>NEW EVENT: ADMIN HOLD</b>
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2014 Tourism Funding Applications			
Event Name	Organization	Date of Event	Location
12K's of Christmas Holiday Run	Pro-Motion Events	December 14	Marina Park
Early Music Fridays	Early Music Guild	January 10 & 31	Northlake Unitarian Universalist Church
Fall Fashion Nights	Greater Kirkland Chamber of Commerce	September 25–26	Lake Street between Milagro Cantina and Hector's Restaurant
Junior Softball World Series	Little League Baseball and Softball, Inc	Mid-August	Everest Park
Kirkland Artist Studio Tours	Kirkland Arts Center	May 10–11	KAC, private studios
Kirkland Classic Car Show	Kirkland Downtown Association	July 27	Marina Park and Downtown Kirkland
Kirkland Events Guide	Kirkland Events Foundation	April/May	N/A
Kirkland Garden Tour	Juanita Neighborhood Association	June 28	Forbes house and private homes
Kirkland Oktoberfest	Kirkland Events Foundation	September 26–28	Marina Park
Kirkland Summer Concert Series	KDA or KEF	July 8–August 22	Marina Park and Juanita Beach Park
Kirkland Summerfest	Kirkland Events Foundation	August 8–10	Marina Park and Downtown Kirkland
Kirkland Triathlon	TriFREAKS	September 14	Juanita Beach Park
Kirkland Uncorked	Kirkland Uncorked	July 18–20	Marina Park
Loomis House Marketing Strategy	Loomis House Bed and Breakfast	2014	Kirkland
Mighty Tightly Whitey	TriFREAKS	August 9	Marina Park
Seven Hills of Kirkland Cycling to End Homelessness	Kirkland Interfaith Transitions in Housing (KITH)	May 26	Start: Marina Park 100 miles of Kirkland Roads
SIFF Kirkland	SIFF	May 15–June 8	Kirkland Performance Center
"Sit 'n Stay"	Kirkland Performance Center	January 1–April 6	Kirkland Performance Center
Synchro Soiree	Seattle Synchro	April 27	Juanita Aquatics Center
Tall Ships	Woodmark Hotel	August 27–September 3	Carillon Point