



2020 FESTIVAL AND EVENT PERMIT APPLICATION

APPLICATION INFORMATION

Submit your application at least sixty (60) days before the first day of your event to allow time to reserve space and work with you for a successful event. Incomplete applications or applications submitted less than 60 days before the event will delay the review process and may result in the application not being permitted.

You need a permit to hold an outdoor community activity such as a festival, event, political rally, or parade on City of Olympia streets, property or right-of-way. **In Olympia an outdoor community activity must be sponsored by a non-profit organization registered with the Washington Secretary of State** and the activity must be open to the public for free attendance **(OMC 12.72)**.

Permits are only valid for the current calendar year, and space is not automatically reserved year to year. During spring and fall Arts Walk, the City will only permit use of property in the downtown core for activities that are a part of the larger Arts Walk event.

GENERAL EVENT INFORMATION

Event Name: _____ Event Date(s): _____

Event Start Time: _____ Event End Time: _____ (Event will only be permitted within this time period.)

Brief Description of Event:

EVENT FEATURES (Check all that Apply)

The City approves a maximum of three (3) beer garden applications per year.

- | | |
|-----------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Marathon |
| <input type="checkbox"/> Amplified Music | <input type="checkbox"/> March/Political Rally |
| <input type="checkbox"/> Animals How Many _____ | <input type="checkbox"/> Parade/Procession |
| <input type="checkbox"/> Arts/Craft Vendors How Many _____ | <input type="checkbox"/> Parking Meter(s) Reservation |
| <input type="checkbox"/> Banners/Flags | <input type="checkbox"/> Portable Restroom(s)/Sanitation |
| <input type="checkbox"/> Beer Garden | <input type="checkbox"/> Run/Walk |
| <input type="checkbox"/> Drone(s) | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Fireworks * | <input type="checkbox"/> Staging Area(s) |
| <input type="checkbox"/> Food Sales How Many Food Vendors _____ | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Inflatable(s) How Many _____ | <input type="checkbox"/> Tent(s) How Many _____ |

Carnival Rides: _____
Name and Contact Information for Carnival Provider

Other (Describe): _____

* The Fire Marshal permits the annual Capital Lakefair fireworks display in July. No other fireworks are permitted or allowed within the City of Olympia.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization must be a registered non-profit organization and attach a printout of current non-profit status from the Washington Secretary of State website as part of this application.

List different names and phone numbers for the primary, alternate, and emergency contacts.

Applicant/Organization Name: _____

Address (include city, zip): _____

Primary Contact Name: _____ Email: _____

Primary Day Phone: _____ Cell Phone During Event: _____

Alternate Contact Name: _____ Email: _____

Alternate Day Phone: _____ Cell Phone During Event: _____

Emergency Contact Name: _____ Cell Phone: _____

CITY SERVICES REQUESTED

- | | |
|-------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Banners/Flags on Street Light Poles | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Fire Marshal | <input type="checkbox"/> Barricades How Many _____ |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Cones How Many _____ |
| <input type="checkbox"/> Police/Public Safety | <input type="checkbox"/> Signs How Many _____ |
| <input type="checkbox"/> <input type="checkbox"/> Crowd Control | <input type="checkbox"/> Waste Management |
| <input type="checkbox"/> <input type="checkbox"/> Police Escort | <input type="checkbox"/> Garbage Pick-up |
| <input type="checkbox"/> <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Recycle or Compost Pick-up |
| <input type="checkbox"/> Site Preparation and Cleanup | <input type="checkbox"/> Recycle/Compost Clear Stream Containers |
| | <input type="checkbox"/> Water |

CITY SERVICES REQUESTED - RESOURCES/BILLING

- City staff will review requests and notify the primary contact about whether supplies are available as requested or whether conditions apply.
- Applicant/Organization may be billed for City overtime, utility charges, and out-of-pocket expenses related to the event.
- Depending on the nature of the event and street, property, or right-of-way requested, the City may determine that crowd and/or traffic control services are necessary even if Applicant/Organization doesn't request it.
- Applicant/Organization will be billed the cost of any barricades, cones, or signs not returned after the event.

PERMIT FEES/LICENSES

- \$50 per block per day street-closure fee for events in a fixed location.
- \$50 Community Event Business License required for events with food and/or food vendor sales.
- \$10 per day per space for reserved parking spaces.
- Reimbursement for City staff overtime for services to the event (e.g., traffic, crowd control).
- Reimbursement for City utility services at the commercial rate.
- Normal fees are waived for other City permits and inspections (e.g. fireworks permit, electrical permit, etc.)

CITY STREETS, PROPERTY, OR RIGHT-OF-WAY REQUESTED

Include the proposed street(s), property, or right-of-way locations on your event map.

Provide an event map from the City’s website at to show streets and details of the site layout including event feature icons for the location of a stage, staging area(s), signs, cones, barricades, booths, tents, beer garden, dumpsters, garbage and/or recycling containers, first aid station, free speech area, etc.

For parades, processions, marathons, runs, walks, political rallies, marches, or other events with a start and finish location, show the start location, route, staging area(s), and finish location on your event map.

Parking Meter Reservation Link: <https://ci-olympia-wa.smartgovcommunity.com/Public/Home>.

Yes – I have submitted the parking meter application at the SmartGov Portal link above.

Parks

If your event will take place completely within a City of Olympia park, this application is not necessary. Contact the City of Olympia Parks, Arts and Recreation Department at 360.753.8380 for park reservation assistance.

- | | |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Percival Landing Boardwalk | <input type="checkbox"/> Priest Point Park |
| <input type="checkbox"/> Percival Landing Grassy Area south of Harbor House | <input type="checkbox"/> Stevens Field |
| <input type="checkbox"/> Percival Landing Moorage <input type="checkbox"/> “E” Dock <input type="checkbox"/> “F” Dock | <input type="checkbox"/> Other City Park Name: _____ |

Heritage Park, Sylvester Park, and Marathon Park are State of Washington property. To reserve space at these venues, contact the State of Washington Department of Enterprise Services at 360.901.8881.

Street(s) Closure

For the welfare of adjacent businesses, the City only allows complete street closure of Water Street/7th Avenue adjacent to Heritage Park for Capitol Lakefair, which has used that space for decades and is too large to be fully held at Heritage Park.

Street to Close	From	To
<input checked="" type="checkbox"/> <i>(Example) ABC Street</i>	<i>DEF Street</i>	<i>GHI Street</i>
<input type="checkbox"/> 5 th Avenue		
<input type="checkbox"/> 9 th Avenue (next to Library)	Adams	Franklin
<input type="checkbox"/> Jefferson		
<input type="checkbox"/> Legion Way	Columbia	Water
<input type="checkbox"/> Legion Way		
<input type="checkbox"/> Olympia/Thurston (next to HOCM, LOTT)	Marine Drive	Adams
<input type="checkbox"/> Washington		
<input type="checkbox"/> Water	5 th Avenue	Legion Way
<input type="checkbox"/> Water/7 th Avenue	Legion Way	Columbia
<input type="checkbox"/> Other Street (1)		
<input type="checkbox"/> Other Street (2)		
<input type="checkbox"/> Other Street (3)		
<input type="checkbox"/> Other Street (4)		
<input type="checkbox"/> Other Street (5)		

STREET CLOSURE BARRICADES, CONES, AND SIGNS

Once the City approves the plan for placement of traffic control devices (cones, signs, and barricades may not be moved unless the Applicant/Organization receives written permission from the City to do so (**RCW 46.61.050(1)**).

Sign, cone, and barricade drop-off depends on whether the City has any available for event use. If supply is low, Applicant/Organization may need to rent or acquire some elsewhere. Depending on potential risk, the City may require street closure to be done by City staff.

- Street closure to be done by City staff. Only City Transportation Staff or Police are authorized to move barricades, cones, or signs.
- Applicant will use the barricades, cones, or signs to close off the street, as expressly permitted by the City, and will place them in the drop-off location after the event for pick-up by City staff. Applicant/Organization will be billed for the cost of any barricades, cones, or signs not returned after the event.

OTHER CITY PROPERTY RIGHT-OF-WAY NEEDS/COMMENTS

STAGING AREAS

For events that will have a staging area at the start and/or end of the event, include the START and FINISH staging area(s) on your event map.

START Staging Area Beginning Time: _____ Ending Time: _____

FINISH Staging Area Beginning Time: _____ Ending Time: _____

PARADE/PROCESSION

Include the start, finish, route, and garbage, recycle, and organics container locations on your event map.

Number of parade/procession entries: _____ Number of participants: _____

Parade/Procession Start Time: _____ Parade/Procession End Time: _____

Describe how waste will be managed at the beginning, along the route, and at the end of the parade/procession.

STAGE

Include the stage location on your event map.

Describe the dimensions of the stage (length, width, height from ground) and whether a stage covering or awning will be constructed.

PARTICIPATION AND ATTENDANCE ESTIMATES

Date	Day of Week	Start Time	End Time	Participants	Staff/Volunteers	Spectators

SITE PREPARATION AND CLEANUP

Site preparation and cleanup are the responsibility of Applicant/Organization. Applicant/Organization will be billed for actual cost if the City has to have its staff provide services on overtime, or if the City determines the site was not adequately cleaned up after the event.

Provide any unusual site preparation or cleanup requiring City services, such as street sweeping, advance pumping of grey water holding tanks on Water Street, etc.

SITE PREPARATION AND/OR CLEANUP SERVICES				
	Type of Service	Date	Day of Week	Time of Day
Setup				
Cleanup				

AMPLIFIED MUSIC

Amplified music is only allowed at sound levels and hours as outlined in **(OMC 18.40.080(3))**.

Amplified Music	Date	Day of Week	Start Time	End Time
Setup				
Day 1				
Day 2				
Day 3				
Day 4				
Day 5*				
Teardown				

*If amplified music will be played more than 5 days, attach a list of all dates, days, and start/end times.

POLICE/PUBLIC SAFETY SERVICES

Even if not requested, the City may require Applicant/Organization to provide and pay for specific public safety services.

Describe any police/public safety service requested from the City and/or provided by Applicant/Organization.

FREE SPEECH

Include the free speech area on your event map.

Describe how you intend to accommodate free speech at your event.

ELECTRICITY/POWER

Describe how you intend to provide power at your event.

PORTABLE RESTROOMS/SANITATION

Describe your arrangements, if any, for personal hygiene and sanitation (port-a-potties, hand-washing stations, public access to restrooms, ADA accessibility) at your event.

WATER/GREY WATER

Yes No My event will generate grey water.

Describe how water will be used at your event (list the uses).

Grey water (wash water) may NOT be dumped down City storm drains. If your event will generate grey water, describe how you will dispose of it.

ALCOHOL/BEER GARDEN

Include the proposed alcohol serving location on your event map.

The City of Olympia may consider allowing some limited alcohol sale/serving at community events, if the beer garden or alcohol serving/sale is not the primary event activity. State liquor permits and liquor liability insurance naming the City as an additional insured are required. A maximum of three (3) beer garden applications are approved per year.

If you checked the Alcohol or Beer Garden box on page 1, City staff will contact you for additional requirements.

Describe the height and type of fencing you will use and detail how you intend to manage the Beer Garden area.

FOOD

- Food will be served and sold at my event. Food will be cooked or warmed on site.
- Outdoor cooking may require Fire Marshal inspection and a temporary fire permit, in addition to Health Department inspections and permitting.
- A \$50 community event business license is required for events with food and and/or vendor sales. One license covers all food vendors on site for the event.
- Applicant/Organization should require food vendors to have liability insurance that includes products/completed operations coverage.

To reduce waste, the City strongly encourages that Applicant/Organization work with its food vendors and the City's Waste ReSources to compost and recycle as much as possible.

TENTS

Include tent location(s) on your event map.

- Pegs, stakes, spikes, etc., may not be driven into City streets, parking lots, or sidewalks. Specific permission is required for tents on Park property.
- Tents greater than 200 square feet and canopies greater than 400 square feet require Fire Marshal inspection and a temporary fire permit.

Describe how tent(s) will be secured at your event.

UTILITIES

Applicant/Organization will be billed for utility services at the commercial rate.

WASTE MANAGEMENT

The City of Olympia is committed to moving toward a zero waste future and has Waste ReSources staff available to assist with waste reduction planning. Please note the following:

- Applicant/Organization must provide a detailed waste plan outlining how you will manage and work toward reducing waste at your event by recycling, composting, or other means.
- All events with vendors selling single-use containers must provide recycling. Vendors are responsible for providing recycling at these events (**RCW 70.93.073**).
- To encourage recycling and composting, the City provides recycle and compost at no charge for public non-admission events, where the event also utilizes City garbage service.
- Applicant/Organization is responsible for arranging pick-up, including advance drop-off and placement of dumpsters and collection/disposal of garbage, recycle, and compost during or after the event.

Person in charge of waste management during/after event: _____

Email: _____ Day phone: _____ Cell phone: _____

- Yes No City to provide garbage pick-up, including advance drop-off and placement of dumpsters and collection/disposal of garbage during or after the event.
- Yes No Applicant/Organization needs assistance with recycle and compost collection containers for the removal and disposal of collected materials at the event.
- Yes No The event needs clear stream containers for public recycling and composting.

If yes, how many? _____

WASTE MANAGEMENT PLAN

Provide a detailed plan of how you will provide garbage, recycling, and composting for the public and participants at your event. How will you manage waste generated? If the City is not providing garbage, recycling, or composting services, describe how you intend to dispose of debris and waste generated by your event.

BANNERS/FLAGS ON CITY STREET LIGHT POLES

- Applicant/Organization is responsible for safely and securely hanging event banners/flags on street light poles.
- Only street light poles with existing brackets may be used.
- No more than one-third of the overall banner size may be used to display logos or sponsor names.
- The City reserves the right to designate the dates and locations for street banner display.
- All banners must be removed within 24 hours after the event.
- The City reserves the right to remove banners/flags for City-recognized holidays or other City use.

List the streets where you wish to hang banners/flags.

Who will hang your banners/flags? _____

Yes No The party named above is licensed, insured, and bonded for this type of work.

Requested Dates	Day of Week	Date
Hang Banners/Flags		
Take Down Banners/Flags		

BANNERS OVER STATE AVENUE

Information about how to request the use of State Avenue banner space is posted on the City’s website at:

<http://olympiawa.gov/city-government/departments/executive/street-banners.aspx>.

INSURANCE/HOLD HARMLESS

The City doesn’t maintain insurance that will respond to claims against Applicant/Organization in connection with the permitted event by Applicant/Organization, its members or those attending the event.

The City requires Applicant/Organization to obtain Commercial General Liability insurance with not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate for the entire duration of the event, including setup and teardown. Insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, personal liability, and advertising injury.

The City shall be named as additional insured under Applicant/Organization’s Commercial General Liability insurance policy with respect to the event, with endorsement ISO form CG 20 12 , or *at least as broad as equivalent*. Higher limits or other types of insurance may be required, dependent on event components.

Motorized parade entrants and other driving vehicles as part of an event must carry auto liability insurance.

Athletic participation events require the Commercial General Liability insurance to include participant liability with limits of no less than \$1,000,000.

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

SAFETY AND EVACUATION PLAN

Applicant/Organization must complete and submit a supplemental Safety and Evacuation Plan as part of the Festival and Event Permit Application. You may download the Safety and Evacuation Plan from the City's website at: <http://olympiawa.gov/events-and-activities/permits-festivals-and-events.aspx>.

APPLICATION DOCUMENTS/PAYMENT CHECKLIST

Check each document submitted as part of your Festival and Event Permit Application.

- Complete Festival and Event Permit Application** (for current year)
- Map** showing all event features including: clearly marked streets, property, or right-of-way requested; Start/Finish locations; street closure placement of barricades, cones, or signs; dumpster, garbage, recycling, and organics containers location; booths, tents, beer garden, and fence placement; free speech area; first aid station location; stage and staging area locations.
- Safety and Evacuation Plan**
- Non-profit Corporation Registration**
- Street Closure fee** (\$50 per block per day for events with a fixed location)
- Community Event Business License fee** (\$50 – required for events with food and/or vendor sales)
- Parking Meter Reservation Application** (through SmartGov, the City's online permit system)
- Supplemental beer garden questionnaire** (if applicable)
- State liquor permit** (if applicable)
- Certificate of Insurance** (Form CG 00 01) **AND** additional insured endorsement (CG 20 12) for the entire event period, including setup and teardown. Additional endorsements are required for the following event features:
 - Alcohol, beer garden (liquor liability insurance)
 - Drones, inflatables, and certain water draft
 - Athletic participant events (require Commercial General Liability insurance to include participant liability)

ACKNOWLEDGMENT AND SIGNATURE

Application must be signed to be complete.

I have read the complete Festival and Event Permit Application. To my knowledge, this application is accurate and complete. I understand the City of Olympia may request additional information in order to fully assess health, safety, and welfare implications of the use of City property for the proposed festival or event. If a permit is approved, I and the event Applicant/Organization and all persons associated with implementing the event, agree to abide by any and all reasonable conditions imposed by the City of Olympia related to the festival/event, including providing all of the applicable documents noted above. I understand that, once filed with the City, this Application is a public document.

I certify I am authorized to sign this Application on behalf of Applicant/Organization.

Signature: _____ Date Signed: _____

Printed Signature: _____ Signer Phone No.: _____

Signer Email: _____ Relationship to Applicant/Organization: _____

APPLICATION FILING

- **Mail to:** City of Olympia Attn: Kellie Purce Braseth PO Box 1967 Olympia WA 98507-1967
- **Email to:** kbraseth@ci.olympia.wa.us
- **In Person:** Olympia City Hall, 601 4th Ave E, Olympia WA 98501
- **Questions:** Contact Kellie Purce Braseth at 360.753.8361