

# Special Events Permitting Guide

2018

CITY OF  
**Oak Harbor**  
WHIDBEY ISLAND, WASHINGTON



# Dear Special Events Organizers,

*Thank you for your interest in hosting an event in the City of Oak Harbor! Whether you are planning a family reunion on the scenic waterfront at Catalina Park, or requesting to close Pioneer Way for a festival with thousands of attendees, we are pleased that you have chosen Oak Harbor as your destination. The following guide will help you with the planning stages of your event. Please contact Special Events Permitting in the Development Services Department at City Hall with any questions that may arise during this process.*

*City staff looks forward to working with you to make your event a success, and we appreciate your cooperation with our policies to this end. If you are a long time resident or new to Oak Harbor, we hope that you enjoy all this City has to offer.*

*Sincerely,*

*Robert T. Severns  
Mayor*



## SPECIAL EVENT PERMIT APPLICATION

The City of Oak Harbor Special Event Permit Application is available online at [surveymonkey.com/r/OakHarborSpecialEvents](https://surveymonkey.com/r/OakHarborSpecialEvents). You will need to complete and submit the application form online. Once you have submitted the application form online, you will be emailed an invoice so that you can remit payment of the \$50.00 Application Fee to the Utilities office, via cash, check, or credit card. The additional required documentation, forms, and related fees as listed in the Sections included in this guide can be submitted in person, via mail, or via high-resolution scan to:

City of Oak Harbor  
Attn: Special Events Permitting  
865 SE Barrington Drive  
Oak Harbor, WA 98277  
[specialevents@oakharbor.org](mailto:specialevents@oakharbor.org)

The following guide will help answer questions as you plan your event. Please be sure to review the entire guide thoroughly, as agreement to abide by the contents of this guide will be a part of the Conditions of Approval when your permit is issued.

### Contents of this guide:

Section A: Insurance Requirements  
Section B: Hold Harmless Agreement  
Section C: Event / Site / Route Map  
Section D: Parks Reservation System  
Section E: Alcohol Sales / Consumption  
Section F: Amusement Ride: Inflatable  
Section G: Professional Carnivals  
Section H: Fireworks / Pyrotechnics Display  
Section I: Food Sales / Consumption  
Section J: Hydrant Meter Permit  
Section K: Portable Toilets  
Section L: Tents over 400 square feet  
Section M: Electronic Message Sign  
Section N: Environment Impacts  
Section O: Solid Waste Disposal / Recycling  
Section P: Safety Plan  
Section Q: Neighborhood Notification  
Section R: Street Closure Guidelines

## PLANNING MEETING

Once we have received your Special Event Application Form and required documentation, your application will be routed to the necessary City departments involved. If a planning meeting is necessary for your event, you will be contacted with a date for your meeting, to take place at City Hall during regular business hours.

## CONDITIONS OF APPROVAL

Once your Special Event Permit Application has been approved, you will be sent a letter from the City Administrator's office which will include the Conditions of Approval for your event. You will be required to sign the Conditions of Approval prior to your event.

## OTHER PERMITS REQUIRED

Depending on the features of your event, you may be required to obtain other permits from such agencies as the Washington State Liquor and Cannabis Board (WSLCB), Island County Health Department, and the Oak Harbor Fire Department/Fire Marshal. Information on these additional permit requirements is listed in the Sections that follow. You may be required to provide the City of Oak Harbor with other permits obtained prior to the approval of your Special Event Permit, as indicated in each Section.

## GENERAL REMINDERS

Please remember that a Special Event Permit does not automatically create exemptions from the Oak Harbor Municipal Code. Below are a few reminders of codes related to Special Events. Click on the hyperlinked code reference to access the online code.

- Parades, Athletic Events and Other Special Events (OHMC Chapter 5.50): This is the portion of the code that deals specifically with Special Events.
- Temporary and Special Signs (OHMC Section 19.36.080): Please remember that any signage you place in the City to advertise your event is subject to the temporary sign code. If your Special Event includes a closure of SE Pioneer Way, you may request permission to attach banners for the duration of your event. Specifications will be made in your Conditions of Approval.
- Sale of beer, wine and/or liquor in city parks (OHMC Section 6.12.080): No alcohol may be sold or consumed in City parks, with the exception of a permit issued as a part of a Special Event, see Section E. If you would like to have alcohol as a part of your event, please plan ahead as permitting through the Washington State Liquor and Cannabis Control Board takes time.
- Park facility reservation system (OHMC Section 6.12.095): Applying for a Special Event Permit does not alter the provisions of this chapter. You are encouraged to make your facility reservations early as they are first-come-first-served. You may make a facility reservation prior to submitting your Special Event Permit Application; however please keep in mind that reservation fees are non-refundable. Please see Section F and accompanying form.

## SECTION A: INSURANCE REQUIREMENTS

The appropriate insurance documentation must be submitted with your Special Event Permit Application. In addition, Permittee will be responsible for any damage to the event site property, City facilities and equipment.

All events (with the exception of those protected by the First and Fourteenth Amendments of the US Constitution) meet minimum insurance

requirements. Depending on the features of your event, additional insurance may be required. There is a worksheet included with the Forms at the back of this guide to help you determine the types and amounts of insurance that may be required.

### **Proof of insurance:**

You must obtain and provide proof of insurance required for your event. You will be asked to provide a Certificate of Liability Insurance evidencing the types and amounts of insurance required, accompanied by proof that the City of Oak Harbor is an additional insured, using ISO Form CG 20 12 or coverage at least as broad. Your liability insurance must be in effect during all set-up and tear-down dates and times.

Following are types of insurance that may be required. Please refer to the Insurance Worksheet form for minimum amount requirements. Please note that depending on the features of your event, additional types of insurance and/or higher limits may be required, as determined by the City Attorney.

- Commercial General Liability insurance naming the City of Oak Harbor as an additional insured using ISO form CG 20 12.

### **Events with alcohol:**

If your event will include alcohol service, you must obtain additional liquor liability insurance.

### **Events with fireworks:**

If your event involves a professional fireworks demonstration, you must require the pyrotechnician to provide liability insurance naming the City as an additional insured.

### **Events with inflatables / amusement rides on City property:**

If your event involves inflatables, such as bouncy houses, human hamster balls, etc., or professional amusement rides on City property, the professional amusement vendor must have liability insurance that names the City as an additional insured.

**Food service vendors involved with your event:**

If your event involves food service vendors, it is your responsibility to ensure the vendors have the proper insurance requirements for mobile food vendor service, such as liability insurance with products/completed operations coverage.

**Vehicles involved with your event:**

Any and all vehicles associated with your event, including but not limited to vehicles driving into parks to deliver goods, vehicles driving in parades, etc. must have auto liability insurance. As the event organizer, it is your responsibility to ensure that any and all vehicles associated with your event are compliant with these insurance requirements.

**Purchasing event insurance:**

You are encouraged to contact your insurance provider to arrange coverage for your Special Event. Your provider may email the electronic version of the required certificate and accompanying ISO Form CG 20 12 directly to [specialevents@oakharbor.org](mailto:specialevents@oakharbor.org).

Depending on the features of your event, you may be able to purchase event insurance through the Tenant User Liability Insurance Policy (TULIP) through One Beacon Entertainment. If you are interested in purchasing TULIP, please contact Special Events Permitting prior to purchasing the insurance, as there are many exemptions, including any type of ride / inflatable, involvement of water, events over 5,000 attendees, etc. If your event qualifies and you are interested in purchasing TULIP coverage, the following instructions will assist you in obtaining a quote and purchasing insurance:

1. Access the website at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)
2. Under TULIP - Event Insurance click on the "Purchase or Quote" button.
3. Enter the Venue ID Code into the two boxes. If you do not know the Venue ID Code, type the location name into the "Search for your venue" field, then click the magnifying glass.

Or, to see all locations type in "Washington Cities Insurance Authority" into the search field. Select the location from the second dropdown list.

4. Answer questions about the event.
5. Click on "Get Quote" for the cost of the insurance.
6. To purchase insurance fill in the contact information for the tenant user and the insurance policy (the individual purchasing the coverage).
7. Review that the information has been filled out correctly.
8. Click the Agree and Accept boxes (after viewing the Refund Policy and Insurance Contract) and then click complete.
9. Review the summary of coverage and charges and then click Purchase Coverage.
10. Fill out the payment information and click Submit Payment.
11. Once the payment clears you will be emailed an insurance certificate.
12. If you have any questions regarding purchasing insurance online you may contact OneBeacon Entertainment / Entertainment Brokers International Customer Service at 1-800-507-8414.

**SECTION B: INDEMNIFICATION / HOLD HARMLESS AGREEMENT**

In order to complete the Special Event Permit Application, you must submit the notarized Indemnification/Hold Harmless Agreement. Notaries are available free of charge at City Hall. If you are paying in person at City Hall, you are encouraged to bring the Indemnification/Hold Harmless agreement with your payment and complete the notary onsite. See attached *Indemnification/Hold Harmless Agreement*. The person signing the Hold Harmless Agreement must be 18 years of age or older, an authorized representative of the organization, and must be the same person who signs the Conditions of Approval when your Special Event Permit is issued.

## SECTION C: EVENT / SITE / ROUTE MAP

For events that include any type of food vendor setup, beer garden, street closure, race route, etc., a map is required. If you are submitting a map similar to a previous year's event, please be sure it is properly updated. Please do not submit an illegible copy of another map. If you need assistance generating a map, please contact the Special Events Permitting Coordinator.

If you are having a built stage, fenced area, tent over 400 square feet, portable toilets, additional parking, etc., this must be documented on your site map. This will allow the Fire Department and Building Department to review for compliance with ADA laws, ingress/egress requirements, etc.

## SECTION D: PARKS RESERVATION SYSTEM

The Parks reservation system is governed by [OHMC Section 6.12.095](#). If your Special Event is taking place at a parks facility, you are required to make a reservation and pay the \$25.00 reservation fee. You may make the parks facility reservation in advance of submitting your Special Event Permit Application. The facility fee is \$25.00 per day and is non-refundable. See attached *City Parks Facility Reservation Form*.

- A reserved sign with your party's name will be posted on the facility you have requested. If you need access to the facility (for decorating purposes) prior to the date you have reserved, you must reserve the facility for the additional date(s).
- Check-out time is 10:00 PM.
- Please make sure to lock the facility when you leave by pressing the lock button on the keypad.
- The City of Oak Harbor reserves the right to assess an additional cleanup fee and/or repair fee if the facility is damaged and/or not left in an acceptable manner.

## SECTION E: ALCOHOL SALES / CONSUMPTION

The City, along with the Washington State Liquor and 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 and 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](http://www.liq.wa.gov) for additional information. A copy of the permit must be filed with the City before your Special Event Permit can be issued.

### **Liquor Liability Insurance:**

If your event will include alcohol service, you must obtain additional liquor liability insurance, naming the City as an additional insured.

### **Site Map:**

Applicants must submit a beer garden site map. Plans are reviewed by Fire Department for assembly, occupancy, access, emergency egress and other approvals and permits. See Section C.

### **Beer Garden Operations:**

Alcohol sales, service, and consumption must be confined to designated location(s). Beer gardens must be separately fenced and have only one controlled public entrance with an additional exit only point.

Permit Holders must comply with the following conditions:

1. The sale, service and consumption of alcohol may occur between 8:00 a.m. and 10:00 p.m.

2. Hard 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 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.

## SECTION F: AMUSEMENT RIDE: INFLATABLE

An amusement ride includes any type of inflatable (i.e. bouncy house, human hamster ball, etc.), or any other type of ride / portable play apparatus, all of which are hereinafter referred to as "ride", both on City property, and outside City property as a part of a Special Event.

If you are planning to have a ride on City property, such as a bouncy house in a City park, even if you are planning on having less than 50 people at your event, you must obtain a Special Event Permit.

The City has the following requirements for all rides on City property or on private property as part of a Special Event:

1. The **ride** itself must be licensed through L&I and marked with the appropriate L&I inspection decal.
2. The **vendor** supplying the ride must be an L&I certified amusement ride operator (L&I website has a list of approved vendors).
3. The ride **operator** must be an employee of the vendor supplying the ride.  
*This means that you cannot rent a ride from a vendor and have adult volunteers operate the ride. The ride must be setup, operated by, and torn down by the vendor's staff member.*

If the ride is placed on City property, you must also provide the following:

- The **vendor's** certificate of insurance verifying the vendor's Commercial General Liability insurance naming the City as additional insured, with the following minimum limits:
  - a. Per Occurrence Limit: \$1 Million
  - b. General Aggregate Limit: \$2 Million

**\*\*This insurance from the vendor is in addition to the insurance that you must provide for your event (as explained in Section A).**

If your ride is going to be in a City Park, after we receive the above information, we will contact you regarding where the vendor can set up and operate the ride.

To view L&I licensing information, please visit: <http://www.lni.wa.gov/TradesLicensing/Electrical/AmuseRide/PermitInspect.asp>.

## **SECTION G: PROFESSIONAL CARNIVALS**

If your event includes carnival / amusement rides, you must meet the requirements above in Section F. Your event will also be subject to the Daily Carnival Fee as established by the City's Master Fee Schedule. This fee should be submitted with payment of your Special Event Permit Application fee.

## **SECTION H: FIREWORKS / PYROTECHNICS DISPLAY**

If your event will include Fireworks / Pyrotechnics Display, an additional permit is required from the City of Oak Harbor Fire Department with a fee determined by the Master Fee Schedule. You must remit payment of this fee and obtain the necessary permit from the Fire Department prior to approval of your Special Event Permit. As listed in Section A: Insurance, you will also be required to provide fireworks insurance.

## **SECTION I: FOOD SALES / FOOD CONSUMPTION**

The service of food at an event involves various permitting, licensing, and insurance. The following information will assist you with ensuring that your food vendors are compliant for your event.

As with any vendor selling any goods in the City of Oak Harbor, a food vendor must obtain a business license to operate here, even if it is for a one-day event. Business licenses can be obtained from the Finance Department, Utilities Office at City Hall. Information on City business licenses can be found on our website at <https://www.oakharbor.org/page.cfm?pageId=286>.

The main governing agencies for temporary and mobile food service are Island County Public Health, Washington State Department of Health, and Washington State Department of Labor and Industries.

For links to information on temporary and mobile food vendor regulations please visit the Island County Environmental Health page at <https://www.islandcountywa.gov/Health/EH/Pages/Documents.aspx>.

For information on food worker cards, please visit Washington State Department of Health at <https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard>.

For information on food truck and mobile food vendor licensing, please visit Washington State Department of Labor and Industries at <http://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/>.

As the event organizer, you are responsible to account for all the required documentation from your food vendors, including but not limited to their City business license; food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage. You must provide a list of all of the food vendors associated with your event to Island County Public Health, c/o Sally Waters, [SallyW@co.island.wa.us](mailto:SallyW@co.island.wa.us), prior to your event. Your vendors may be inspected by Island County Public Health and by the City of Oak Harbor Fire Department.



If your event does not have food vendors but you are selling concessions or otherwise providing food to the public, you still must obtain the necessary permits.

If your event includes restaurants extending their service onto a temporary patio setup, the restaurant will be required to obtain a Temporary Use Permit separate from your Special Event Permit. The Temporary Use Permit can be obtained from the Development Services Department, please indicate to the Special Events Permitting Coordinator that the restaurant will be participating in your event.

As a part of your Conditions of Approval, you will be required to provide your vendors a letter from our Storm Water/Waste Water Compliance Inspector/Educator related to grease disposal, preventing storm drain spills, not dumping grey water, etc. More information can be found in Section N: Environment Impact below.

## **SECTION J: HYDRANT METER PERMIT**

If your event requests the use of water from one or more hydrant meters, you will need to submit the Hydrant Meter Permit and accompanying Use Agreement. The Hydrant Meter Use Agreement holds you, as the event organizer, liable for all of the associated Hydrant Meter Permit fees, water usage from the meter, as well as any damage that might occur during your event to the meter or the hydrant itself. By signing the Use Agreement, you are agreeing to remit payment for all of the fees and any damage after the conclusion of your event. You will receive an invoice from our Finance Department approximately one week after the conclusion of your event, with payment to be remitted upon receipt of the invoice.

## **SECTION K: PORTABLE TOILETS**

The provision of restroom facilities at any event is governed by the American with Disabilities Act. If you are adding portable toilets to an area with existing restroom facilities, or placing them in an area where there are no regular facilities, you must comply with the ADA requirements for number of handicap accessible toilets.

The ADA requires at least 1 accessible unit per cluster up to 20 units, or 25% of the total number of units with at least 1 per cluster. If your event will have only 1 unit, it must be ADA accessible. You will be required to provide an event map with the location of your portable toilets and which units are ADA accessible as a part of your application.

## **SECTION L: TENTS OVER 400 SQUARE FEET**

If your event includes a tent over 400 square feet, you will be required to obtain an additional permit from the Fire Department.

## **SECTION M: ELECTRONIC MESSAGE SIGN**

If you would like to request the use of the electronic message sign for your event, you must submit the *Electronic Message Sign Application*. The use of the electronic message sign is governed by RCW 67.28 and may only be used for those events and activities initiated with intent of promoting tourism, as the sign was purchased with tourism promotion funds. You must be able to substantiate how your event will draw tourists from off-island.

## **SECTION N: ENVIRONMENTAL IMPACT**

Due to Oak Harbor’s unique location and direct impact on the waters of the Puget Sound, it is necessary to be mindful of environmental impacts that can arise from Special Events. This includes grease created from the cooking of food; oil and gasoline from car shows and boat races; etc. If you are having food vendors at your event, you will be required to ensure your vendors comply with proper disposal methods. If you are organizing an event with vehicles or vessels involved you may have special Conditions of Approval. The Washington State Department of Ecology takes storm drain pollution and spills very seriously and as such your Conditions of Approval will reflect prevention measures required by the City.

## **SECTION O: SOLID WASTE DISPOSAL / RECYCLING**

Depending on the size and type of your event, additional solid waste disposal / recycling capacity may be required. If you need to hire additional dumpster(s), you must submit the *Island Disposal Dumpster Form* and remit the associated fees.

## **SECTION P: SAFETY PLAN**

It is necessary to be mindful of a safety plan for your event. For larger events, the minimum number of crowd managers shall be established at a ratio of one crowd manager for every 250 persons per the International Fire Code. Crowd managers should be trained, uniformed, adult volunteers. Depending on the size and features of your event, you may be required to submit a formal Safety Plan to the Fire Department. This will be determined at the planning meeting for your event, if necessary.

## **SECTION Q: NEIGHBORHOOD NOTIFICATION**

Event organizers must notify neighbors and businesses within 500 ft. of the event, (if applicable) at least two (2) weeks prior to the event. Notification should be in writing (email is acceptable) and include times when traffic/parking and/or noise may be affected in the area. Signature of your Conditions of Approval indicates you have completed the neighborhood notification and can provide copies of the notification and physical / email addresses where sent if requested.

## **SECTION R: STREET CLOSURE GUIDELINES**

If your event will include a street closure, a planning meeting will be necessary. You will be provided with specific requirements as part of your Conditions of Approval; please note the following guidelines will apply to all street closures:

- No paint may be used on any City sidewalk or street.
- Your planning meeting will determine what signs, cones, and barricades you will be provided for your event.
- Only Public Works staff and Police Department staff are authorized to close a street.
- Once barricades are in place, they cannot be moved unless directed by City staff and / or the Police Department.
- Street closures require advance “No Parking Notice”; once “No Parking Signs” have been placed by City staff, they cannot be altered by the event organizer.
- The neighborhood notification (Section Q) must specify the area of the street being closed and the event organizer must ensure affected residents are properly notified.

## CONCLUSION

Thank you for your time in reading this Guide; we hope it will prove useful in planning your event. Please be sure to contact the Special Events Permitting Coordinator throughout the application process. While you may have direct contact emails for specific staff members involved with your event, please direct your correspondence to the Coordinator so that there will be one point of contact. This will help ensure that City staff and your event team is on the same page.

For larger events, in addition to the Conditions of Approval, you will also be provided with a Contact List for City staff who are on duty or on call during the time your event takes place.

The following is a list of forms referenced in the Sections in this guide. These forms and any associated fee(s) should be submitted in conjunction with your Special Event Permit Application.

*We are excited you have decided to host your event in the City of Oak Harbor and we look forward to working with you!*

## LIST OF ENCLOSED FORMS

The following forms are marked associated with their corresponding Sections in this Guide (note: not every Section has a corresponding Form).

- [Insurance Worksheet](#) (Section A)
- [Indemnification/Hold Harmless Agreement](#) (Section B)
- [Parks Facility Reservation Form](#) (Section D)
- [Hydrant Meter Permit/Use Agreement](#) (Section J)
- [Electronic Message Sign Application](#) (Section M)
- [Island Disposal Dumpster Form](#) (Section O)

## Special Events Permitting Insurance Worksheet (see Guide, Section A)

*This worksheet is meant to accompany the information in the Special Events Permitting Guide, Section A: Insurance. This does not need to be submitted, but is a tool to help organizers ensure they meet the MINIMUM insurance requirements, types, and amounts. The requirements for your event may be determined to be higher, depending on the features, at the discretion of the City Attorney.*

**All events are required to have Commercial General Liability insurance with coverage at least as broad as ISO occurrence form CG 00 01, in the following minimum amounts:**

- \$1 Million Per Occurrence
- \$2 Million General Aggregate
- \$1 Million Products – Completed Operations Aggregate
- Event Name and Event Dates (including set-up and tear-down dates)
- City of Oak Harbor, address: 865 SE Barrington Drive, Oak Harbor, WA, 98277
- City as Additional Insured, with coverage at least as broad as ISO form CG 20 12

**Events with alcohol (in addition to above):**

- \$1 to \$5 Million Liquor Liability coverage, naming the City of Oak Harbor as an additional insured. Either the event coordinator or the alcohol provider/server can provide this coverage

**Events with fireworks (in addition to above):**

- \$1 to \$5 Million Liability coverage, naming the City of Oak Harbor as an additional insured, provided by the professional pyrotechnic vendor

**Events with Rides / Inflatables / Carnivals on City Property (in addition to above):**

- Minimum \$1 Million Commercial General Liability insurance, naming the City of Oak Harbor as an additional insured, provided by the professional amusement ride vendor

**Events with sporting events (in addition to above):**

- Minimum \$1 Million participant liability coverage

**Events with parades and autos (in addition to above):**

- Permittee must require and ensure that every vehicle parade entrant have auto liability insurance. All other vehicles associated with any special event must have auto liability insurance, as required by State law

**Events with food vendors (in addition to above):**

- Minimum \$1 Million General Liability Insurance, including Products/Completed Operations coverage. Permittee is responsible to require this coverage from each food vendor

**Other types and amounts of insurance may be required, as determined by the City Attorney**

City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor, WA 98277  
[www.oakharbor.org](http://www.oakharbor.org)



Development Services Department  
Special Events Permitting Coordinator  
Phone: 360-279-4512  
[specialevents@oakharbor.org](mailto:specialevents@oakharbor.org)

## Special Events Permitting Indemnification/Hold Harmless Agreement

WHEREAS, \_\_\_\_\_ (“Permittee”) has applied for a Special Event Permit under City Ordinance codified at OHMC Section 5.50;

NOW, THEREFORE, Permittee shall defend, indemnify and hold harmless the City of Oak Harbor, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/User, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

STATE OF WASHINGTON     )  
  ) ss:  
COUNTY OF ISLAND     )

I certify that I know of have satisfactory evidence that \_\_\_\_\_ (name of signer) is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_ (type of authority, e.g., officer, trustee, etc.) of \_\_\_\_\_ (name of party on behalf of whom instrument was executed) to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Print Name: \_\_\_\_\_

NOTARY PUBLIC in and for the State of Washington,  
Residing in \_\_\_\_\_

Commission expires: \_\_\_\_\_



## CITY PARKS Facility Reservation Form

Today's date \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone number \_\_\_\_\_

EVENT \_\_\_\_\_

Number of Participants \_\_\_\_\_

**(Name for reservation SIGN)**

Billing Address \_\_\_\_\_

Day/Date/Time of reservation \_\_\_\_\_

<b>Windjammer Park</b>	<b>Ft. Nugent Park</b>	<b>Flintstone Park</b>	<b>Smith Park</b>	<b>Catalina Park</b>
West Kitchen A* <input type="checkbox"/>	Shelter 1 <input type="checkbox"/>	Shelter <input type="checkbox"/>	Gazebo <input type="checkbox"/>	Gazebo <input type="checkbox"/>
West Kitchen B* <input type="checkbox"/>	Shelter 2 <input type="checkbox"/>			
West Kitchen C* <input type="checkbox"/>	<b>*Due to Windjammer Park Phase 1 improvements, there will be NO facilities available beginning in MAY 2018. You may book the facilities through April.</b>			
Gazebo D* <input type="checkbox"/>				
Canopy E* <input type="checkbox"/>				

### Facility Usage Rules

- If you will be bringing in party canopies (such as 10x10 pop-up tents), they must be placed in designated areas and stakes must be less than 6 inches so as not to interfere with irrigation.
- **The facility fee is \$25.00 per day and is non-refundable.**
- **A reserved sign with your party's name** will be posted on the facility you have requested. If you need access to the facility (for decorating purposes) prior to the date you have reserved, you must reserve the facility for the additional date(s).
- If a bollard key is required for vehicle access, measures must be taken to ensure that only authorized vehicles are allowed past the bollard, and that the bollard is immediately replaced.
- If it is necessary to drive a vehicle(s) into the park to deliver supplies, please do so on the asphalt pathways only. **All vehicles must be returned to the parking area after unloading.** No vehicles should be left unattended in the park. The City of Oak Harbor reserves the right to assess charges to repair damage resulting from vehicles driven across park grounds.
- Do not leave personal belongings unattended in the facility. The City of Oak Harbor is not responsible for damage to, or theft of, personal property. Remove all food, dishes, decorations etc. brought in for the event. Place trash in nearby receptacles. Wipe counters, sink and any spills on the floor.
- **Check-out time is 10:00 PM.**
- Please make sure to lock the facility when you leave by pressing the lock button on the keypad.
- **The City of Oak Harbor reserves the right to assess an additional cleanup fee and/or repair fee if the facility is damaged and/or not left in an acceptable manner.**
- **ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN CITY PARKS PER OHMC 6.12.080.**
- Please contact the Utilities Office the week prior to your event for your access code if you have rented a locking facility.

### Special Events Qualifiers

If any of the below apply to your event, you will be required to obtain a Special Event Permit (see Guide for more details).

- |   |   |
|---|---|
| <input type="checkbox"/> Amplified Sound (announcements / music)    | <input type="checkbox"/> Beer Garden                        |
| <input type="checkbox"/> Amusement Ride / Inflatable / Bouncy House | <input type="checkbox"/> Sale of any Goods / Services       |
| <input type="checkbox"/> Animal Show / Petting Zoo                  | <input type="checkbox"/> Stage                              |
| <input type="checkbox"/> Food / Concessions for Sale                | <input type="checkbox"/> Tents greater than 400 square feet |
| <input type="checkbox"/> Food / Concessions provided to the Public  | <input type="checkbox"/> Over 50 People in a Park           |

Signature \_\_\_\_\_

**City Hall Utilities Office 360-279-4530 • Office Hours 8:00 a.m. - 5:00 p.m. • After Hours Call ICOM 360-679-9567**

**If any issues arise that impede your use of the facility, call ICOM at 360-679-9567 for assistance.**

865 SE Barrington Drive, Oak Harbor, WA 98277

# HYDRANT USE PERMIT

City of Oak Harbor 865 S.E. Barrington Dr. Oak Harbor, WA 98277

**(360)279-4530**

APPLICANT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

REGULAR WORKING HOURS PHONE # \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

AFTERS HOUR PHONE # \_\_\_\_\_

ADDRESS, CITY , STATE, ZIP \_\_\_\_\_

NAME OF DEVELOPMENT & LOCATION \_\_\_\_\_

You will be issued a meter to use during the time period specified below and billed at the residential rate for actual consumption. Water is to be drawn only at the approved location. A copy of this approved permit should be on site whenever water is being used.

**This permit is valid for a maximum of 30 days from the issue date.**

**There will be a rental charge of \$5.00 a day.**

No water will be used from fire hydrant until appropriate fees are paid and permit is approved.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROPOSED USE OF WATER \_\_\_\_\_

LOCATION (HYDRANT) TO BE USED TO DRAW WATER \_\_\_\_\_

DATE OF PROPOSED USE \_\_\_\_\_

ESTIMATE USE GALLONS DAILY \_\_\_\_\_

RENT PER DAY \$5.00 \_\_\_\_\_

ESTIMATE USE GALLONS TOTAL \_\_\_\_\_

METER DEPOSIT \$1000.00 \_\_\_\_\_

PERMIT FEE \$10.00 \_\_\_\_\_

TURN ON / CONNECTION FEE \$15.00 \_\_\_\_\_

BASE FEE \$26.25 \_\_\_\_\_

**NOTE:** If water is being picked-up at the Public Works facility , the deposit will be waived. There will be a turn on fee applied for every time water is used. All contractors using water form Public Works facility must pre-arrange usage though Utility Department prior to filling.

**Please call (360) 279-4530 to make arrangements.**

ISSUED METER # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

BEGINNING METER READING \_\_\_\_\_

DATE RETURNED \_\_\_\_\_

ENDING METER READING \_\_\_\_\_

INSIDE CITY LIMITS

ISSUED/APPROVED BY \_\_\_\_\_

OUTSIDE CITY LIMITS (X 1 1/2)

DATE \_\_\_\_\_

City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor, WA 98277  
[www.oakharbor.org](http://www.oakharbor.org)



Development Services Department  
Special Events Permitting Coordinator  
Phone: 360-279-4512  
[specialevents@oakharbor.org](mailto:specialevents@oakharbor.org)

## Special Events Permitting Hydrant Meter Use Agreement

This form will accompany the Hydrant Meter Permit Form for a special event. Both forms should be submitted to the Special Events Permitting Coordinator, who will then route the forms to the appropriate departments.

Event Name: \_\_\_\_\_

Event Date(s): \_\_ / \_\_ / \_\_ to \_\_ / \_\_ / \_\_

Email Address to receive invoice: \_\_\_\_\_

**By signing below, as an authorized representative of the above event, I agree that I am liable for all of the associated Hydrant Meter Permit fees, including but not limited to the daily rental fee, permit fee, turn on / connection fee, base fee, water usage for the duration of the permit, as well as any damage that might occur during said event to the meter or the hydrant itself. By signing this Use Agreement, I am agreeing to remit payment for all of the fees and any damage after the conclusion of said event. I understand that I will receive an invoice from our Finance Department approximately one week after the conclusion of said event, with payment to be remitted upon receipt of the invoice.**

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_





## ELECTRONIC MESSAGE SIGN

### APPLICATION

#### Rules and Regulations

1. Requests must be received at least 2 weeks prior to the date you wish the message posted. In order to ensure consideration of application, please submit by 2 week deadline.
2. Applications must include digital files for the organization and the event. Formats accepted are .jpg and .bmp files only.
3. Digital messages will be displayed for no longer than 4 weeks duration. Duration may be limited further, at the City's discretion, if too many requests are made during a certain period.
4. Under State law, use of the Electronic Message Sign may only be used for those events and activities initiated with intent of promoting tourism, as the sign was purchased with tourism promotion funds (See Revised Code of Washington 67.28).
5. The City Administration, or its designee, shall have sole authority to approve or deny applications, including requested dates and locations.

Contact Person:		Telephone:
Organization Name:		Email Contact:
Address:	City:	State:
Type of Organization:	Date of Event:	Tax Exempt Number:

Message Wording:

1. Event Name:
2. Date and Time to Begin and End Message:
3. Location of Event:

**Agreement for Use:**  
 I have read and understand the electronic message sign rules and regulations and agree to abide by them. Furthermore, I am authorized to sign on behalf of (Organization) \_\_\_\_\_ and accept for them the terms and conditions as stated in this application. Being fully informed of these rules and regulations, I hold the City of Oak Harbor and its employees harmless from all claims, injuries, liabilities, damages, losses, or rights of action resulting from the use of said electronic message sign.

Signature:   Today's Date:	<i>Under RCW 67.28, <u>tourism promotion</u> includes attracting tourists for the particular event/activity who are traveling away from their place of residence or business and staying overnight in paid accommodations and/or attracting tourists for the particular event/activity who are traveling away from their place of residence or business for the day from more than fifty miles away (one way).</i>
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In the space below, please explain how your event/activity will attract tourists to Oak Harbor from outside the City. Also, please indicate how many tourists you expect your event/activity to bring to town.

**Submit completed applications to:**  
 City of Oak Harbor – Public Works Department  
**By mail:** 865 SE Barrington Drive, Oak Harbor, WA 98277      **Via email:** dmueller@oakharbor.org  
**In person:** 1400 NE 16th Avenue, Oak Harbor, WA 98277      **Questions:** 360-279-4750

**Office Use Only:**

Public Works Approval                       City Administrator Office Approval



City of Oak Harbor  
20, 30, or 40 Yard Dumpster Request Form

Person making Request: \_\_\_\_\_ Clerk taking order: \_\_\_\_\_

Name on Account: \_\_\_\_\_ Utilities Account #: \_\_\_\_\_

Service Address: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date & Time of Placement: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Lid Preference: \_\_\_\_\_ Driver's Side (As the driver backs the truck into place and the customer looks at the back of the truck, the lid opens from the driver's left side.)  
\_\_\_\_\_ Passenger's Side (As the driver backs the truck into place and the customer looks at the back of the truck, the lid opens from the passenger's right side.)  
\_\_\_\_\_ No lid preference (Quite common when lid opening does not matter.)

House Description/Directions. \_\_\_\_\_

Container Placement: \_\_\_\_\_

Non-Utility Customer with \$2000 Deposit (Island Disposal will call if customer's account nears the deposit amount. Dumpster service will be suspended and an additional deposit will be required at that time to resume service.)

Island Disposal Rates (The City of Oak Harbor will add 18.5% to these rates)

	<u>20 Yd</u>	<u>30 &amp; 40 Yd</u>	
Delivery Fee	\$109.20	\$109.20	Variable Fuel Charge
Each Pick Up	\$118.20	\$150.02	3.6% State Tax
Scale fee per Pick up	\$7.24		
Per Ton:	\$136.00 Construction Material	\$115.00 Regular Mixed Garbage	\$170.00 Oversize (6ft+)
Overweight (8Tons+)	\$26.30 per haul.		
Rent Per Day	\$5.99	Appliances \$22.50 Each	Tires \$7.50 Each

By signing this form, customer acknowledges the understanding of the fees/deposit and that should the balance on the account near the deposit amount, dumpster service will be suspended and an additional deposit will be required. For exchange or removal, customer must call Island Disposal directly at 360-678-5701

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminder: Customer must call Island Disposal at 360-678-5701 when they are ready to have the dumpster exchanged or removed. Should they have the container for longer than one month, there is a minimum of a once a month pick-up.**