



CITY OF GIG HARBOR SPECIAL EVENT GUIDE



City of Gig Harbor
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www.cityofgigharbor.net

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This guide has been created as a resource to assist Event Organizers in the production of safe, well-organized, and compliant public events. It provides important information regarding rules and regulations, fees, and deadlines.

A Special Event permit is required 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.

TYPES OF PERMITS

Special Event Permit - is required for any event held on public property or that will affect City rights-of-way. Organized runs/walks on roads or sidewalks with 20 or more participants must also obtain a Special Event Permit. Please refer to this guide for further instructions relating to special events. Contact Shawna Wise at wises@cityofgigharbor.net for questions relating to special events.

Special Use Permit - for temporary events located in privately owned vacant lots, parking lots or other locations not designed for such use. A special use permit application can be found at www.cityofgigharbor.net. Contact Diane McBane at mcbaned@cityofgigharbor.net for questions relating to special use. A Special Event application will not be accepted in lieu of a Special Use application.

PLANNING YOUR EVENT

If you are planning an event and would like to confirm your selected event date is available prior to submitting your application, or if you have questions about race routes, what forms are required, etc., please contact Shawna Wise at wises@cityofgigharbor.net or 253-853-7638.

A Special Event must be sponsored by, or be for the benefit of, a nonprofit organization and be open to the public. The sponsoring nonprofit organization is responsible for submitting the application and obtaining the permit.

A commercially sponsored Special Event is an event not sponsored by a non-profit organization and collects a participant fee by the event organizer, sponsor, or producer. Commercial events include, but are not limited to, organized camps, organized sports activities, theatre performances, marathons, runs, road races, etc. Commercial events must be open to the public and follow all Special Event rules and guidelines.

TIMELINE

A complete application and associated fees are due at least 60 days prior to the event date. If your event requires the completion of a Neighborhood Notification Form, this is due two weeks prior to the event date.

The following is a description of what to expect throughout the Special Event application process. The application will be reviewed by a representative from Administration, Building, Planning, Police, and Public Works. Upon review, additional conditions may be required concerning the time, place and manner of the event. Such requirements are necessary to protect the safety and rights of persons and property, and the control of traffic. They may also deny applications or revoke permits per GHMC Section 5.28.090. See the Appeal Process in the Topics section.

STEP 1 - Submit Your Application Packet

APPLICATION & PERMIT FEE DUE: A complete application and associated fees are due at least 60 days prior to the event date. Applications can be mailed, dropped off or emailed (preferred) to the City of Gig Harbor. Contact information is located on the application. Applications are available at: www.cityofgigharbor.net/special-events/

SPECIAL EVENT REVIEW: If additional information or supplemental materials and fees are required to complete the review, you will be contacted during the review period.

PERMITS ISSUED: All related permits will be issued once application requirements have been met, fees have been paid, and the review process is complete. If your event requires the completion of the Neighborhood Notification Form, the permit will be issued on the condition that the Form be completed and submitted to Administration at least two weeks prior to the event date. If this condition is not met, the permit will be revoked.

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

STEP 2 - Complete the Neighborhood Notification

Events impact people who live and work in the city of Gig Harbor. The public notification process is intended to help mitigate impacts to the community. A Neighborhood Notification Form is required for any event that includes detours, road closures, and/or minimizes pedestrian access to businesses.

Administration will determine the extent of community outreach each event requires and will provide the Event Organizer with the appropriate form and requirements. The Neighborhood Notification form must be submitted to Administration at least two weeks prior to the event.

STEP 3 – Have a Great Event!

EVENT DAY: Permit compliance inspections will be carried out by the governing agency. The Event Organizer will be notified of any issues and the timeframe in which they must be resolved.

REQUIRED DOCUMENTS

The following documents must be submitted at least 60 days prior to the event date.

- Special Event Application with \$50 payment
- Site Map
- Route Map (if applicable)
- Certificate of Insurance – Refer to the Topics section of this manual for insurance requirements. We understand that oftentimes a certificate of insurance is not available until closer to the event. The COI is due no later than two weeks prior to the event date.
- Temporary Encroachment Permit with \$30 payment - Required if event takes place in the right-of-way (runs, parades, walks, art shows, etc.) and/or if signs such as sandwich boards/A-boards will be placed in the public right-of-way (along roads or sidewalks).
- Temporary Sign Permit - Required for any banner signs and/or balloon displays/arches.

Special Event Application materials may be submitted to Shawna Wise electronically wises@cityofgigharbor.net or hardcopy at 3510 Grandview Street, Gig Harbor, WA 98335.

Payments may be made in person by check or credit card, by mail with check, or by phone with credit card. For over-the-phone credit card payments, please call 253-853-7638.

Additional documents and fees may be required if the event includes tent structures, food vendors, equipment with open flames, etc. If supplemental materials and fees are required to complete the permit review, you will be contacted during the review period.

Please refer to the Topics section of this manual for specific instructions regarding all rules and requirements for your Special Event.

ADVERTISING/PROMOTIONS

Once your application packet has been submitted and permits are issued, the City Tourism & Communications Office may assist you with distribution of press release, if applicable. Contact the office at 253.853.3554 for further information.

Event planners are strongly encouraged to use the self-entry portion of the city website calendar for promotion of the event. This can be found at <http://www.gigharborguide.com/event/submit.php>.

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

ALCOHOL

The City, along with the Washington State Liquor Control 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 Control Board (WSLCB) regulations, licensing, and permit requirements. Special Occasion licenses are issued only to nonprofits or organizations holding an event at which beer or wine is sold by the drink. Please visit the WSLCB website: www.liq.wa.gov for additional information and to obtain your permit.

BEER/WINE GARDEN

Beer/wine sales, service, and consumption must be confined to a designated location(s). Gardens must be separately fenced and have only one controlled public entrance.

Applicants must submit a separate Beer/wine garden site map. Plans are reviewed by our Building Official and Police Department for assembly, occupancy, and other approvals and permits. See the Site Map section for requirements.

SECURITY

The City requires Permit Holders to hire off-duty police officers for general garden security during public garden hours. In addition, Permit Holders must provide a minimum of 1 security person at each garden entrance and exit during public garden hours. Security requirements will be determined by the Police Department during the review of the Special Event Application.

OPERATIONS

Beer/wine gardens must comply with the following conditions:

1. The sale, service and consumption of beer/wine may occur between 8:00 a.m. and 11:00 p.m.
2. Beer/wine may only be served when food is also available.
3. Garden shall be enclosed with a 42" high picket fencing may be used. Fencing should deter fence "hopping" and alcohol from being passed through.

4. Level of security staffing shall comply with State and local laws requiring that every exit/entry be staffed to ensure that no alcoholic beverages are removed from or brought into the garden.
5. Sufficient lighting must be maintained so that identification may be checked and patrons may be observed for the enforcement of liquor laws.
6. When admitting entrants, operator shall ensure that all persons present valid identification attesting they are at least 21 years old.
7. Post sign near entrance "Must be 21 years or older to enter".
8. Provide free pitchers of water.
9. All staff must be at least 21 years old.
10. Staff/volunteers shall not consume alcohol prior to their shift or while on duty.
11. Do not serve alcohol to intoxicated customers.
12. Stop all alcohol service at least 30 minutes before the event is scheduled to end.

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 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

Excessive noise is considered a public nuisance if occurring before 7:00 a.m. or after 11:00 p.m. GHMC 9.34.014

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.

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.

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 events may appeal.

Upon denial of a permit by the city administrator or his designee, an applicant may appeal to the city council by filing a written notice of appeal for hearing by the city council at its next meeting. Upon such appeal, the city council may reverse, affirm, or modify the administrator's determination. GHMC 5.28.110

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, 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, will participant registration fees be returned, etc.

CLEAN UP

Event organizers are required to manage the clean-up plan at the conclusion of the event. If the sponsoring organization fails to adequately provide clean up in accordance with the plan submitted on the application, the City may conduct the necessary clean up and bill the sponsoring organization for such costs. The sponsoring organization must make payment to the City up on receipt of the City's invoice for such costs.

FEES

Applicants are required to submit a non-refundable permit fee of \$50 at the time of application. The Event Organizer will be notified if any additional fees will be required for:

Encroachment Permit - \$30 Required if event takes place in the right-of-way (runs, parades, walks, art shows, etc.) and/or if signs such as sandwich boards/A-boards will be placed in the public right-of-way (along roads or sidewalks).

Fire Permit - \$66 Required if there will be use of fire pit, barbeque or other heated cooking surface, outdoor heaters, and/or if there will be any air supported temporary membrane structure or tent having an area in excess of 200 sq. ft. and canopies in excess of 400 sq. ft. See the Client Assistance Memo at the end of this guide for requirements on tents, canopies and membrane structures.

Security / Off-Duty Officers - The Chief of Police may require traffic control or additional on-site security. If these law enforcement functions cannot be handled by the sponsor, and the use of additional police personnel are required, the permittee shall be responsible for the expense.

FIRE PIT/OPEN FLAME

PERMITS

A Fire Code Permit is required for any open flames. Permit applications must be submitted along with a detailed site map and description of proposed fire. See the Site Map section for requirements.

STAFFING

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

EXTINGUISHER

One portable fire extinguisher must accompany each open flame. 2A10BC minimum rating.

FIRST AID/SAFETY PLAN

It's important for everyone to know what the plan is in the event of a medical emergency. Applicants should provide detailed information regarding the emergency medical provisions on their Special Event Application.

FOOD

COOKING

At booths or food trucks where cooking will take place, one fire extinguisher with a minimum rating of 2A10BC is required.

DEEP FAT FRYING AND SOLID FUEL COOKING APPLIANCES

At booths or food trucks with deep-fat fryers, or solid fuel cooking appliances, a UL listed Class K fire extinguisher is required.

No fats, oils, or grease (F.O.G.) shall be discharged in excess of 100 parts per million = 1 teaspoon per 13 gallons of water to the sewers.

Any food particles that have not been properly shredded so that 100% will pass a 3/8-inch sieve and 75% will pass a 1/4 inch sieve are prohibited.

In addition, the disposal of charcoal, grease and other debris associated with food vendors should not be dumped in waste receptacles or restroom facilities.

PROPANE

Flammable or combustible liquids and LP gas shall not be stored in the tent nor less than 10 feet from the tent.

SEWER DISCHARGE

Vendors are required to remove their own fats, oils, and grease. Events will be fined and charged for cleaning costs associated with illegal disposal of fats, oils, and grease. Discharge of polluting matter in waters is prohibited. **RCW 90.48.080, GHMC 13.30.060**

HEALTH DEPARTMENT

It is the Permit Holder's responsibility to ensure all activities associated with the preparation and dispensing of food/beverages meet all applicable codes and laws. Applicants must contact the Pierce County Health Department if food will be available at the event. Written documentation must be filed with the City showing requirements have been met prior to the event start date.

Contact Pierce County Health Department at 253-798-6500.

INSURANCE & ENDORSEMENT

The applicant shall submit proof of liability insurance naming the City of Gig Harbor as an additional insured by endorsement. Coverage shall remain in force throughout the event. The insurance shall be written on an occurrence form by an insurance company with a minimum A.M. Best rating of A-VII.

The policy shall have primary coverage limits of at least: \$1,000,000 Commercial General Liability (per occurrence), \$2,000,000 annual aggregate. \$1,000,000 Products per occurrence (if food and/or beverage vending is part of the event); \$1,000,000 Personal and Advertising Injury, \$50,000 each occurrence; \$1,000,000 Fire Legal Liability; and \$1,000,000 Damage to premises. Liquor liability coverage with a minimum of \$1,000,000 is required for events where alcohol is served. Additional permitting may be required where alcohol is served.

Final permits will not be issued until all insurance requirements have been received, verified, and approved.

NEIGHBORHOOD NOTIFICATION

All events require some degree of public notification. The public notification process is intended to help mitigate impacts to the community. Administration will determine what extent of community outreach is required for each event and will contact the Event Organizer with further instructions and notification requirements.

A Neighborhood Notification form must be completed at least two weeks prior to events that cause detours, road closures, and/or minimizes pedestrian access to businesses. The Event Organizer is required to notify affected businesses and residents of potential impacts, provide them with the name of the event, date, and times of impact, and obtain their signature on the Neighborhood Notification form.

The completed form must be submitted to the City of Gig Harbor at least two weeks prior to the event date. Email to wises@cityofgigharbor.net or hand deliver to Shawna Wise.

PARK FACILITIES

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 on any park grass areas.
3. Owners must keep animals on leash or restrained at all times and remove waste immediately.
4. Park facilities will be inspected before and after each event. Permit Holders will be responsible for any damage or additional clean-up required by City staff.

PERMITS

The Special Event Permit may condition the issuance of event permits 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. Permits are typically issued the week of the event. A copy of the permit shall be on site for the duration 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.

ROUTE MAP

Route maps are required for any runs, races, parades. 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. Race Route(s)
4. Arrows indicating which direction the participants travel & on which side of the street
5. Route monitor posts
6. Water stations
7. Signage locations
8. First aid stations
9. Restricted parking areas

SECURITY

Events which anticipate a large number of attendees or have special circumstances (e.g. alcohol service, traffic control, etc.) may be required to have off-duty Gig Harbor police officers on site. When required, arrangements will be made through the City and paid for by the Permit Holder. The Event Organizer will be notified if off-duty officers are required.

SIGNS

Permits are required for any signs/a-boards posted in the right-of-way (along roads, sidewalks, etc) as well as for any banners/balloon arches posted on site on the day of the event. Any sign found in violation may be removed and discarded by Code Enforcement.

A-Boards / Sandwich Boards

An Encroachment Permit (\$30 fee) is required when sandwich boards/A-boards will be placed in the public right of way (along roads, sidewalks, etc.). If approved, up to five sandwich board signs (no more than 6 square feet per side) are allowed within the City limits. The signs must be placed out of the natural walking path. Sign locations must be noted on the Site Map submitted with the special event application. Signs placed in the "natural walking path" will be removed by City staff.

Banners and/or Balloon Arches

On premise signs are signs located on the same parcel as the event or business to which they relate. The two types of temporary on site signs permitted are banner and balloon signs. A Temporary Sign Permit (no fee) is required. See the *Temporary Sign Permit Client Assistance Memo* at the end of this guide for banner/balloon arch requirements.

Window Signs / Posters

A permit is not required to display signs in the windows of a building, however you must have permission of the building owner. Advertising a public event may be displayed for a maximum duration starting one month prior to the event and ending 5 days following the event.

Other Temporary Signs

Temporary event signs (other than sandwich boards/A-boards) 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. A maximum of 1 sign is allowed per block.

No fees are required for the placement of temporary event signs in public rights-of-way, however, the Event Organizer must submit a complete sign plan which includes type of sign/materials, dimensions, sample of art/text.

Temporary event signs may be placed:

- On private property with the property owner's written permission;
- 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
- On landscaped strips between sidewalks and paved roads which are not adjacent to parks or other public property.

Temporary events signs may NOT be placed:

- 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;
- On sidewalks or paved roadway surfaces, including where temporary traffic control signage is required;
- In public parks;
- In fire lanes or within three feet of a fire hydrant; or
- Attached to utility poles, street furniture, utility vaults or street trees.

SITE MAP

GENERAL SITE MAP

All events are required to submit a detailed 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. Major Street names
4. 20' emergency access lane - A 20' emergency access lane to structures and fire protection systems must be maintained at all times from set-up to break-down
5. Road closures/traffic control devices (i.e. restricted parking, road closed barricades, directional signage, etc.)
6. Equipment including, but not limited to: beer/wine gardens, bleachers, cooking units, dumpsters, emergency exits, fencing, first aid facilities, generators, performance stages, portable toilets, staging areas, tents/canopies/inflatables (including measurements), vehicle displays, heaters, etc.
7. Signage/a-boards
8. Include a legend and dimensions of all temporary structures

BEER/WINE GARDEN SITE MAP

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

1. Name of park/facility
2. Garden dimensions
3. Entrances & exits

4. Garden is required to have 6' high chain link or 42" high picket fencing (see Alcohol for details)
5. 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, heaters, etc.

TENTS / CANOPIES / BOUNCY TOYS

Fire Code Permits are required to erect any air supported temporary membrane structure or tent having an excess of 200 square feet and canopies in excess of 400 square feet.

See the *Tents, Canopies, and Membrane Structures Client Assistance Memo* at the end of this guide for exceptions.

VEHICLE DISPLAYS

Event vehicles should be located on roadways and may not be displayed, parked or driven on sidewalks, pathways, or lawn areas.

VENDORS

Issuance of an 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. All vendors must have a UBI# and are required to report their sales tax to tax #2789.

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.

All vendor locations (tents, booths, tables, food trucks) must be noted on the site map. They may not block any sidewalks or driveways or park on any City grass. A separate page with a list of vendors and their UBI#'s is also required.

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.

The following guidelines should be communicated to volunteers:

ALL VOLUNTEERS

- Appearing for service under the influence of alcohol or illegal drugs is prohibited.
- 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.
- Volunteers working in public right-of-way must be 16 years of age or older.