



City of Kirkland SPECIAL EVENT GUIDE



7 Hills of Kirkland

City of Kirkland
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Kirkland, Washington is a wonderful place to hold special events. The beautiful waterfront, first class hotels, fine eateries, and unique places to shop draw people from all over the world!

Thank you for choosing Kirkland – we look forward to working with you on a successful event!



CITY OF KIRKLAND SPECIAL EVENT PERMIT APPLICATION PROCESS

In order to expedite the evaluation of each request, Kirkland uses a team review process. The city's Special Event Team (SET), which includes a representative from each department, will review, comment, and establish permit conditions for events which are open to the public and impact public right-of-way.

The following is a description of what to expect throughout the Special Event Permit Application process:

Step 1 – Get Your Event on the Calendar

1. **Special Event Interest Form (SEI):** by submitting a SEI form you are officially requesting a date and venue for the event.

Annual events have scheduling priority for a limited time. Annual events have **30 days** from the date of the current year event, to request the same date/weekend/venue for the following year. If no request has been submitted, on day 31, the date/weekend/venue becomes available on a first come/ first serve basis.

SEI forms are accepted up to 1 year in advance. SEI forms should be submitted according to the following timeline (late forms are automatically denied):

<i>New Event (not held the previous year)</i>	<i>180+ days / 6 months prior to event day</i>
<i>Annual Event (held the previous year with changes)</i>	<i>120+ days / 4 months prior to event day</i>
<i>Annual Event (held the previous year with no changes)</i>	<i>90+ days / 3 months prior to event day</i>

2. **Staff Review:** The SEI request is reviewed and Applicant notified of status within ten business days.
 - a. Accepted: If accepted, the Applicant will receive an application, fee schedule and letter outlining submission deadlines and required meeting dates.
 - b. Denied: If denied, the Applicant will receive a letter indicating the reason(s) and possible next steps.

Step 2 – Submit Application & Attend SET Review

1. **Application & Special Event Permit Fee Due:** A complete application and special event permit fee are due on or before the date 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 their questions 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. The Applicant may be given 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 (SET) Review:** At the SET review, the Applicant gives a brief ten minute presentation and answers questions posed by the SET. Each review is scheduled to last 25 minutes.
 - a. The SET will make their decision and Applicant will be notified within ten business days.
 - i. Approved: If approved, the Applicant will be notified regarding the deadline for any remaining application materials, fees, and/or permit conditions.
 - ii. Denied: If denied, the Applicant will receive notification indicating the reason(s) and possible next steps.

Step 3 – Submit Final Application Requirements & Attend Pre-Event Meeting

1. **Remaining Application Requirements:** Any remaining documents and fees are due on or before the date indicated in your review notice, usually two weeks prior to event day. The Pre-Event meeting will not be held and permits will not be issued until all final requirements have been satisfied.
2. **Pre-Event Meeting:** At this meeting the Applicant, Special Event Coordinator, Kirkland Police, Metro, and other stakeholders gather to discuss event day logistics and expectations. The one hour Pre-Event Meeting is usually held the week prior to event day.
3. **Permits Issued:** Event related permits will be issued once all requirements have been met, fees have been paid, and meetings have taken place. Permits are typically issued the week prior to event day.

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

Step 4 – Have A Great Event!

Event Day: Permit inspections will be carried out by the appropriate agency usually one hour prior to opening/start. The Special Event Coordinator will notify the Applicant of any issues that must be resolved and the timeframe in which they must be complete.

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 – Attend Debrief Meeting

Debrief Meeting: At this meeting the Applicant, Special Event Coordinator, Kirkland Police, and other stakeholders gather to discuss event day. This meeting is held no later than 3 weeks after the event, giving the general public time to submit comments.

Appeal Process

In the event your permit request is denied, the following appeal procedure may be followed:

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. The city manager or his designee (parks director) shall consider and decide the appeal as soon as is reasonably practicable and issue a written decision. KMC 19.24.120

Please note: The majority of denied permits are due to insufficient review time caused by incomplete and/or late application materials. It is highly recommended that you adhere to the strict timeline set forth above.



Special Event Interest Form Submitted

Annual Event (no changes)	90+ days / 3 months
Annual Event (w/ changes)	120+ days / 4 months
New Event	180+ days / 6 months

Accepted

Denied

Applicant Notified & Provided with Permit Application Timeline (10 business days):

Applicant Notified (10 business days)

Application & Permit Fee Due

Time Allows: Applicant May Resubmit Form

Time Does Not Allow: Applicant May Appeal

Complete Application Submitted

Incomplete Application Submitted

Special Event Team (SET) Review (1st Thursday of each month)

Time Allows: Extension Given

Time Does Not Allow: Permit Denied - Applicant May Appeal

Work With Applicant on SET Review Issues

Remaining Items Submitted by Deadline

Remaining Items Not Submitted by Deadline: Permit Denied - Applicant May Appeal

2 Weeks Prior to Event: Remaining Application Materials & Fees Due

1 Week Prior to Event: Pre-Event Meeting w/ Applicant, KPD, Metro, etc., Permits Issued

1 Week Post Event: Event Debrief Meeting



CITY OF KIRKLAND SPECIAL EVENT PLANNING GUIDE

This guide has been created as a resource to assist event Organizers in the production of safe, well-organized, and compliant community events. Refer to it often as it provides important information regarding rules and regulations or contact the Special Projects Coordinator, your city liaison, with any questions.

“A Special Event is any fair, show, parade, run/walk, festival, or other publicly attended activity which is to be held in whole or in part upon publicly owned property or public right-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.”

Special Event Topics

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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. Whenever a charge is made for admission, those charges are subject an admissions tax. **RCW 35.21.280 / KMC 5.12**

Advertising / Promotions

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.

PARKS AND RECREATION GUIDE

Applicants may purchase ad space in the brochure which is produced twice a year (March/August) and distributed to over 40,000 Kirkland homes. Artwork is due 90 days in advance. Ask for current rates.

EXPLOREKIRKLAND.COM

Applicants may post event information on the city's tourism site; from which, select events are chosen for highlight in the printed Kirkland Events Guide. Each quarter, approximately 3,000 printed guides are delivered city-wide to hotels, restaurants, and other public facilities. While an electronic guide is sent to 1,700 email addresses monthly.

KLIFE

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, 7 days per week during all non-program (taped or live) playback hours. Go to www.kirklandwa.gov/depart/TV/Community_Message_Display.htm to submit a request.

CURRENTLY KIRKLAND

A weekly news and information program airing on cable channels KGOV and KLIFE, which is an effective way to quickly inform the public of upcoming events. To request event coverage, email:

KirklandTV@kirklandwa.gov

Broadcast Times:

KLIFE (Ch. 75 & 32): Daily - 7:30am, 12pm, & 7:30pm
KGOV (Ch. 21 & 31): Daily - 6:30am, 6:30pm, no Tuesdays

Demographic information about our stations can be found at:

www.kirklandwa.gov/Assets/TV/TV+PDFs/SponsorKit.pdf

PRIVATE VS. PUBLIC EVENTS

When using public space for an event, please consider the following: a private event is one in which there is a specified guest list and the Organizer knows who will attend; a public event is one to which the general public is invited through word-of-mouth, flyers, advertising, and social media.

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

Alcohol

SPECIAL OCCASION LICENSE

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

Special Occasion licenses are issued only to non-profit societies or organizations holding a special event at which beer or wine 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 2 weeks prior to the event.***

IFC PERMIT

Beer / Wine Garden plans are reviewed by Kirkland Fire Department for assembly, occupancy, and other approvals and permits. See Site Plan for requirements.

SECURITY

Kirkland requires Organizers to hire a minimum of 2 off-duty police officers for security during public beer / wine garden hours.

OPERATIONS

Beer / Wine Garden plans must comply with the following conditions:

1. Garden shall be separately fenced with 6' high chain link fencing or 42" high picket fencing. When 42" picket fencing is used, a second 42" high picket fence shall be installed around the outside of the interior fence, at least 6' from interior fence.
2. Level of security staffing shall be sufficient to insure 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.
3. When admitting entrance, operator shall ensure that all persons who appear 30 years of age or younger shall present appropriate identification attesting they are at least 21 years.
4. No glass serving containers shall be permitted in the garden area.
5. Post sign near entrance "No one less than 21 years of age allowed".
6. Provide free pitchers of water.
7. All servers must be at least 21 years old.
8. Staff/Volunteers shall not consume alcohol prior to their shift or while on duty.
9. Do not serve alcohol to intoxicated customers.
10. Stop all alcohol service at least one hour before the event is scheduled to end.

INSURANCE

All Beer / Wine Gardens must have general and liquor liability coverage written with minimum limits of \$1,000,000 per occurrence / \$2,000,000 general aggregate naming the City as an additional insured.

If the garden is going to be held on City property, the nonprofit may purchase general liability including liquor liability coverage through the Tenant User Liability Insurance Program (TULIP).

Amplified Sound

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. 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

Annual events are allowed shorter application periods as long as there are no significant changes. Annual events also have scheduling priority for a limited time. Annual events have **30 days** from the date of the current year event, to request the same date/weekend/venue for the following year. If no request has been received, on day 31 the date/weekend/venue becomes available on a first come/ first serve basis.

New event applications are due no less than 6 months in advance. These events require additional review time in order to mitigate any identified issues. New event Organizers may be required to conduct a location survey. The survey involves notifying businesses and residents, adjacent to the event venue, of potential impacts and obtaining their signature along with any positive / negative comments about the proposed event. Results of the survey must be submitted to the city before any action will be taken on the event application.

Appeal Process

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. The city manager or his designee (parks director) shall consider and decide the appeal as soon as is reasonably practicable and issue a written decision. **KMC 19.24.120**

Applicant / Event Organizer

The Applicant is held financially responsible for any city fees or costs that may be imposed for the special event.

The Event Organizer means any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event.

If the special event is to be held by, on behalf of, or for any organization other than the Applicant, the Applicant shall file a signed, written communication from such organization: 1) authorizing the Organizer to apply for the special event permit on its behalf, 2) certifying the Applicant will be financially responsible for any costs or fees that may be imposed for the special event.

Banners

The banner program allows for the display of artwork, public service announcements, or event announcements promoting community events taking place within the City of Kirkland. Applicants must be a Kirkland based organization, non-religious or political in nature, with non-profit designation.

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 approval by the City prior to banner production.

Reservations are made on a first-come, first-serve basis and will be accepted up to one year in advance. Reservation of any one site is limited to once per month by any one group. Banners will be hung no more than two weeks in advance of an event and will be removed the day after the event.

Boat Launch

The Kirkland Boat Launch is accessible for a fee April 1 to October 31. Operating hours are 5am – 11pm. Use of the launch is only recommended for boats 24' or less in length. *These regulations are currently under review and could change without notice.*

BOAT LAUNCH PASS

Event Organizers may purchase 1 day (24 hours) or 3 day (72 hours) passes for the going rate.

CLOSURES

If an event causes closure of the launch for 60+ minutes, the Organizer is required to submit a notification letter to the city for distribution no less than 2 weeks prior to the event. The Applicant is responsible for all 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 – 1 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 volunteer requirements, severe weather, bacteria related beach closures, water main breaks, etc. This is why event Organizers must have a 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. Contingency plans must be submitted along with the special event application so they may be pre-approved.

Event Category

ATHLETIC EVENT

An athletic event is one in which participants pay a registration fee to participate in a sports related activity.

COMMUNITY EVENT WITH FEES

Any publicly attended fair, show, parade, festival, concert, or other activity intended to entertain or celebrate in which fees are required to enter and/or participate in activities.

COMMUNITY EVENT WITHOUT FEES

Any publicly attended fair, show, parade, festival, concert, or other activity intended to entertain or celebrate in which no fees are required to enter and/or participate in activities.

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.

NON-PROFIT FUNDRAISER

A non-profit fundraiser is an event which is put on by a non-profit organization for the primary purpose of raising money for its business related activities. 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 special event permit. Proof of non-profit status is required.

Expressive Activity

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

1. Where street closures and cost recovery are not required, the permit fee 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 other significant adverse impacts, resulting in the need for city services in the interests 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.

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

Fees

Applicants are required to submit a non-refundable special event permit fee at the time of application. All other fees, including: permits, staff, equipment,

and other miscellaneous fees are based on overall impact and requirements of each event.

The final cost estimate for an event will be provided after a complete application has been submitted and reviewed by the Special Event Team. Permits will not be issued until all fees have been paid.

Special Event Permit 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.

The Special Event Fee Schedule is included in this guide. **Fees are subject to change without notice.**

Food / Beverages

The Kirkland Parks Department contracts with food vendors to provide services in City parks each year. City vendors and their customers must be allowed access at all times. Event Organizers shall not duplicate contracted food vendor products.

COOKING

Adequate separation shall be maintained between cooking units and customers, at least 10 feet. Tents where cooking is performed shall be separated from other tents / canopies by a minimum of 20 feet.

DEEP FAT FRYING

For booths with deep-fat fryers, fire extinguishers shall be UL Listed and labeled for use on **Class K** fires.

PROPANE

Fuel is limited to one 5-gallon cylinder per cooking unit with no more than 3 cylinders per 30 feet of booth space. 20 gallon containers may be allowed with approval in advance.

SEWER DISCHARGE

Discharge of polluting matter in waters is prohibited.

RCW 90.48.080

1. Food vendor sewage shall be discharged only to the sanitary sewer system, not to storm catch basins. Through either side sewers or manhole covers with ports cut out for hose connection. Covers shall be supplied by the Organizer and must be protected from pedestrian traffic.
2. No F.O.G. (fats, oil, grease) shall be discharged in excess of 100 parts per million = 1 teaspoon per 13 gallons of water to the sewers.
3. 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.

CONTAINERS

Organizers should make every effort to use recyclable or compostable paper products. Compostable means the product may be disposed of in food waste containers. Compostable products must be Cedar-Grove approved brands. Styrofoam containers are not allowed.

Fire Pit / Bonfire

PERMITS

International Fire Code Permits are required for activities such as bonfires, and fire barrels. Permit applications must be submitted along with a detailed site map.

STAFFING

A minimum of one designated staff member must be present at all times when fire is burning.

EXTINGUISHER

One portable fire extinguisher or other means to put out a fire must accompany each fire pit / burn barrel.

KMC 21.74

Fireworks

PERMITS

Permits are required for activities such as fireworks. City of Kirkland IFC permit applications must be submitted along with a detailed site map. The event

Applicants must provide copies of permits obtained from other county / state agencies. **KMC 21.74**

INSURANCE

The pyrotechnic vendor / operator must provide a certificate of insurance evidencing:

1. Comprehensive general liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1 million each occurrence, \$2 million general aggregate.
2. The City and event Applicant as additional insured. The Additional Insured Endorsement must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 or equivalent or it will not be accepted.

STAFFING

Due to the high risk nature of fireworks, Organizers are required to hire and pay for Kirkland Fire Department representation.

When the pyrotechnic platform is located on Lake Washington, event Organizers are required to hire and pay for King County Marine Patrol for perimeter control.

When staffing conditions are required, arrangements will be made by the Special Event Coordinator and paid for by the Applicant.

First Aid / Safety Plan

Every event is required to have a Safety Plan. Low risk events must have a first aid kit, while events with high-risk activities are required to have a first aid tent with certificated medical personnel on-site. Once the details have been finalized, the plan must be communicated to all event staff and volunteers.

Event Organizers are required to call 9-1-1 in the event of a medical emergency or if hospital transportation is needed.

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

Flood Lights

When security lighting is required the 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 yards, and parking lots may remain on after 10:00 p.m. provided the following are met:

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 and equipment storage yards is 20'.

KZC Section 115.85

Fundraiser

SEE: GAMBLING

Gambling

Bingo, raffles, amusement games, punchboards, pull tabs, fundraising events, and social card games are permitted, with certain restrictions.

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 2 weeks prior to event day.
2. Gambling tax ranges from 2% - 11% of gross receipts.

RCW 9.46.30 / KMC 7.48

Generator

SEE: PERMITS

Grants

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 in the shoulder season (Oct-May). The 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

Organizers must contact the King County Health Department if food will be available at the event. Written documentation must be filed with the city showing Health Department requirements have

been met. Contact the **EASTGATE** office at (206) 296-4932 for requirements.

Inflatable / Bouncy Toys

Temporary membrane structures may require an International Fire Code Permit (IFC).

In order to satisfy the insurance requirement, the City requires the Applicant to contract with the vendor to provide both the equipment/services and staffing to supervise the use of equipment for the duration of the event. The Applicant must contract with an approved L&I vendor. A list of vendors can be found at:

www.lni.wa.gov/TradesLicensing/Electrical/files/amusementrides/AmusementRideCompanies.pdf

In addition, the following guidelines should be adhered to:

1. Minimum number of operators shall be two (2).
2. **Do Not** exceed manufacturer's requirements for maximum loads.
3. Follow the manufacturer's requirements regarding maximum number of riders 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 Coordinator to request special consideration.
5. Do not use inflatable toys above wind speeds that exceed the manufacturer's recommendation. No inflatable toys shall be inflated 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 Organizer time to resolve any identified issues. If issues cannot be resolved in a timely manner, the special event permit may be revoked.

Post-Event inspections take place following event load-out. If the event Organizer fails to comply with cleanup requirements, the Applicant will be billed

for actual city costs for cleanup and repair of the venue.

Insurance & Endorsement

Applicant shall provide a certificate of insurance evidencing:

1. Comprehensive general liability insurance covering the Event, participants, products-completed operations and contractual liability with limits of no less than \$1 million each occurrence, \$2 million general aggregate. (Liquor Liability limits \$1 million each occurrence)
2. The City as an additional insured. The Additional Insured Endorsement must be accompanied by the policy change endorsement forms CG 20 12 or CG 20 26 or equivalent or it will not be accepted.

Documentation must be filed with the city no less than 2 weeks prior to the event. **A Special Event Permit will not be issued until all insurance requirements have been received, verified, and approved.**

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 Applicant.

City of Kirkland lifeguard personnel may be hired upon request.

Moorage

The Kirkland 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 can be made for special event needs. Moorage rates will be calculated based on vessel size and length of stay. Standard rates do not apply.

BOAT SALES

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.

Additional information can be found on the city website: www.kirklandwa.gov, search "Kirkland Marina".

Music

SEE: AMPLIFIED SOUND

Notification

All events require some degree of public notification such as event site, route, private property, general public and stakeholders. Organizers are required to distribute notifications no less than 2 weeks in advance of the event.

The Special Event Team will determine the extent of community outreach and notification the event requires.

Events which cause a significant impact, such as street or lane closures, have additional requirements.

PA – Public Address System

SEE: AMPLIFIED SOUND

Park Facilities

In order to preserve park environments, we ask Organizers to observe the following:

1. Vehicle displays are restricted to the roadway.
2. Owners must keep animals on leash at all times and clean up after their pet.
3. Staking may not be used in parks with irrigation systems.
4. Park facilities will be inspected before and after each event. Applicants will be responsible for any damage.

Parking

Kirkland's public parking guide can be found at www.kirklandwa.gov/parking.

Organizers are expected to make parking arrangements with private lots for event vendors, volunteers, and staff. Public parking areas should

remain available for the general public. In some situations, shuttling services may be required at the expense of the Applicant to minimize substantial adverse impacts on general parking and traffic circulation in the vicinity of the event.

PARKING PLAN

The plan should outline where vendors, volunteers, and staff will park. If general parking cannot support anticipated event attendance, how will the event accommodate those needs.

RESTRICTING PUBLIC PARKING

Events which require the use of public parking stalls are required to post 'No Parking' signs in the affected areas no less than 48 hours in advance. A sign template will be provided, which includes required verbiage.

VERIFICATION FORM

Once the signs have been placed, the Organizer must complete a verification form for each street affected and submit those to the city. The Kirkland Police Department will verify the sign placement and keep on file in the event a vehicle owner contests a tow.

Permits

SPECIAL EVENT PERMIT

Any person or entity who conducts, promotes, or manages a special event must first obtain a special event permit from the special event coordinator.

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.

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.

IFC PERMIT

International Fire Code Permits are required for activities such as temporary canopies/tents,

inflatable bouncers, bonfires, fire barrels, fireworks, and amusement buildings, etc. Permit applications must be submitted along with a detailed site map.

KMC 21.74

ELECTRICAL PERMIT / GENERATOR

Temporary power, such as generators that are not cord and plug connected may require an electrical permit. Include location and wattage of generators on site map. Organizers will be notified if additional permitting is required.

DISPLAY OF PERMITS

A copy of the permits shall be displayed in the event venue and shall be exhibited upon demand of any city official.

Permits are typically issued the week of 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.***

Portable Restrooms

Event Organizers must provide adequate restroom facilities for event attendees. When on site facilities are insufficient, the event Organizer must arrange and pay for supplemental portable units to be delivered and removed within a permitted timeframe.

The number of required units is based on event duration and number of people in attendance. For example, an event that lasts for 4 hours with anticipated attendance of 500 people should have a minimum of 5 units – either permanent or portable. On average, 1 portable unit provides 200 uses.

Potable Water Access

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

Power Access

Where power is available, event Organizers may use existing connections. However, a backup power source is highly recommended. The City is not responsible for power failures.

TEMPORARY GENERAL WIRING

Ground-fault protection for personnel, for all temporary wiring installations is required.

Flexible cords and cables should be protected. Sharp corners and projections should be avoided. Where passing through doorways or other pinch points, protection shall be provided. Rubber guards must be used when cords and cables cross public walkways.

Cable assemblies and flexible cords and cables should be supported in place at intervals that ensure they will be protected from physical damage. Support may include cable ties, straps, or similar type fitting.

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. **RCW 9.46.0209, 9.46.0277, 9.46.0315 & 9.46.0321; WAC 230-11**

Route Map

Attach a detailed route map, 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. Volunteer posts
6. Water stations
7. Mile markers

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

Sales

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 city special event permit. **KMC 7.02.060**

A special event permit is required when

merchandise or services are offered for sale or trade to the public.

Security

Events which anticipate a large number of attendees may be required to hire and pay for off-duty Kirkland police officers. When required, arrangements will be made by the Special Event Coordinator.

Although the City does not require overnight security for multiple day events, it is highly recommended. Event Organizers may hire a security service of their choosing. Off-duty Kirkland Police officers are available for hire upon request.

Signage

A sign is any pennant, flag, banner, inflatable display, or other attention-seeking device. Temporary special event signs may be erected the morning of the event and must be removed immediately after the event has ended. Signs may be a maximum of 6 square feet per sign face, including any attachments.

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

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

Any sign found in violation may be removed and discarded by Code Enforcement.

Site Map

GENERAL SITE MAP

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

1. Name & date of event
2. Name of park / facility
3. Street names, indicate one-way streets where appropriate
4. Restricted parking areas
5. Traffic re-routing / detours, signage
6. Equipment including (items listed under event operations above), but not limited to: barricades, bleachers, cooking areas, dumpsters,

fencing, first aid facilities, generators, performance stage, port-o-potties, power source(s), scaffolding, signs, staging areas, tents/canopies – including measurements, vehicles, vendor booths, etc.

****Please note: a 20' fire lane must be maintained at all times***

BEER / WINE GARDEN

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

1. Name & date of event
2. Name of park / facility
3. Garden dimensions
4. Entrances & exits
5. Garden is required to have 6' high chain link or 42" high picket fencing. If using picket fencing, a second 42" high picket fence at 6' apart is required, to prevent the passing of alcohol.
6. # of servers at least 21 years old
7. # of security staff at each exit/entry
8. Equipment including (items listed under event operations above), but not limited to: barricades, bleachers, cooking areas, dumpsters, fencing, first aid facilities, generators, performance stage, port-o-potties, power source(s), scaffolding, signs, staging areas, tents/canopies – including measurements, vehicles, vendor booths, etc.
9. Signage - "No one under 21 years of age allowed"

****Please note: a 20' fire lane must be maintained at all times.***

Street/Lane Closures

Special events should not substantially interrupt public transportation or other vehicular and pedestrian traffic. Events may not block traffic lanes or close streets during peak commute hours on weekdays between 7am to 9am and 4pm to 6pm on streets designated at arterials.

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 Applicant. The City of Kirkland does not provide or lend equipment.

STAFFING

In most situations where streets are temporarily closed, event Organizers are required to station volunteers at key locations to be determined through the review process. Event Organizers may also be required to hire and pay off-duty officers for traffic and/or pedestrian control. When police staffing is required, arrangements will be made by the Special Event Coordinator and paid for by the Applicant.

PUBLIC NOTICE OF CLOSURE OR RESTRICTION

Before any city street is closed or the maximum speed limit reduced, a notice including the effective date shall be published in one issue of a newspaper of general circulation in the respective city. The notice shall be printed no less than 1 week prior to the event. A like notice shall be posted in a conspicuous place at each end of the city street to be closed or restricted. **RCW 47.48.020**

Kirkland's standard practice is to use rented variable message boards as directed by the police department. Arrangements are made by the Special Event Coordinator and paid for by the Applicant. Boards may not be used strictly for promoting an event. The message will describe the name/type of event, date/time, and what action drivers should take.

Tents / Canopies

Temporary membrane structures may require an International Fire Code Permit (IFC).

HEAT SOURCE

Booths, tents, and canopies with ANY heating equipment, such as electric hotplates or other similar heat-producing devices, shall have at least one fire extinguisher with a minimum rating of 2A:10BC. Extinguishers shall be in good working condition, fully charged, with seals intact and certified within the last year or equipment will not be allowed to operate. The use of propane has special provisions.

ANCHORING

Follow the manufacturer's recommendations for anchoring with ground weights. If stakes must be used for anchoring, you must notify the Event Coordinator to request special consideration. Do not use tents / canopies in wind speeds that exceed the manufacturer's recommendation.

Timeline

Applicants are required to submit an event timeline. Applicants should use a **timeline format** to describe, in detail, the logistics of the event beginning with load-in (first piece of equipment delivered to site) and ending with load-out (last piece of equipment to leave the site). This will help staff ensure there are no conflicts with other city / park activities.

Traffic Control Plan

Any event which impacts the normal flow of traffic must have a traffic control plan. The plan should include a detailed description of the following:

1. Signage drop off / pick up dates and timeframe
2. Requested staging areas
3. Copy of "No Parking" sign(s) to be posted
4. Traffic control map

TRAFFIC CONTROL MAP

A detailed traffic control map, on a single sheet of paper – no larger than 11"x17", should include the following information:

1. Name & date of event
2. Start / Finish lines
3. Route(s)
4. "No Parking" areas
5. "Road Closed" barricades
6. Detour routes & directional signage
7. Volunteer posts

Vehicle Displays

Vehicle displays should be planned so the impact to City parking revenue is minimized.

Vendors

Issuance of a special event permit confers upon the event Organizer 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 special event permit.

It is unlawful for any person to sell, resell or offer to sell or resell any goods, food, beverages or services in a special event venue except for authorized special event vendors.

Volunteers

In order to ensure a successful event, volunteers must have a basic knowledge of the event schedule and layout; understand what they are expected to do, and how to handle emergencies. Communicating this information to your volunteers will make the event and their experience more enjoyable.

GARBAGE / RECYCLE / COMPOST

Keep all event areas clean including: streets, grounds, and waste receptacles in all temporary and permanent receptacles.

RESTROOMS

Empty garbage and re-stock paper supplies (provided by the Applicant) in both temporary and permanent facilities.

ROAD CLOSURES

Mandatory volunteer posts will be determined by the Kirkland Police Department. All volunteers working in public right-of-way are required to wear safety reflective vests at all times while on duty. Insufficient volunteers could result in the cancellation of the event.

Waste Plan

Washington State law requires vendors and Organizers for festivals, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are available. **RCW 70.93.093**

The City of Kirkland requires event Organizers to maintain all waste receptacles (including City cans and restrooms) throughout the venue during event hours.

Event Waste Plans must include:

1. A sufficient number of receptacles / dumpers to support event activities.

2. Clearly marked Trash / Recycling / Compost receptacles.
3. Staff persons responsible for emptying receptacles and frequency.
4. Transportation and services for the collected materials. All waste must be disposed of off-site.
5. Ideally, recycling stations should be staffed by volunteers to assist the public and minimize contamination.



CITY OF KIRKLAND SPECIAL EVENT FEE SCHEDULE

PERMITS		
Electrical Permit	\$79.00	Base fee plus \$20 per concession, \$250.00 max.
IFC Permit	\$79.00	Each location
Special Event Permit	\$160.00	Each location, each event setup / breakdown
Street Banner Permit	\$25.00	Each request - multiple banners on one permit ok
Vertical Banner Permit	\$25.00	Each request - multiple banners on one permit ok
STAFF FEES		
Electrical Inspections	\$118.50	Per hour - outside of normal business hours, 2 hour min.
Explorer Post Donation	\$50.00	Per Explorer, \$250.00 max.
Fire/Aid	TBD	Based on staff hired to work event, 2 hour min.
Parks Maintenance	TBD	Based on staff hired to work event , 2 hour min.
Off-Duty Kirkland Police - Security Only	\$40.00	Per officer/per hour, 4 hour min., in the event of cancellation officers are paid a minimum of 1 hr.
Off-Duty Kirkland Police - Traffic Control	\$45.00	Per officer/per hour, 4 hour min., in the event of cancellation officers are paid a minimum of 1 hr.
Off-Duty Kirkland Police - Holiday	\$50.00	Per officer/per hour, 4 hour min., in the event of cancellation officers are paid a minimum of 1 hr.
Public Works Maintenance	TBD	Based on staff hired to work event, 2 hour min.
Park Recreation / Lifeguards	TBD	Based on staff hired to work event, 2 hour min.
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, and cost of water
PW Truck	TBD	Based on type of equipment used for event
Variable Message Board	\$400.00	Per board, plus tax
Water Key Deposit	\$25.00	Each
OTHER		
Boat Launch Pass	\$32.00	72 hour access
Certificate of Registration Admissions	\$1.00	
Late Payment	5%	When a final invoice is required, if payment is not received by the specified due date, a 5% late fee (based on the total balance due) will be assessed.
Marina Park Dock	TBD	Based on number of slips requested and length of vessels
Marine Patrol	TBD	This outside agency establishes the rate for event support.
Printing/Mailing	\$0.44	Per letter, plus cost of supplies
Water	\$5.09	Per unit (748 gallons)
* ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.		