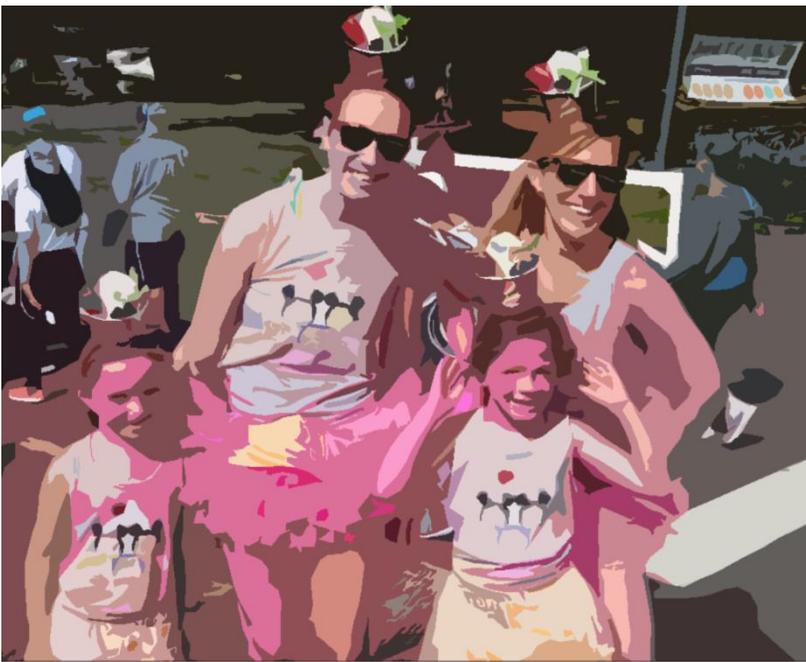




CITY OF KIRKLAND EVENT GUIDE



2016 FROYO RUN

CITY OF KIRKLAND
SPECIAL EVENTS PROGRAM
123 FIFTH AVENUE
KIRKLAND, WA 98033
WWW.KIRKLANDWA.GOV/SPECIALEVENTS
SELKAYSSI@KIRKLANDWA.GOV
425-587-3347 PHONE
425-587-3303 FAX

UPDATED NOVEMBER 2016



Kirkland is a vibrant waterfront destination with an unparalleled blend of outdoor recreation, art, dining and boutique shopping. Located on the shores of Lake Washington just east of Seattle, no other city in the Puget Sound region has as many waterfront parks and beaches as Kirkland.

Kirkland is home to award-winning hotels, wineries and restaurants and hosts a dynamic repertoire of events spanning art openings and performances to athletic events, wine festivals and outdoor concerts.



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INTRODUCTION

Thank you for choosing Kirkland as your event destination. We understand that a great deal of detail and planning goes into every event – whether it’s a marathon, concert or festival.

Our Special Events Team will guide you throughout the permit application process. Our team includes members from various city departments who bring valuable expertise to reviewing your event proposal. Our Special Event Program Coordinator, Sudie Elkayssi, will be your primary point of contact throughout the application process and may be reached at 425-587-3347 or selkayssi@kirklandwa.gov.

This guide has been created as a resource to assist you as the Event Organizer in the production of a safe, well-organized, and compliant public event. We hope that you refer to it often as it provides important information regarding rules and regulations.

As you are planning your event, we’d like you to understand the difference between a private and public event:

- A private event is one in which there is a specified guest list and the Event Organizer knows who will attend (e.g. “By Invitation Only”).
- A public event is one in which the general public is invited through advertising (flyers, electronic, social and traditional media).

The City of Kirkland requires a permit for any fair, festival, concert, performance, show, parade, run, walk, bike, or other publicly attended activity, which is to be held in whole or in part upon publicly owned property or public right-of-way. The permit requirement also applies to the same type of activities if they are held completely upon private property and affect or impact the ordinary and normal use by the general public of public property (e.g. park) or public rights-of-way (e.g. street) within the vicinity of the event. The program is defined in [Kirkland Municipal Code 19.24](#).

The City’s Special Event Program includes the following types of permits:

- *Small Event Permit* – Events of one hundred or fewer people that do not have a significant impact on public property, and do not require city services.
- *Special Event Permit* – for major events that cause the closure or limited use of streets, sidewalks, public parking, parks or other public venues normally accessible by the general public. These permits are limited to two per calendar month at any one venue, or along any one street.
- *Park Use Permit* – for parades, athletic events or other events that occur exclusively in city parks and do not include financial transactions of any kind.
- *Community Program Permit* – for activities of an on-going nature which are open to the public and provided free of an admission charge, such as a weekly farmer’s market or performing arts series.

Again, we thank you for choosing Kirkland as the host community for your event. We look forward to working with you!

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland’s policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland’s Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.



APPLICATION PROCESS

The City's Special Event Team (SET) helps you to plan for a safe and fun event. The SET includes representatives from Fire, Police, Risk Management, Public Works, Parks & Community Services, Planning & Building Development and Finance. The SET may condition the issuance of event permits regarding the time, place, and manner of the event, to ensure and protect the safety and rights of persons and property. The SET may also deny applications or revoke permits. **KMC 19.24.180**

Below is an outline of the step-by-step special event permit application process which will help you plan ahead so that your event is successful. Not all steps are required for Small Event, Park Use, or Community Program permitted events - a streamlined process is followed for those permit applications.

STEP 1 – GET YOUR EVENT ON THE CALENDAR

Plan ahead to get the date you want.

1. **EVENT INTEREST FORM (EIF):** by submitting an EIF, you are officially requesting a date and venue for the event. Dates will be reserved on a first-come, first-served basis. Forms may be submitted up to one year but no less than six months prior to the proposed date of the event. Successful annual events 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 are met.
2. **STAFF REVIEW:** Your EIF will be reviewed and you will be contacted by us within ten business days.
 - a. Accepted: If accepted, you will receive a Permit Application, Neighborhood Impact Survey template, Event Guide and Acceptance Letter outlining deadlines and required meeting dates.
 - b. Denied: If denied, you will be notified of the reason and possible next steps.

STEP 2 – SUBMIT APPLICATION & ATTEND YOUR EVENT REVIEW

Welcome to the permit application process!

1. **APPLICATION & FEE DUE:** A complete application and application fee are due (as indicated in the Acceptance Letter), usually one week prior to the SET Review. This provides time for the SET to review the application materials and prepare for the review meeting.
 - a. If all required documentation is submitted on time, the SET Review will take place.
 - b. If all required documentation is not submitted:
 - i. You may request an extension, if time allows.
 - ii. If time does not allow, the SET Review is cancelled and the permit is denied.
2. **SPECIAL EVENT TEAM REVIEW:** At the SET Review, you have the opportunity to give a brief ten minute presentation and answer questions of the SET. Each review is scheduled to last 25 minutes. Not all applicants are required to attend; you will be notified in the Acceptance Letter if you need to appear.
 - a. The SET will make a determination and you will be notified within approximately ten business days.
 - i. Approved: If approved, you will receive a SET Review Letter outlining remaining deadlines, required meeting dates, list of required supplemental application materials, and event invoice. Event promotion and marketing may begin once the SET Review Letter is received.
 - ii. Denied: If denied, you will be notified of the reason and possible next steps.

Please note: All advertising and/or event promotion is done at the applicant's own cost and risk. The City of Kirkland is not responsible for financial losses due to cancelled events.

STEP 3 – SUBMIT FINAL APPLICATION REQUIREMENTS & ATTEND PRE-EVENT MEETING

Congratulations! If you've made it to this step, then your application has been approved.

1. **REMAINING APPLICATION REQUIREMENTS:** Approximately 45 days before your event, submit all remaining fees and required supplemental application documents as noted in the SET Review Letter. A Pre-Event Meeting will not be held and permits will not be issued until all requirements have been satisfied.
2. **PRE-EVENT MEETING:** Event Organizers may be required to attend a Pre-Event Meeting if the event involves City support or includes high-risk activities. At this meeting the Event Organizer, Special Event Program Coordinator, Police, Fire, King County Metro Transit, and other key stakeholders discuss event day logistics and expectations. The meeting is typically held one month prior to event day. Event Organizers will be notified in the Acceptance Letter if a meeting has been scheduled.
3. **PERMITS ISSUED:** All related permits will be issued once application requirements have been met, fees have been paid, and meetings have taken place. Permits are typically issued one week prior to event day.

STEP 4 – HAVE A GREAT EVENT!

You made it, Event Day!

EVENT DAY: To ensure safety of event personnel and attendees, an inspection by appropriate agencies will be made. The Event Organizer will be notified of any issues and the timeframe in which they must be resolved.

Please note: Permits may be summarily revoked at any time when by reason of disaster, public calamity, riot or other emergency the City determines safety of the public or property requires such revocation.

STEP 5 – EVENT DEBRIEF & REVIEW

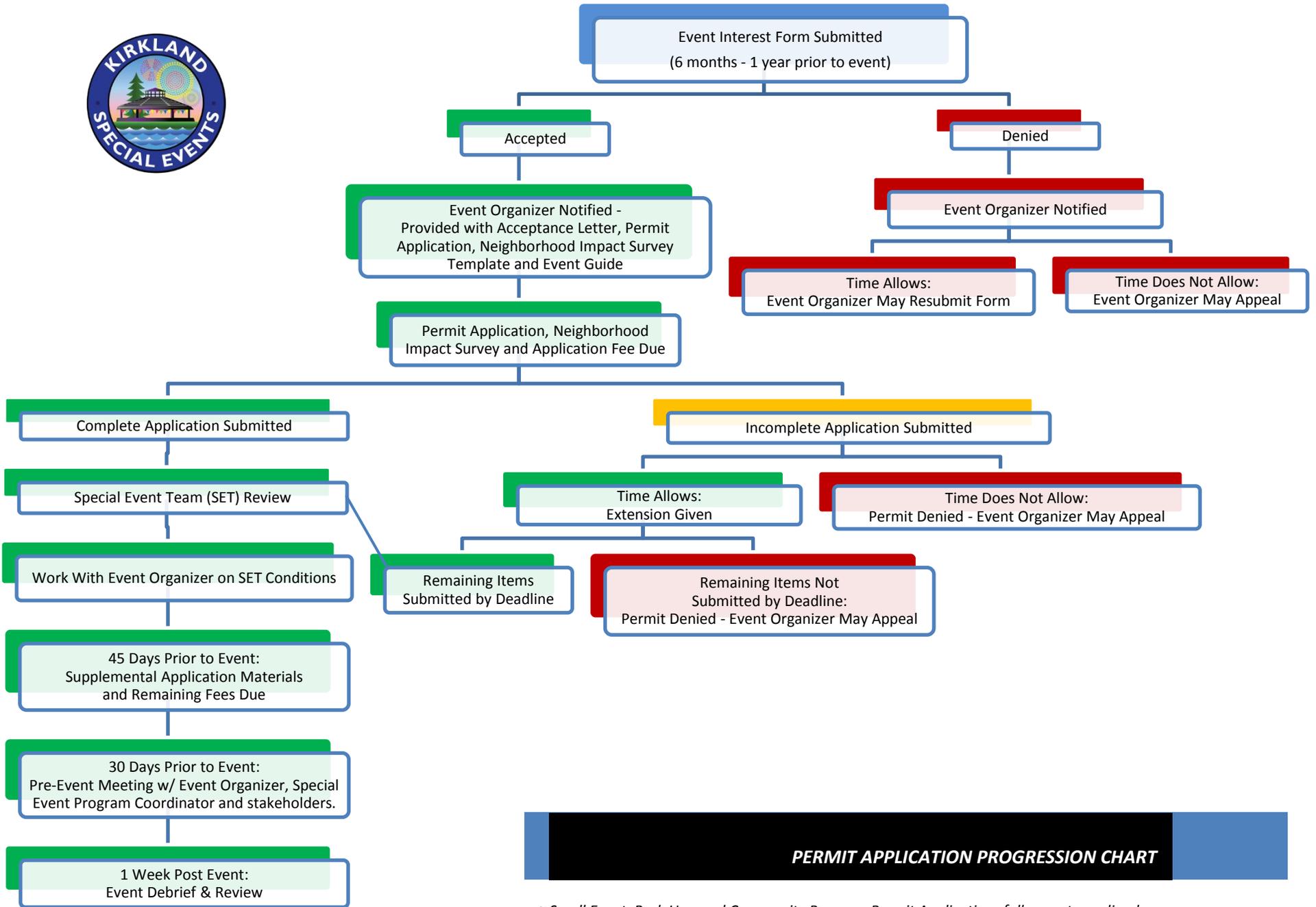
1. **DEBRIEF:** Event Organizers may be required to attend a Debrief Meeting if event is to be held annually. At this meeting, the Event Organizer, Special Event Program Coordinator, Police, Fire and other key stakeholders gather to discuss issues that should be addressed for the following year. The meeting is typically held one week after the event. Event Organizers will be notified in the Acceptance Letter if a meeting has been scheduled.
2. **EVENT REVIEW:** Following the Debrief Meeting, a final report may be provided to the Event Organizer which assesses 'success criteria' compliance and SET recommendations for permitting the following year. Not all events will receive a final report.

See the "Permit Application Progression Chart" on page 7 for reference.

APPEAL PROCESS

Any applicant who objects to the denial of an event permit application, date or venue modification, or limitation of the number of participants in athletic events may appeal.

An appeal shall be made in writing within seven calendar days of the date of the written notice of denial. An appeal is made by filing a written petition (including email) with the Special Event Program Coordinator, setting forth the grounds for appeal and any documentation in support of the appeal. The appeal will be reviewed as dictated by the City's Special Event Policy, which may include the City Manager or the Director of the Parks and Community Services Department. KMC 19.24.050, KMC 19.24.090, KMC 19.24.120



PERMIT APPLICATION PROGRESSION CHART

~ Small Event, Park Use, and Community Program Permit Applications follow a streamlined process.



ADMISSION/TICKETED ENTRY

Any person conducting or operating any place for entrance to which an admission charge is made shall first obtain a Certificate of Registration from the City's Finance Department. Whenever a charge is made for admission, those charges are subject to an admissions tax. **Park Use and Community Program events may not charge admission fees. RCW 35.21.280, KMC 5.12**

ADVERTISING/PROMOTIONS

Applicants may not begin promoting the event until written notification has been received from the City. If the event is approved for permitting, the SET Review Letter will serve as written notification.

The City would like to help get the word out. By using the following resources we can help promote the event and assist with public notification.

TOURISM PROMOTION

Permit holders are encouraged to submit event information through the City's tourism website www.explorekirkland.com to be included in such tourism promotions as the online events calendar, monthly events guide, social media and public relations outreach. Information can also be sent to tourism@Kirklandwa.gov.

PARKS AND RECREATION GUIDE

The guide is produced twice a year (March/August) and distributed to over 40,000 homes. Paid advertising is available, current rates will be provided upon request.

KLIFE – GOVERNMENT ACCESS TV CHANNEL

The City of Kirkland offers community messaging on Comcast Cable Ch. 75 and Frontier Communications Cable Ch. 32 as a free public service to promote communication among public, educational and governmental sources. Messages are displayed throughout the day, seven days per week during all non-program (taped or live) playback hours. Go to www.kirklandwa.gov/tv and select "Community Message Display" to submit your request.

All advertising and/or event promotion is done at the applicant's own cost and risk. The City of Kirkland is not responsible for financial losses due to cancelled events.

ALCOHOL

The City, along with the Washington State Liquor Cannabis Board (WSLCB), must grant permission for alcohol to be sold or consumed at public events.

SPECIAL OCCASION LICENSE

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor Cannabis Board (WSLCB) regulations, licensing, and permit requirements.

Special Occasion licenses are issued to non-profit societies or organizations holding an event at which alcohol is sold by the drink.

Your event may require a different type of permit. Please visit the WSLCB website: www.liq.wa.gov for additional information. ***A copy of the permit must be filed with the City of Kirkland no less than 45 days prior to the event.***

INTERNATIONAL FIRE CODE (IFC) PERMIT

Applicants must submit a separate garden site map. Plans are reviewed by Kirkland Fire Department for assembly, occupancy, access, emergency egress and other approvals and permits. See the "Site Map" section of this guide for requirements.

SECURITY

The City requires Permit Holders hire a minimum of two off-duty Kirkland police officers for general security during public garden hours. In addition, Permit Holders must provide security personnel at each garden entrance and exit and one security personnel for every 250 attendees.

BEER/WINE GARDEN OPERATIONS

Alcohol sales, service, and consumption must be

confined to a designated location(s). Gardens must be separately fenced and have only one controlled public entrance.

Permit Holders must comply with the following conditions:

1. The sale, service and consumption of alcohol may occur between 8:00 a.m. and 11:00 p.m.
2. Alcohol may only be served when food is also available.
3. Alcohol is limited to beer, wine, and one signature cocktail.
4. Garden shall be enclosed with 6' high chain link fencing where security will not be present at all times. Where security will be present at all times, 42" high picket fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through.
5. Level of security staffing shall be sufficient to ensure compliance with state and local laws and shall require that every exit/entry be staffed to ensure that no alcoholic beverages are removed from or brought into the garden.
6. Sufficient lighting must be maintained so that identification may be checked and patrons may be observed for the enforcement of liquor laws.
7. When admitting entrants, security staff shall ensure that all persons who appear 30 years of age or younger present valid identification attesting they are at least 21 years old.
8. Post sign near garden entrance "Must be 21 years or older to enter".
9. Provide free pitchers of water.
10. All garden personnel must be at least 21 years old, including cleaning crew and performers.
11. Garden personnel shall not consume alcohol prior to their shift or while on duty.
12. Do not serve alcohol to intoxicated customers.
13. Stop all alcohol service at least 30 minutes before the event is scheduled to end.
14. When using unlicensed servers, "Responsible Beverage Service Training" must be provided.

FARMERS MARKETS

The WSLCB authorizes farmers markets to allow Washington wineries and breweries to sample and

sell product of their own production for off-site consumption, and endorses qualified in-state wineries and breweries to sell their product at a farmers market. **RCW 66.24.175**

OPERATIONS FOR SAMPLING

Permit Holder shall comply with the following conditions:

1. A maximum of 3 vendors, limited to wineries and breweries, may offer samples and sell original unopened bottles for off-site consumption.
2. Sales and samples shall be limited to beer and wine.
3. Each vendor shall be limited to serving one 2oz sample per customer.
4. Sampling area shall be separately fenced and contained with a 42" high barrier and may not include tables or chairs.
5. Vendors shall verify customers are age twenty-one (21) or older prior to sampling and selling.
6. Samples may only be offered when food is also available.
7. Each vendor shall post a "Must be 21+ to purchase" sign.
8. Open containers shall not leave the designated sampling area.
9. "No alcohol beyond this point" signs shall be posted at each exit.

Permit Holder shall submit required documentation and receive written City approval prior to allowing beer and wine vendors to sell or sample at the market.

AMERICANS WITH DISABILITIES ACT (ADA)

It is the Permit Holder's responsibility to comply with all City, County, State and Federal accessibility requirements, including the Americans with Disabilities Act (ADA). The ADA mandates equal access to facilities, services, and programs for persons with a disability. This may include providing a clear path of travel to and on sidewalks, maintaining designated parking and accessibility to restrooms for people with disabilities.

AMPLIFIED SOUND/NOISE

Excessive noise is considered a public nuisance if occurring before 7:00 a.m. or after 8:00 p.m. Monday through Friday, or before 9:00 a.m. or after 6:00 p.m. Saturday, Sunday, or the following holidays: New Year's day, Memorial day, Independence day, Labor Day, Thanksgiving day, and Christmas day.

Permit Holders should make every effort to keep volume levels low prior to the start of the event. Events taking place on the waterfront should direct speakers downward and away from private residences and businesses.

COMPLAINTS

The best way to handle a noise complaint is to avoid one in the first place. Be a good neighbor and provide advance notice to adjacent property owners. Most complaints are reported when the noise level is unreasonably loud, has been going on for a long period of time, or takes place outside of established hours.

If there is no violation of law, but the noise level is clearly unreasonably annoying, the Kirkland Police Department will ensure an acceptable resolution.

KZC 115.95

ANNUAL VS. NEW EVENT

Kirkland's a popular destination for special events. Dates are reserved on a first-come, first-serve basis not more than one year prior to the proposed date of the event. When more than one applicant requests the same date and venue, priority will be determined as defined by **KMC 19.24.050**.

However, an annual event applicant 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 as outlined in **KMC 19.24.50**. The special event application process shall be followed each year. In addition, annual events are required to conduct a Neighborhood Impact Survey every three years.

New event applications are due no less than 6 months in advance and require a Neighborhood Impact Survey. The survey involves notifying businesses and residents, adjacent to the event venue/route, of potential impacts and providing them with an opportunity to comment about the proposed event. Results of the survey must be reviewed by the City before any action will be taken on the event permit application.

BANNERS

This program is currently under review.

The City's banner program allows for the display of artwork, public service announcements, and event announcements promoting events taking place within the City of Kirkland. Banners must be non-religious or political in nature.

Street, Vertical, and Park banners have required specifications which are outlined in the respective banner permit application. New banners, not previously hung, must have artwork approved by the City prior to banner construction.

Permits are issued on a first-come, first-serve basis. Applications are accepted up to six months in advance. Fees must be paid at the time of application. Banners are installed on Mondays and displayed for up to two weeks. Use of any one site is limited to once per calendar month by any one group.

BOAT LAUNCH

The Kirkland Boat Launch is accessible for a fee April 1 to October 31. Operating hours are 5:00 a.m. to 11:00 p.m. Use of the launch is recommended for boats 24' or less in length.

CLOSURES

If an event causes closure of the boat launch for 60+ minutes during peak season, the Event Organizer is required to submit a "Boat Launch Closure" notification letter to the City for distribution no less

than 30 days prior to the event. The Permit Holder is responsible for and will be invoiced associated costs.

TRAILER PARKING

A limited number of trailer parking stalls are located at Heritage Park on the corner of Market Street and Waverly Way – one block north of the boat launch.

CANCELLATION/CONTINGENCY PLAN

Events may be cancelled for any number of reasons. These reasons may include, but are not limited to, failure to meet minimum staffing requirements, severe weather, bacteria related beach closures, water main breaks, etc. Permit Holders are encouraged to have a cancellation/contingency plan.

When creating a plan, consider how participants will be notified ahead of time or upon arrival, can the event be rescheduled, can the event take place using an alternate route or venue, will registration fees be returned.

City officials, designated to your event, will determine if contingency plans can be implemented based on the safety and welfare of event participants and impact to the general public.

CROSS KIRKLAND CORRIDOR

The 5.75 mile Cross Kirkland Corridor (CKC) traverses Kirkland from the South Kirkland Park and Ride to the City's northern boundary in the Totem Lake District. When planning an event along the CKC, the following guidelines should be considered:

- Off-duty Kirkland police officers are required for traffic control at each street crossing
- Motorized vehicles are strictly prohibited
- Event staff shall lead participants and monitor course by mountain bike
- Timed events may not cross NE 124th Street
- Public notification signage is required at access points no less than one week prior to event

DRONES

The use of battery-powered, remote controlled drones may be approved through the permitting

process. Drone operators must abide by Part 107 of the Federal Aviation Regulations applicable to commercial drone use.

In addition, the following conditions will apply:

- Drone shall weigh no more than 10 lbs.
- Drone shall remain within 1,000 feet of operator's natural line-of-sight
- Daylight operations only
- Drone shall not travel faster than 50 mph
- Drone may not be operated over people

The following documentation is required:

- Remote Pilot Airman Certificate
- Drone Registration Number
- Aviation Liability Insurance

EVENT CATEGORIES

COMMUNITY EVENT

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. Current Community Events include Celebrate Kirkland! 4th of July, Summer Concert Series, and Winterfest.

COMMUNITY PROGRAM

An activity which is on-going in nature, open to the public and provided free of an admission charge, such as a weekly farmer's market or performing arts series.

EXPRESSIVE

This protected class of activities includes conduct for 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. This does not include athletic events, fundraising events, or events intended for entertainment. See the

“Expressive Activity” section of this guide for more information.

FUNDRAISING EVENT

An event held by a non-profit entity that is primarily for the purpose of fund-raising for the benefit of the sponsoring non-profit. Non-profit applicants must be exempted from payment of income taxes by federal or state law and have been in existence for a minimum of six months preceding the date of application for a permit. Current proof of non-profit status is required.

MAJOR EVENT

Any 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 an event that causes significant impacts to the public.

SMALL EVENT

Events of one hundred or fewer people that do not have a significant impact on public property, and do not require city services.

SUPPORTIVE EVENT

Events whose purpose is to provide a positive community experience while also generating revenues to assist with the funding of Community Events and Community Programs.

TOURISM EVENT

Any 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.

EVENT OFFICIALS

Designated Event Officials are decision makers with final authority to suspend, reschedule or cancel event activities.

An Event Organizer is any person who conducts, manages, promotes, organizes, aids, or solicits attendance at an event.

A Certified Race Director is 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.

EXPRESSIVE ACTIVITY

When a permit is sought for an expressive activity such as a march, demonstration, or rally the following exceptions apply:

1. Where street closures and cost recovery are not required, fees shall be limited to the cost of processing the permit application.
2. Insurance requirements may be waived if the cost of obtaining insurance is financially burdensome.
3. Where event activities require temporary street closures or cause other significant adverse impacts resulting in the need for City services in the interest of public health, safety, and welfare the permit may be conditioned upon payment of actual, direct costs incurred by the City to a maximum of five hundred dollars.

Event Officials are required to comply with all local, state and federal laws and regulations governing public safety and health.

FEES

A cost estimate for your event will be provided, by way of an Event Invoice, after a complete application has been submitted and reviewed by the SET. Permits will not be issued until fees have been paid.

APPLICATION FEE

A non-refundable application fee is due at the time of application. All other fees, including: event permit, auxiliary permits, staff, equipment, and other miscellaneous fees are based on overall impact and requirements of each event. See the “Fee Schedule” at the end of this guide.

EVENT PERMIT FEE

The event permit fee may be waived for Small Events, unless merchandise or services are offered

for sale or trade to the public in which case the fee is required.

EVENT WITH NON-PROFIT BENEFICIARY

For 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 published Fee Schedule.

For all other 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.

EXPRESSIVE EVENTS

Certain fees shall not be imposed when prohibited by the First or Fourteenth Amendments to the US Constitution or Articles 1, sections 3, 4, 5 or 11 of the Washington State Constitution. Political or religious activity intended primarily for the communication or expression of ideas shall be presumed to be a constitutionally protected event. Other factors may be considered when evaluating whether an event is exempt from fees. Fee exemptions do not apply to other necessary permits or public safety services.

FIRE BIN/BURN BARREL/BON FIRE

PERMITS

International Fire Code (IFC) Permits are required for fires. Permit applications must be submitted along with a detailed site map. See the "Site Map" section of this guide for requirements.

STAFFING

A minimum of one designated, identifiable, monitor must be present at all times when fire is burning.

EXTINGUISHER

One portable fire extinguisher or other means for extinguishing flames must accompany each fire. Extinguishers shall be water based or other as identified in the IFC Permit. **KMC 21.74**

FIREWORKS/PYROTECHNICS

PERMITS

An International Fire Code (IFC) Permit is required for performance and proximate theatrical fireworks. Consumer fireworks are strictly prohibited. Permit applications must be submitted along with a detailed site map. The applicant should also provide copies of permits obtained from other county/state agencies.

KMC 21.74

STAFFING

Due to the high risk nature of fireworks, Permit Holders are required to hire and pay for dedicated Kirkland Fire Department support. When the pyrotechnic platform is located on Lake Washington, Permit Holders are required to hire and pay for King County Marine Patrol perimeter control. When staffing conditions are required, arrangements will be made by the City and paid for by the Permit Holder.

FIRST AID/SAFETY PLAN

Emergencies will happen and it's important that event personnel is prepared to handle them. Event staff should always call 9-1-1 first for medical emergencies, then report to the event organizer.

Applicants should provide a detailed safety plan and map including:

- Emergency Command Center – Location.
- Primary and Secondary Event Officials – Identify those who have authority to cancel and/or modify event activities, along with day of event contact information.
- On-site Medical Equipment and Support – Include number and location of first aid kits, first aid stations, heating/cooling stations, aid vehicles, number of medical personnel, number and location of fire extinguishers, location of lost child services, etc.
- Water Safety – When Lake Washington will be accessed for the event, include: routes, zones, lifeguards, rescue vessels, SUP boards, kayaks, jet skis, Marine Patrol, aid car, extraction point

(should be clearly marked on event day w/ bright flagging), etc.

- Risk Factor Thresholds – Identify high risk activities and thresholds which will result in cancellation of an activity or entire event. Examples include: wind, lightning, air quality, water quality, water main break, police activity, serious injury/fatality, fire/explosion, etc.

Use the following information to help determine which level of medical services is appropriate:

Anticipated Crowd Size	Concert or Festival	Athletic Event	Parade
Less than 2,500	Basic First Aid and CPR	First Aid Station with licensed medical staff, aid car, and mobile team	Basic First Aid and CPR
2,500 – 15,000	First Aid Station with CPR/First Aid certified staff	N/A	First Aid Station with CPR/First Aid certified staff
15,000 – 50,000	First Aid Station with licensed medical staff, aid car, and mobile team	N/A	First Aid Station with licensed medical staff, aid car, and mobile team

Kirkland Fire Department personnel and equipment may be hired upon request.

FLOOD LIGHTS

When security lighting is required the Event Organizer must select, place, and direct light sources so that glare produced by any light source does not extend to adjacent properties or to the right of way. Outdoor lighting used for security purposes or to illuminate walkways, roadways, equipment staging, and parking lots may remain on after 10:00 p.m. provided the following are met per **KZC 115.85**:

1. Light fixtures are mounted to a maximum of 12’ high, and;
2. The maximum mounting height of ground mounted light fixtures in open air parking areas is 20’.

FOOD/BEVERAGES

Booths with cooking equipment shall be positioned no less than 30 feet away from any flammable vegetation and trees.

COOKING – FIRE EXTINGUISHER REQUIRED

At booths where cooking will take place, one fire extinguisher with a minimum rating of 2A:10BC and one with a minimum rating of 40BC are required.

DEEP FAT FRYING – FIRE EXTINGUISHER REQUIRED

At booths with deep-fat fryers, a UL listed Class K fire extinguisher is required.

PROPANE STORAGE

Flammable or combustible liquids and LP gas shall not be stored in the booth, nor less than fifty feet from the booth.

CONTAINMENT & DISPOSAL OF FATS/OILS/GREASE (F.O.G.), WASTEWATER AND DEBRIS

1. Vendors are required to remove their own fats, oils, and grease (F.O.G.). When arranged in advance, vendors may use City-provided barrels to dispose of F.O.G., service fees will be charged to permit holder.
2. All wastewater must be discharged to the sanitary sewer system or contained and removed from the site. If sanitary sewer discharge is planned, you must request a Safe-T temporary sanitary sewer manhole cover. A service fee will be charged for installation, use, and removal of manhole cover.
3. Charcoal, grease and other debris shall not be dumped in waste receptacles or restroom facilities.
4. It is unlawful to discharge or cause to be discharged the following, but not limited, to the public sanitary sewer system per **KMC 15.36.030**:
 - a. Wastewater containing F.O.G. in excess of 100 parts per million = 1 teaspoon per 13 gallons of water shall be discharged to the public sewer system.
 - b. Any food particles that have not been properly shredded so that 100% will

pass a 3/8-inch sieve and 75% will pass a ¼ inch sieve are prohibited.

If a violation is found, permit holders will be fined and charged for cleaning costs associated with prohibited discharges. **KMC 15.36**

STORM SYSTEM DISCHARGE

Vendors may not discharge any pollutants, including but not limited to: food grease, soapy wash water (even biodegradable soaps), and chemicals into the public storm system. Discharging any material other than storm water into a storm drainage system is a violation of the City's Surface Water Management Municipal Code and could be subject to fines and/or cleanup costs by City and/or State agencies. **KMC 15.52, KMC 1.12**

COMPOST CONTAINERS

Vendors must use Cedar-Grove approved compostable food service-ware. Compostable means the product may be disposed of in food waste containers. Compostable products can be found at: <http://cedar-grove.com/compostable/accepted-items/>. Styrofoam containers are not allowed. For events serving drinks only, plastic cups may be used as they are recyclable.

Also see the "Health Department" section of this guide for permit requirements and "Tents/Canopies/Bouncy Toys" for temporary structure heat source requirements.

FREE SPEECH

At special events conducted on public property, individuals can circulate and hand out leaflets, gather initiative or petition signatures, play acoustic instruments and engage in other forms of free speech without a permit. However, if an individual or group wants to set up a table or booth, permission is required.

Individuals or groups cannot interfere with the rights of others to enjoy an event, park, public sidewalk or interfere with pedestrian or auto traffic, or violate other laws. Individuals and groups also cannot

interfere with permitted events such as concerts, performances or programs held in parks or on public property.

If the need arises, Event Organizers are encouraged to contact the Special Event Program Coordinator for assistance with free speech protocol.

GAMBLING

Bingo, raffles, amusement games, punchboards, pull tabs, and fundraisers are permitted with certain restrictions. **RCW 9.46.30, KMC 7.48**

1. Applicants must file a Notice of Intention to Conduct Non-Prohibited Gambling Activities form and copy of their state gambling license no less than 45 days prior to event day.
2. Gambling tax ranges from 2% - 11% of gross receipts.

Gambling is not allowed under a Park Use Permit.

GRANTS FOR TOURISM

Applicants may apply for funding if the proposed event increases or attracts tourism, generates overnights stays or daytrips, provides for community or business connections, or if the event takes place during the shoulder season (October - May). The grant application process starts in June and ends in August when applicants are notified regarding allotments for the following year. **RCW 67.28.080**

HEALTH DEPARTMENT

Most food and beverage related operations require additional permits. If food or beverages will be sold or distributed, Event Organizers must contact the King County Health Department (KCHD) to discuss their event.

Event Organizers are responsible for communicating rules and regulations to participating organizations, vendors, and persons. It is also the Event Organizer's responsibility to ensure every vendor has obtained the required permits for their operations and that all activities associated with the preparation and dispensing of food/beverages meet all applicable codes and laws.

Written documentation must be filed with the City showing KCHD permit requirements have been met.

INFLATABLE/BOUNCY TOY RENTALS

PERMITS

International Fire Code (IFC) Permits are required for temporary membrane structures, such as air supported domes and bouncy houses, which are 400 square feet or larger. IFC permit applications must be submitted along with a detailed site map. See the Site Map section for requirements.

Permit Holders are required to contract with an approved L & I vendor to provide equipment, installation, and staffing to supervise use of equipment for the duration of the event. A list of certified amusement ride operators can be found at: <http://www.lni.wa.gov/TradesLicensing/Electrical/AmuseRide/LicensedOperators.asp>

In addition, the following guidelines should be adhered to:

1. No less than one operator per unit under fifteen feet tall and two operators per unit over fifteen feet tall shall be present to monitor equipment while in use.
2. Do not exceed manufacturer's requirements for maximum loads.
3. Follow the manufacturer's requirements regarding maximum number and size of riders.
4. Follow the manufacturer's requirements for anchoring with ground weights. If stakes must be used for anchoring, you must notify the Special Event Program Coordinator to request special consideration.
5. Do not use equipment in wind speeds that exceed the manufacturer's recommendations. Inflatable units should be unloaded and deflated when wind speed exceeds 25 mph.

INSPECTIONS

Pre-Event inspections are carried out by the appropriate agency generally one hour prior to public event hours, giving the Event Organizer time to resolve any identified issues. If issues cannot be

resolved in a timely manner, permits may be revoked.

Post-Event inspections take place following event load-out. If the Permit Holder fails to comply with cleanup requirements, the Permit Holder will be billed for cleanup and/or repairs.

INSURANCE & ENDORSEMENT

Applicants must procure and maintain the following for the duration of the Event:

- Insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Event.
- The policy should be written on an occurrence basis, for a period of not less than twenty-four hours prior to the event and extending for a period not less than twenty-four hours following the completion of the event.
- Contain a provision prohibiting cancellation of the policy, except upon thirty days written notice to the City of Kirkland.

Applicant shall provide a certificate of insurance evidencing:

- General Liability insurance covering the Event, participants, products-completed operations and contractual liability.
- City of Kirkland shall be named as an insured on applicant's General Liability insurance policy. **The Additional Insured Endorsement must be accompanied by the policy change endorsement form CG 20 12 or CG 20 26 or equivalent or it will not be accepted.**
- The General Liability insurance shall be written with limits of no less than \$1 million each occurrence and \$2 million general aggregate.

The insurance policy shall contain, or be endorsed to contain, that the applicant's insurance coverage shall be primary insurance as respects to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the applicant's insurance and shall not contribute with it.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and authorized to do business in the State of Washington.

Applicant shall include all subcontractors and concessionaires as additional insured under its policies. Upon request, applicant shall provide the City with the certificates of insurance and endorsements evidencing such insurance or shall furnish the separate certificates of insurance and endorsements issued under each subcontractor's and concessionaire's insurance policy. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for applicant.

Documentation must be filed with the City no less than 45 days prior to the event. **Permits will not be issued until all insurance requirements have been received, verified, and approved.**

EVENTS WITH DRONES – ADDITIONAL REQUIREMENTS

In addition to General Liability, Events approved for drone operations shall procure and maintain, for the duration of the Event, aviation liability insurance. The city shall be named as an insured on Permit Holder's aviation liability insurance policy. The aviation liability insurance shall be written with limits no less than \$1 million each occurrence and \$1 million general aggregate.

EVENTS WITH ALCOHOL – ADDITIONAL REQUIREMENTS

In addition to General Liability, Events approved for the service of alcohol, whether sold or not, shall procure and maintain for the duration of the Event, Liquor Liability insurance in the amount of \$1 million each occurrence and \$1 million general aggregate. The City is to be named as an additional insured on Liquor Liability insurance. Host Liquor Liability coverage may be substituted when alcohol is consumed and not sold during the Event with the prior written approval of the City.

LIFEGUARDS/OPEN WATER

Open Water Safety Plans must follow USA Triathlon (USAT) open water safety regulations. When required as part of a water safety plan, lifeguards with current Red Cross certification must be hired by the Permit Holder. City of Kirkland lifeguard personnel may be hired upon request.

In addition, events held in whole or in part on Lake Washington may be required to utilize King County Sheriff's Office Marine Unit vessels and personnel for safety purposes.

See the "First Aid/Safety Plan" section of this guide for additional requirements.

MOORAGE

The City's Marina Park Dock is a year-round marina which offers 77 uncovered moorage slips, select slips include power.

RESERVING SPACE

Although reservations are not typically accepted, special arrangements may be made for event needs. Standard moorage rates do not apply.

BOAT SALES - This policy is currently under review.

On-site boat sales are strictly prohibited. Boat shows may be permitted when the actual purchase transaction is done at the company's retail site. 'For Sale' and other similar signs are not allowed.

For more information, search "Marina" at: www.kirklandwa.gov.

NOTIFICATION & NEIGHBORHOOD IMPACT SURVEY

Events impact people who live and work in Kirkland. Many residents and businesses participate in events, but many do not. The public notification process is intended to help mitigate impacts to the community. All events require some degree of public notification.

The SET will determine the extent of community outreach each event requires. Examples include:

- Neighborhood Impact Survey for new events, every three years for annual events.
- Direct Notification requires written notice for those significantly impacted by event activities such as adjacent residents, businesses, churches, and other stakeholders.
- General Public Notification, including a printed traffic alert in a local widely-distributed publication and electronic variable message boards, is required for events which close streets or cause other significant impacts.

Notification should include event name, date, street closures, and timeframe of expected impacts, alternate routes/detours, special instructions, event contact name, and phone number. Prior to distribution, a draft copy of each notice must be pre-approved by the Special Event Program Coordinator.

Event Organizers are required to complete direct and general notification no less than two weeks in advance of the event.

PARK FACILITIES

CITY VENDORS

The City of Kirkland Parks Department contracts with recreational and food/beverage vendors to provide services in City parks each year. City vendors and their customers shall be allowed access at all times.

PARK RULES

In order to preserve park environments, Event Organizers shall observe the following:

1. Vehicle displays are restricted to the roadway.
2. Vehicles may not be driven upon any park property including lawns, pathways, sidewalks, or other walkways for which the primary use is pedestrian travel.
3. Event animals must be contained or kept on leash at all times. Waste should be removed immediately.
4. Staking equipment is strictly prohibited in parks with irrigation systems.
5. Park facilities will be inspected before and after each event. Permit Holders will be responsible for any damage.

PARK LANE

To ensure public safety for citizens, business operators and visitors, special event activities conducted along Park Lane shall ensure emergency access is maintained at all times.

Event footprints must abide by the following:

- Maximum capacity is 37 - 10'x10' canopies (between Lake Street and Main Street).
- A 20 foot emergency access lane shall be maintained at all times.
- Fire lane emergency access to within 150 feet of all buildings.
- Hydrants and fire protection connections shall remain clear at all times.
- Access and egress shall be maintained at all times.
- Minimum separation of tent/canopy from any building shall be 20 feet.
- A 12-foot break is required every 700 square feet.

PARKING

Public parking areas should remain available for the general public. Event Organizers are expected to make parking arrangements with private lots for event personnel, vendors, sponsors, etc. In some situations, shuttling services may be required at the expense of the Permit Holder to minimize impacts on general parking and traffic circulation in the vicinity of the event.

PARKING PLAN

The plan should outline where event personnel, vendors, volunteers, and sponsors will park. In addition, if proximate parking cannot support anticipated event attendance, how the event will accommodate those needs.

Plans should encourage alternate forms of transportation, such as: carpool, walk, bike, or bus. A link to <http://tripplanner.kingcounty.gov> should be included in event marketing materials.

Event Organizers should accommodate space for temporary bicycle parking racks adequate for the

size of the event. In some situations, bike parking racks may be required at the expense of the Permit Holder to encourage alternate forms of transportation.

Event Organizers should also promote the “Guide to Public Parking in Downtown Kirkland” to event attendees. The guide can be downloaded at www.kirklandwa.gov/parking.

PERMITS

The SET may condition the issuance of event permits 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.

The issuance of an 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.

TYPES OF EVENT PERMITS

SMALL EVENT PERMIT

This permit is issued for events of one hundred or fewer participants that do not have a significant impact on public property or facilities, and that do not require the provision of city public safety services.

SPECIAL EVENT PERMIT

This permit is issued for major public events that cause the closure or limited use of streets, sidewalks, public parking, parks or other public venues normally accessible by the general public.

PARK USE PERMIT

This permit is issued for parades, athletic events and other events that occur exclusively in city parks, are open to the public, provided free of an admission charge, and do not include financial transactions of any kind.

COMMUNITY PROGRAM PERMIT

This permit is issued for activities of an on-going nature which are open to the public and provided

free of an admission charge, such as a weekly farmer’s market or performing arts series.

IFC PERMIT

International Fire Code (IFC) Permits are required for activities such as special events, tents, canopies, air supported structures, bouncy houses, fires, fireworks, amusement buildings, etc. **KMC 21.74**

ELECTRICAL PERMIT/GENERATOR

An Electrical Permit may be required for temporary power (e.g. trailer mounted generator or generators that are not cord and plug connected).

DISPLAY OF PERMITS

A copy of each permit shall be displayed at the event site.

Permits are typically issued one week prior to the event. ***Permits may be summarily revoked at any time when by reason of disaster, public calamity, riot or other emergency the City determines safety of the public or property requires such revocation.***

PLASTIC BAG BAN

Beginning March 1, 2016, Permit Holders must comply with the City’s Plastic Bag Ban Ordinance. The plastic bag ban restricts the use of all single-use, disposable plastic carryout bags, including plastic bags 2.25 mils or greater in thickness. Items exempted from the ban include take-out food, produce and meat, bulk food, flowers and items where moisture is an issue. Program details are available at www.kirklandwa.gov/bringyourbag or by emailing recycle@kirklandwa.gov.

POTABLE WATER

Where potable drinking water is available, Permit Holders may use existing connections. An access fee may be charged depending on event requirements.

POWER

Permit Holders may use existing power connections at their own risk. A backup power source is highly recommended as the City is not responsible for

power failures and staff will not be available to respond immediately to power related issues.

TEMPORARY GENERAL WIRING

Power sources provided by the Event shall be self-contained and comply with the National Electrical Code. Ground-fault protection for personnel on all temporary wiring installations is required.

All extension cords shall be grounded. Flexible cords/cables shall be protected from accidental damage. Sharp corners and projections shall be avoided. Where passing through doorways or other pinch points, protection shall be provided to avoid damage. Where cords and/or cables cross public walkways rubber guards must be used or cords may be supported at a height of no less than 8 feet.

Cable assemblies shall be supported in place at intervals that ensure they will be protected from physical damage. Support may include cable ties, straps or similar type fittings installed so as not to cause damage.

Generators shall be separated from temporary structures, tents and canopies by a minimum of twenty feet and be isolated from contact with the public by fencing, enclosure or other approved means.

RAFFLE/DRAWINGS

A raffle is an event where a charitable or nonprofit organization sells tickets and awards prizes based on a drawing. All net proceeds from a raffle must be used for the organization's stated purposes. Private citizens and commercial businesses cannot offer a raffle. Raffles are not allowed under a Park Use Permit. **RCW 9.46.0209, RCW 9.46.0277, RCW 9.46.0315, RCW 9.46.0321, WAC 230-11**

RESTROOMS

Events are required to provide sufficient restroom facilities for attendees. When on-site facilities are insufficient, the Permit Holder must arrange and pay for temporary portable units to be delivered and removed within the permitted timeframe.

It is recommended that events provide one portable toilet for every 250 people. Ten percent of the facilities must be ADA accessible. The total number of units should be based upon the maximum number of attendees during peak time.

PORTABLE UNIT MAINTENANCE

Permit Holder is required to provide paper supplies and maintain portable units at all times.

PARK FACILITIES MAINTENANCE

Permit Holder has two options for service:

Option 1 – City Maintained

Park Maintenance will maintain City restrooms at all times. Charges, which include all restroom supplies and labor, will be limited to permitted public event hours. City service must be requested no later than 30 days prior to the event.

Option 2 – Event Maintained

Event staff will provide paper supplies and maintain City restrooms at all times during permitted hours, including load-in and load-out. When requested in advance, event staff may be provided access to on-site supplies. Charges for supplies will be billed after the event.

When maintenance and/or clean-up requirements are not met, service charges will be assessed and city services may be required at future events.

ROUTE MAP

A detailed route map should be provided on a single sheet of paper – no larger than 11"x17", showing the following information:

1. Name & date of event
2. Start/Finish lines
3. Route(s)
4. Arrows indicating which direction the participants travel & on which side of the street
5. Route monitor posts
6. Support (Aid/Water) stations
7. Mile markers

**** On a separate sheet of paper, provide a written description of the path of travel.***

SALES

Restriction on sales and business license requirements differ depending on the type of permit issued.

SPECIAL EVENT & COMMUNITY PROGRAM

A City business license is not required for event vendors engaged in no other activities within the city except those that are within the term and scope of a Special Event or Community Program Permit.

KMC 7.02.060

PARK USE PERMIT

Merchandise and services may not be offered for sale or trade to the public under this type of permit.

See the “Vendor” section of this guide for more information.

SECURITY

Organizers are required to provide a safe and secure environment. The City of Kirkland Police Department has final authority to determine event security requirements. Permit Holders may hire private licensed security services or off-duty Kirkland police officers.

CROWD CONTROL

Security is required at events at which a large number of attendees is anticipated.

OVERNIGHT SECURITY

Overnight security is not required but is strongly recommended.

SIGNAGE

A sign is any sign, pennant, flag, banner, inflatable display, or other attention-seeking device.

Temporary event signs may be erected one week prior to an event and must be removed immediately after the event has ended. Signs may be a maximum of six square feet per sign face, including any attachments. A maximum of one sign is allowed per block.

No fees are required for the placement of temporary event signs in public rights-of-way, however, the applicant must submit a complete sign plan including:

1. Type of sign/materials
2. Dimensions
3. Sample art/text

Temporary event signs may be placed:

1. On private property with the property owner’s written permission;
2. On unpaved, non-landscaped, unimproved public right-of-way areas where they will not impede or obstruct vehicular or pedestrian traffic, or create traffic obscuring hazards; or
3. On landscaped strips between sidewalks and paved roads which are not adjacent to parks or other public property.

Temporary event signs may NOT be placed:

1. In the median strips of roads, traffic circles or in public landscaped areas, such as the lawn and planter areas adjacent to City entryway signs;
2. On sidewalks or paved roadway surfaces, including where temporary traffic control signage is required;
3. In public parks;
4. In fire lanes or within three feet of a fire hydrant; or
5. Attached to utility poles, street furniture, utility vaults or street trees.

Temporary signage erected on event day shall not block or obstruct traffic control signage. Any sign found in violation may be removed and discarded by the City’s Code Enforcement Officers.

SITE MAP

All events are required to submit a detailed site map. The map should be submitted on a single sheet of paper, no larger than 11”x17”, and show the following:

1. Name & date of event
2. Outline of the entire event venue
3. Names of park, facility, streets
4. 20’ emergency access lane

5. First aid facilities
6. Command Center
7. Equipment including, but not limited to: beer gardens, bicycle parking racks, bleachers, canopies, cooking areas, dumpsters, emergency exits, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents, vehicle displays, etc.
8. Road closures (i.e. restricted parking, road closed barricades, directional signage, etc.)
9. Include a legend and dimensions of all temporary structures.

Be aware of the following restrictions:

- The use of stakes for anchoring is not allowed.
- Vehicles may not be driven onto sidewalks or lawn for equipment load-in/load-out or vehicle displays.
- Existing fixtures, such as tables and benches, will not be removed. The event layout should be planned around existing structures.

****A 20' emergency access lane to structures and fire protection systems must be maintained at all times from set-up to break-down.***

BEER/WINE GARDEN

If a beer/wine garden is part of the event, attach a separate map showing the following:

1. Name & date of event
2. Name of park/facility
3. Garden dimensions
4. Entrances & exits (emergency access & egress)
5. Garden is required to have 6' high chain link or 42" high picket fencing
6. Equipment including (items listed under event operations on application), but not limited to: barricades, bleachers, cooking units, dumpsters, fencing, first aid facilities, generators, performance stages, portable toilets, power sources, scaffolding, signs, staging areas, tents/canopies (including measurements), vehicles, vendor booths, etc.

See the "Alcohol" section of this guide for more information.

STREET/LANE CLOSURES

When a street is closed, even if it's just for two or three blocks, it can affect traffic for miles around as traffic is rerouted. When an event requires street closures the following factors need to be considered:

- Police, fire, hospital emergency access routes
- Church, school, business and resident access
- Public transportation
- Arterial streets may not be blocked or closed during peak commute hours on weekdays

ATHLETIC EVENTS

Events held on City streets which include either rolling or stationary closures, shall clear the street of all participants and traffic control devices no later than noon. Runs and bicycle races are restricted to city streets and trails. Walks may take place on city streets, trails, or sidewalks.

MULTI-DAY EVENTS

Events shall be limited to no more than three consecutive days; one additional day may be permitted for production activities such as load-in or load-out.

PUBLIC NOTICE OF CLOSURE OR RESTRICTION

Before any street is closed, a traffic alert shall be printed in a local widely-distributed publication no less than one week prior to the event. See the "Notification" section of this guide for requirements.

A like notice shall be posted in a conspicuous place at each end of the street to be closed or restricted. Kirkland's standard practice is to use variable message boards in high traffic areas. Rental arrangements are made by the City and paid for by the Permit Holder. Boards may not be used strictly for promoting an event. The message will describe the type of event, date, time, and what action drivers should take. **RCW 47.48.020**

TENTS/CANOPIES/BOUNCY TOYS

International Fire Code (IFC) Permits are required for the following temporary structures:

- Tents or membrane structures over 400 square feet, including air supported structures such as bouncy toys; and
- Canopies over 700 square feet, which includes smaller individual canopies grouped together.

DEFINITIONS

- Tent - A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
- Canopy - A TENT completely open on ALL sides.
- Air Supported Structure - A structure where the shape is attained by air pressure (e.g. air supported domes, bouncy toys, etc.).

ANCHORING

Follow the manufacturer’s recommendations for anchoring with ground weights. A minimum of twenty-five pounds per canopy leg is required. If stakes must be used for anchoring, you must notify the Special Event Program Coordinator to request special consideration. Do not use temporary structures in wind speeds that exceed the manufacturer’s recommendation.

TIMELINE FOR EVENT LOGISTICS

As part of the application, applicants must submit a detailed production timeline outlining event logistics. The timeline should describe, in detail, everything from pre-event staging, event day arrival and load-in, event activities/programming, tear-down, dates, time, locations, etc. to rental company/vendor activities such as drop-off and pick-up. This will help staff ensure there are no conflicts with other scheduled activities.

TRAFFIC CONTROL PLAN

Events which impact the normal flow of traffic must have a Traffic Control Plan. The plan should include a detailed description of the following:

1. Sign drop off/pick up dates and time
2. Staging area(s)
3. Emergency access lane/route(s)
4. Traffic Control Map

TRAFFIC CONTROL MAP

A detailed Traffic Control Map should be submitted on a single sheet of paper – no larger than 11”x17” and include the following information:

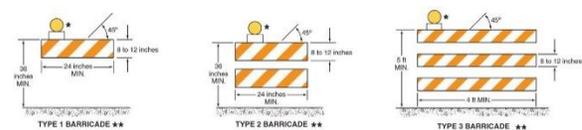
1. Name & date of event
2. Street closures
3. Start/finish lines
4. Event route(s)
5. Detour route(s)
6. Restricted parking areas
7. Traffic control devices (i.e. Road Closed barricades, directional signage, etc.)
8. Monitor posts

TRAFFIC CONTROL DEVICES

Barricades, traffic cones, “No Parking” signs, etc. may be required as part of an event’s Traffic Control Plan. Traffic control devices must be arranged and paid for by the Permit Holder. The City of Kirkland does not provide or rent equipment.

ROAD CLOSURES

In the situation an event requires the closure of any roadway, the Event Organizer is required to use barricades approved by the Federal Highway Administration in the most recently approved Manual for Uniform Traffic Control Devices (MUTCD). This includes Type 1, Type 2, and Type 3 barricades with reflective siding (pictured below). If the event extends into night-time, warning flashers are required on the barricades. Exceptions to these requirements must be approved by the City of Kirkland Traffic Engineer.



RESTRICTING PUBLIC PARKING

When an event requires the restricted use of public parking stalls, the Permit Holder is required to post ‘No Parking’ signs in the affected areas no less than 48 hours in advance. The restriction shall be posted along the parking strip of roadway every other stall, on orange construction stanchions/delineators. Vehicles parked in violation will be towed and/or

cited by the Kirkland Police Department. Restricted parking signs will be issued by the Special Event Program Coordinator. Sign placement and verification are the responsibility of the Event Organizer.

PARKING LOT CLOSURES

Lot closures require an additional A-frame sign at each end of the lot stating that an event is scheduled and to read posted parking restrictions before parking vehicle. In addition, it is recommended that flagging between candlesticks be used to communicate visual continuity of restricted parking areas. Restricted parking signs may be also be zip tied to existing parking signs in order to supplement notifications on stanchions.

VERIFICATION FORM

Once the signs have been placed, the Event Organizer must complete and submit a verification form for each restricted area.

STAFFING

Mandatory monitor posts will be determined by the Kirkland Police Department. All monitors working in public right-of-way must be 16+ years old and are required to wear safety reflective vests at all times while on duty. Insufficient monitors could result in cancellation of the event.

Permit Holders may also be required to hire and pay off-duty Kirkland police officers for traffic and/or pedestrian control. When police staffing is required, arrangements will be made by the City and paid for by the Permit Holder.

VEHICLE DISPLAYS

Event Organizers should plan to stage vehicle displays on roadways. Vehicles may not be displayed, parked or driven on public sidewalks, pathways, or lawn areas.

VENDORS

Issuance of a Special Event, Community Program, or Small Event permit confers upon the Permit Holder

the right to control and regulate the sale of goods, food, beverages, and services within the event venue in accordance with the terms and conditions of the permit.

It is unlawful for any person to sell, resell or offer to sell or resell any goods, food, beverages or services in an event venue except for authorized event vendors and vendors under City contract.

It is the responsibility of the Permit Holder to ensure each vendor has obtained the required permits for their operations. The Permit Holder is responsible for communicating required rules and regulations to participating organizations, vendors, and persons.

Sales are not allowed under a Park Use Permit. See the "Sales" section of this guide for more information.

VOLUNTEERS

In order to ensure a successful event, volunteers must have general knowledge of the schedule, event layout, what is expected of them, and how to handle emergencies. Communicating this information to your volunteers will make the event and their experience more enjoyable.

When using minors as volunteers, Permit Holders should be familiar with the following:

- www.lni.wa.gov/WorkplaceRights/TeenWorkers/Prohibited/
- Prohibited and Hazardous Employment – All Minors **WAC 296-125-030**
- Prohibited and Hazardous Employment – Special Restriction for Minors Under the Age of 16 **WAC 296-125-033**

The following guidelines should be communicated to volunteers:

ALL VOLUNTEERS

- Appearing for service under the influence of alcohol or illegal drugs is prohibited.
- Proper protocol in the event of an emergency.

- Dress appropriately for the type of work assigned; all volunteers shall be identifiable by matching t-shirt or other means.
- No one under the age of 21 is allowed in age restricted areas, such as beer/wine gardens.

ROAD CLOSURES/ROUTE MONITORS/PARKING ATTENDANTS

- Volunteers working in public right-of-way must be 16 years of age or older and are required to wear safety reflective vests at all times while on duty.

GARBAGE/RECYCLE/COMPOST/RESTROOMS

- Work gloves should be worn at all times. Never put hands or feet inside containers to make more room. Don't reach blindly into an area to remove litter.
- Carry bags away from the body to ensure hidden objects don't cause injury.
- Anything hazardous or suspected to be hazardous shall be disposed of in a separate container from normal trash. Do not touch hazardous materials with bare hands. For more information on hazardous materials, visit www.hazwastehelp.org.

WASTE/SANITATION PLAN

Event Organizers must properly dispose of waste throughout an event and immediately upon conclusion the area must be returned to a clean condition. Should inadequate cleanup or damage occur to city property due to an event, the Permit Holder will be billed at full cost recovery rates.

Events are required to provide trash, recycle and compost receptacles. Large events may also be required to have dumpsters and portable hand-washing stations. City staff can help determine the appropriate number of units needed for event activities.

Event Organizers are responsible for managing and removing all waste within the event area, including public street receptacles, temporary and city restrooms, and trash in nearby areas which is

reasonably related to the event. **The City will not maintain public street cans or restrooms within a venue unless hired to do so by the Permit Holder.**

Event Waste Plans should include:

1. A sufficient number of each type receptacle to support event activities.
2. Staff responsible for emptying receptacles and replacing liners.
3. Service frequency of no less than once per hour is recommended.
4. Transportation and services for the collected waste. All waste must be disposed of off-site.
5. Recycle and compost receptacles should be staffed in order to assist the public and minimize contamination.

The City of Kirkland Solid Waste Division offers free Clearstream recycling, compost, and trash collection kits for events. Up to 15 containers may be checked-out per event. A 'Clearstream Checkout Contract' can be requested from the Special Event Project Coordinator.



FEE SCHEDULE

PERMITS		
Application Fee	\$50.00	Per application
Electrical Permit (Temporary Power)	\$82.00	Base fee, plus \$21 per concession - \$259.00 maximum
Event Permit Fee	\$110.00	Per venue - each setup/breakdown
IFC Permit	\$280.00	Per application
Street/Vertical/Park Banner Permit	\$25.00	Per application
STAFF FEES		
Electrical Inspections	\$118.50	Per hour - outside of normal business hours, 2 hour minimum
Explorer Program Donation	\$50.00	Per Explorer, \$250.00 maximum
Fire Crew/Dedicated Aid Car	TBD	Rate based on wages of assigned staff, 2 hour minimum
F.O.G. (Fats, Oils & Grease) Service	\$100.00	Per service
Off-Duty Kirkland Police	\$80.00	Per officer, per hour, 4 hour minimum
Park Facility Restroom Maintenance	\$40.00	Per hour, 2 hour minimum - Includes all supplies, charges limited to public event hours
Park Maintenance	TBD	Rate based on wages of assigned staff
Park Recreation/Lifeguards	TBD	Rate based on wages of hired staff, 2 hour minimum
Public Works Maintenance	TBD	Rate based on wages of assigned staff
Street Banner Labor	\$150.00	Per banner - includes one installation & one removal
Vertical Banner Labor	\$150.00	1 - 8 banners, each additional banner \$15.00, includes one installation & one removal
EQUIPMENT		
3/4" Water Hydrant Meter Rental	\$5.00	Per month, plus a \$450.00 refundable deposit – renter to supply wrench
Key Deposit	\$25.00	Per key
Public Works Vehicle	TBD	Based on type of equipment
Safe-T Temp. Sanitary Sewer Manhole Cover	\$100.00	Includes installation, use, and removal
Variable Message Board	\$400.00	Weekly rental per board, plus tax
OTHER		
Boat Launch Pass	\$32.00	72 hour access
Certificate of Registration Admissions	\$1.00	
King County Marine Patrol	TBD	Outside agency establishes rate
Late Application	\$250.00	One-time penalty for missed deadline
Late Invoice Payment	5%	One-time penalty for late invoice payment
Marina Park Dock	TBD	Based on space requirements, standard rates do not apply
Printing/Mailing	TBD	Current postage rates, plus cost of supplies
Water	\$6.28	Per unit (2016 rate)
FOR-PROFIT EVENTS (NO DESIGNATED NON-PROFIT BENEFICIARY)		
Permit Compliance Inspection	\$56.50	Per hour - outside of normal business hours, 2 hour minimum
Kirkland Police	TBD	Based on wages of assigned staff
*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE		



PHOTOS

