



## Whatcom County Parks & Recreation 2019 Special Event Permit Application

This application must be completed, signed and submitted to Whatcom County Parks & Recreation at least (90) days prior to the first day of the event. Applications received within 90 days of the event **will not** be permitted.

### 1. Event Information

Event Name:						
Event Location(s)		Check all that apply				
		<input type="checkbox"/> Chuckanut Mountain Park		<input type="checkbox"/> Hovander Homestead Park		
		<input type="checkbox"/> Lighthouse Marine Park		<input type="checkbox"/> Roeder Home		<input type="checkbox"/> Samish Park
		<input type="checkbox"/> Semiahmoo Park		<input type="checkbox"/> Silver Lake Park		
	<b>Event Dates</b> open to attendees		<b>Hours: Open to Close Each Day</b> open to attendees		<b>Expected Daily Attendance</b>	
	DAY	DATE	START TIME	END TIME	PARTICIPANTS	STAFF/VOLUNTEERS
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
<b>Event Setup Starts:</b>			<b>Event Take Down Complete:</b>			
	START DAY/DATE	START TIME	END DAY/DATE	END TIME		

### 2. Applicant Information

Sponsoring Organization:		
Mailing Address	Street Address:	
	City, State, Zip:	
Applicant Contact (must be the authorized agent)	Name:	Title:
	Cell:	Alt Phone:
	Email:	

On-Site Event Contact	Name:	Title:
	Cell:	Alt. Phone:
	Email:	
Organization/Event Website:		

3. Event Details			
Has this event been done before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many years?	Previous Name(s) of Event?
Are there any changes from previous years? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Changes:		
Event Type	Choose the event types below that pertain to your event. Select all that apply.		
	<input type="checkbox"/> Open to the Public <input type="checkbox"/> Run/Walk <input type="checkbox"/> Cycling <input type="checkbox"/> Other Sports Event <input type="checkbox"/> Festival <input type="checkbox"/> Private <input type="checkbox"/> Other		
Admission Fees	Does your event require a paid fee or recommended donation for participants and/or spectators? <input type="checkbox"/> Yes <input type="checkbox"/> No    Amount? \$ _____		
Event Purpose	Please give an overview of the event purpose.		
Event Set-Up	Please give an overview of event set up.		
Event Add-Ons	Extra services that Whatcom County Parks will provide and set up at an additional fee. <input type="checkbox"/> Electrical Panel (Hovander Only) <input type="checkbox"/> Wi-Fi (Hovander and Samish Only)		

## 4. Plan of Operation

On a separate sheet, please describe in narrative the following applicable aspects of your proposed event.

See our website for more information <http://whatcomcounty.us/2647/Application-Process>

- General description of event and how it will be operated
- Parking/Traffic Flow
- Sanitation and garbage disposal
- Utilities
- Facilities and areas proposed to be used
- Describe all areas where food/beverages will be served
- Animal control
- Trails (i.e. start/finish lines)
- Aid stations
- Other

## 5. Security & Emergency Management Plan

### Emergency Response and Safety Plan

On a separate sheet, indicate how you will respond and communicate with volunteers, emergency responders, and the event team in case of an emergency. Please consider the following:

- Describe in detail the security protocols for your event
- Location of Emergency Command Center/staging area and access for emergency vehicles
- Primary and Secondary Event Officials – people who have the authority to cancel or modify event activities, along with their day-of-event contact info
- Available on-site medical equipment and names/contact information of trained staff/volunteers
- Protocol for missing persons and lost children
- For events on or near water, a water safety plan
- Identification of risk-factor thresholds that would alter or cancel the event e.g. weather, air/water quality, police activity, etc.

### Event Security

Depending on the size and scope of your event you may be required to hire event security. This will be determined during the application review.

## 6. Site Plan

<p>Maps Required</p>	<p><b>Applications will not be accepted without a site plan.</b> Map diagrams are required for the overall event layout as well as any separately fenced areas.</p> <p><b>Overall Map Diagram</b> The overall map must include: Fencing/barriers, bleachers, booths, canopies/tents, cooking areas, porta-potty locations, generators, vehicles, entrances/exits, start/finish lines, routes with direction arrows, aid station locations, security locations, and emergency vehicle ingress/egress.</p> <p><b>Supplemental Map Diagrams (if necessary)</b> Alcohol Service or Beer Garden: Requires an individual detailed schematic/layout of any intended beer/wine/liquor garden areas that depicts fencing, entrances, exits, their dimensions and maximum intended capacities.</p> <p>Please use Whatcom County Park maps located at: <a href="http://whatcomcounty.us/2649/Locations">http://whatcomcounty.us/2649/Locations</a> for your diagram.</p>
<p>Equipment/Set-Up</p>	<p>Select all that apply. Show all equipment on your attached map and describe in detail in supplemental documents.</p> <p><input type="checkbox"/> Staging/Scaffolding    <input type="checkbox"/> Amplified Sound    <input type="checkbox"/> Generators</p> <p><input type="checkbox"/> Inflatables    <input type="checkbox"/> Portable Restrooms    <input type="checkbox"/> Handwashing Stations</p> <p><input type="checkbox"/> Animals    Tents (size) _____ feet x _____ feet</p>
	<p>Please list the outside companies/vendors that you are using for any of the checked boxes above.</p>

## 7. Vendors

<p>General Information</p>	<p>Does your event have vendors selling or promoting products or services?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Items to be sold. Check all that apply.</p> <p><input type="checkbox"/> Food    <input type="checkbox"/> Beverages    <input type="checkbox"/> Merchandise    <input type="checkbox"/> Services    <input type="checkbox"/> Other _____</p>
<p>Required Information</p>	<p><b>A complete list of vendors, including their required insurance documents, is required 30 days in advance of event.</b></p> <p><i>All Vendors must provide Certificate of Insurance with minimum coverage of Product Liability 1,000,000 CSL and Property Damage 300,000 CLS and name Whatcom County Parks as Additional Insured. <a href="http://whatcomcounty.us/2648/Insurance-Information">http://whatcomcounty.us/2648/Insurance-Information</a></i></p>
<p>Food Vendors: Additional Information</p>	<p>If you are planning to sell food or have food vendors at your event Whatcom County temporary food permits may be required. Please visit <a href="http://www.whatcomcounty.us/871/Temporary-Food">http://www.whatcomcounty.us/871/Temporary-Food</a> for more information.</p>

## 8. Alcohol

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. Please visit the WSLCB website, <https://lcb.wa.gov/licensing/special-licenses-and-permits> for additional information.

Will alcohol be sold or consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many individual alcohol service areas?	Alcohol service provider: <input type="checkbox"/> Self <input type="checkbox"/> Provider _____
---	--	--

### Alcohol Service Area/Beer Garden Schedule

	DAY	DATE	START TIME	END TIME
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				

## 9. Amplified Sound/Music

Does your event have any amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will the sound include music/entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Describe what sound will be amplified: (announcements, background music, etc.):

Describe what equipment will be used and at what locations:

On-site event organizer personnel with authority to control sound issues:

Name:	Company:
Title:	Cell Number:

## 10. Recycling, Compostables, & Trash

Whatcom County Parks & Recreation requires vendors and organizers to remove all trash.

Washington State law requires vendors and organizers for festivals and special events to provide recycling collection containers for cans and bottles. [RCW 70.93.093](#).

Will you be hiring a vendor to assist in the collection? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor/Company Name:
--	----------------------

Detail your plan for waste management within the event area.

## 11. Other Permits

It is the applicant's responsibility to research and secure permits required for an event other than the Parks Special Event Permit. Typical permitting needs may include:

**Temporary Food Permits:** <http://www.whatcomcounty.us/871/Temporary-Food>

**Alcohol Permits:** <https://lcb.wa.gov/licensing/special-licenses-and-permits>

**Fire Marshal:** <https://wa-whatcomcounty.civicplus.com/DocumentCenter/View/36212/FMO-special-event-requirements>

**Road Closures:** <http://www.whatcomcounty.us/507/Encroachment-Permits>

**Music Festival:** [Whatcom County Code 5.40](#)

**WA State Parks:** <https://parks.state.wa.us/217/Special-Activities-Permit>

**WA State Highways:** <https://wsdot.wa.gov/Operations/Traffic/events.htm>

## 12. Insurance

**Evidence of insurance must be submitted no later than thirty (30) days prior to the commencement of the event. A Special Event Agreement will not be issued until all insurance requirements have been received, verified and approved.**

The certificate of insurance, along with the supporting policy endorsements for Additional Insured and Waiver of Transfer of Rights must include the following language:

**“Whatcom County, its dependents, elected and appointed officials, employees, agents, and volunteers are named as an additional insured; Whatcom County Parks & Recreation Department, 3373 Mt. Baker Highway Bellingham, WA 98226”**

Additional coverages are required for alcohol service, inflatables, animals and other items. See the weblink below for these requirements.

Please see our webpage for detailed insurance requirements and examples <http://whatcomcounty.us/2648/Insurance-Information>.

### Required Insurance Forms:

- General Liability (CG 00 01 10 01): *Required minimum coverage is determined by event specifics*
- Additional Insured (CG 20 26): *Containing the above language*
- Waiver of Transfer of Rights (CG 20 24): *Containing the above language*
- Primary and Noncontributory (CG 20 01): *Containing the above language*

## 13. Fees

Special Event Fees are assessed according to the Unified Fee Schedule and are based on park use, impact to the park and staff time.

All Special Event Applications are subject to a \$100 application fee. Your application is not complete until this fee is received. Is your application fee enclosed?

- Yes    No

## 14. Special Event Checklist

Include with your application:

- \$100 Application Fee - Payable to Whatcom County Parks & Recreation

Completed Application Form including:

- Attached Plan of Operation (SECTION 4)
- Attached Security & Emergency Management Plan (SECTION 5)
- Attached Site Plan (SECTION 6)
- Alcohol/Beer Garden schematic (if applicable)

Submit 30 Days Prior to Event:

- Insurance Documents
- Complete Vendor List with Insurance Documents

## 15. Signature

- I certify that I am the authorized agent for this event/organization. The information provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly.

All information contained in this application is subject to public disclosure.

The application is not valid without a signature.

Applicant Signature:

Title:

Cell Phone:

Date:

Return To: Whatcom County Parks & Recreation  
Christ Thomsen  
3373 Mount Baker Highway  
Bellingham, WA 98226

Email: WCPREvents@co.whatcom.wa.us  
Phone: 360-778-5850