GUIDELINES FOR SPECIAL EVENT APPLICANTS & PLANNERS

This outline was created to assist Special Event Applicants and Planners by providing the information needed for them to successfully conduct an event and identify for them the requirements needed to hold an event on City-owned property. These guidelines were developed in order to provide coordination of efforts and ensure consistent support from the City.

Review these event guidelines to make sure that the activities you want to have at the event are allowable under City and park rules. We can all work together with the goal of creating a successful, safe event our entire community can be proud of.

Event Applicants are required to submit their event applications for the use of city property to the Cheney Recreation Department at least 45 days prior to event date. This includes all requirements and paperwork as described on the special event checklist. Failure to meet this requirement will incur additional costs and may jeopardize the approval of your event. See Section D for late fee penalties.

Upon submitting a completed application, event applicants must pay an application fee. Private groups must pay a $100 application fee. Event organization hosts, who are a bona fide tax exempt, nonprofit entity, pay a $35 application fee. Once applications are submitted, they will be routed to City Departments for feedback, limitations, and any conditions of approval. All conditions must be met at least two weeks prior to the event for final approval. Once all conditions have been met, a confirmation letter will be sent to the event coordinator for final approval.

Please call the Parks & Recreation Department if you have any questions concerning this outline or any of the park use applications.

City of Cheney Parks & Recreation Department
615 4th St
Cheney, WA 99004
(509) 498-9250
A. **DEFINITIONS**

**Applicant:** The authorized agent of the sponsor who completes the application and acts as the **primary contact** for the special event. The applicant must be at least 18 years of age.

**Special Event:** Any activity of a temporary nature which affects the ordinary use of public rights-of-way, public parking lots, public parks, intersections, sidewalks or streets for a short duration of time, or which would significantly impact the need for City-provided emergency services such as police, fire or medical aid, for purposes which include, but are not limited to, parades, dances, sales in commercial zones, auctions, bikeathons, shows or exhibitions, filming/movie events, carnivals, circuses, fun runs, and block parties.

B. **AVAILABILITY OF CITY PARKS & CITY-OWNED FACILITIES**

City of Cheney parks and facilities are publicly owned; therefore, permission for exclusive use for special events cannot be granted. City parks and City-owned facilities must be reserved by event applicants at least forty-five (45) days in advance with scheduling priority given to previously scheduled events. See Section D for late fee penalties.

It is unlawful to be in a City park after closing time **without an approved Community Event Application.** City parks are open from 6:00 a.m. to 10:00 p.m. daily.

C. **SCHEDULING & APPROVAL OF COMMUNITY EVENTS**

To schedule a community event, and obtain approval from the City of Cheney Parks & Recreation Department, all events are required to follow City, county and state laws, regulations and permit processing requirements.

Approval of a Community Event Application does not constitute a reservation or grant the permit holder exclusive use of a park or other City-owned property. Parks must remain open to the public during approved special events. Event and group use may not infringe upon public access. Requests to hold a community event in a City park or other City-owned property must be requested in writing. Applications are available upon request from the Parks & Recreation office.

The event proposal must identify the following:

- Name of event
- Purpose of event
- Date(s), time(s) including setup and removal
- Identify all event locations (parks, facilities, streets)
- Event sponsor
- Event applicant/contact person including phone numbers
- Estimated event attendance
• Insurance carrier providing the City as an additional insured in the amount of $1 million combined single limit and $1 million aggregate, accompanied by an endorsement naming the City of Cheney as an additional insured
• Event agenda and activities
• List of food and non-food vendors
• Equipment: tents, stages, generators, special equipment
• Event layout/route map
• Security and emergency services
• Traffic control plan

Annual events have first priority and can be scheduled annually in January. Some annual event dates will vary due to holidays and calendar variations. PLEASE SCHEDULE YOUR DATE AS SOON AS POSSIBLE – EVENT WILL NOT BE ENTERED INTO THE PARK USE SCHEDULE UNLESS THE PARKS & RECREATION DEPARTMENT IS NOTIFIED BY THE APPLICANT OR SPONSOR.

D. FEES

All fees and reservation payments must be submitted to the City of Cheney Parks & Recreation Department at the time of application. Fees for special events and related permits must be submitted at time of filing. Additional fees may apply should the event require services beyond routine maintenance due to damage or repairs. Event fees may be paid by cash, credit card, or check.

Refund Policy: SPECIAL EVENT APPLICATION FEES AND PARK RESERVATION FEES ARE NON-REFUNDABLE.

Certain events will have limitations due to the nature of the event and may not be granted for approval if submitted after 45 days prior to the event date. If the event is approved, the following late fees will apply.

If applications are submitted:
  • 7 days prior to event, we will not grant access and the application will be denied.
  • 8-14 days prior to event an additional $100.00 will be charged.
  • 15-45 days prior to event an additional $50.00 will be charged.

E. AMERICANS WITH DISABILITIES ACT (ADA)

ADA legislation directs the City of Cheney to provide equal access for people with disabilities. Event Applicants will make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This includes maintaining access for sidewalks and curb cuts, and maintaining designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available (see Sanitation Section).
F. LOGISTIC MAP & SCHEDULE OF EVENT ACTIVITIES
(May be requested depending on size and nature of the event)

A logistics map, agenda, and event description must be submitted with the Community Event Application. This should list all event needs such as: water, power, tables, canopies, stages, generators, vendors, booths, entertainment, and any other major services or activities planned. It should also identify the planned location and/or route including location of barricades and traffic/pedestrian control plan. Power and water are available in some locations. All equipment MUST be removed at the end of the scheduled event. Events may also require Cheney Fire or Cheney Police inspections. The City of Cheney reserves the right to change requested areas of use and routes either for maintenance or public safety considerations.

Event Layout/ Route Map must include the following if applicable:
- An outline of the entire venue event including the names of the streets or areas that are part of the venue and the surrounding area. If the event involves a moving route, indicate direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location and sizes of the tents (subject to the Fire Department’s approval).
- The location of first aid facilities.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpsters, and other temporary structures.
- A detail or close-up of the food booths and cooking area configuration.
- Exit locations for event that are fenced and/or locations with tents or structures.
- Location of all security personnel.
- Locations of all signs and/or banners.
- Locations where liquor is being served.
- Locations of any food vendors or exhibitors.

G. INSURANCE

No later than fourteen (14) calendar days before the event, the applicant shall file with the City evidence of insurance coverage, with the City of Cheney, its officers, employees and agents named as additional insured parties and affording comprehensive general liability and automobile liability providing bodily injury, personal injury and property damage liability coverage in an amount not less than $1 million combined single limit, accompanied by a completed endorsement naming the City of Cheney as an additional insured. Additional endorsements for host liquor liability and/or products liability may be required in the event food, beverages, and/or alcoholic beverages are to be dispensed. This insurance coverage shall be valid for the duration of the event and for any period preceding or following the event necessary for event set up or take down.

If you would like assistance in purchasing insurance for your Special Event through Washington Cities Insurance Authority you must contact us no later than fourteen (14) calendar days before the event.

Failure to maintain any insurance coverage required by this agreement shall be cause for immediate termination of the Community Event Application by the City of Cheney.
H. SECURITY AND TRAFFIC CONTROL

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. Security and/or traffic control may be required depending on the type of event and the number of expected participants. Events drawing 300-500 people must provide professional security personnel. A detailed security and traffic control plan prepared in accordance with the Manual on Uniform Traffic Control Devices is required to be filed with the Community Event Use Application. If the event requires the closure of any city streets and/or parking restrictions then the following actions must be taken:

- **Street Closure:** The closure of city streets is permissible provided there is an adequate plan for routing traffic and provided the street or streets to be closed are properly barricaded. The event applicant is responsible for providing the necessary traffic control devices which includes detour signs and barricades placed in accordance with the approved traffic control plan. The traffic control devices need to be in place at the time of the scheduled event and removed at the conclusion of the event. The event applicant must monitor the traffic control devices during the event to make sure the traffic control devices are not moved or altered in any way.

- **Parking Restriction:** Parking restrictions are permissible on city streets provided there are “no parking” barricades placed along the city streets at the specific location where parking is to be restricted. Ninety-six (96) hours before the start of the scheduled event the event applicant must place the barricades and concurrently notify the Cheney Public Works Department so the department can notify the Cheney Police Department of the restrictions. The Cheney Police Department will make note of any vehicles parked at the time the barricades are placed and the owners of the vehicles will then have up to 72 hours to move their vehicles from the restricted areas.

The event applicant is responsible for providing the necessary traffic control devices, and the Cheney Public Works Department does have a limited number of barricades that can be loaned out on a first-come-first-serve basis so the event applicant is encouraged to make arrangements as soon as possible with the Cheney Public Works Department (498-9293) upon approval of the traffic control plan. Event applicants who have made prior arrangements for the loan of barricades from the Cheney Public Works Department may pick-up their barricades between the hours of 7:30 AM and 3:00 PM Monday through Friday. The barricades must be returned to the Cheney Public Works Department on the first business day immediately following the day of the event.

The Cheney Fire Department requires that emergency medical standby is provided if the event is anticipated to exceed 5000 people. If there is a need for standby emergency medical staff (paramedic(s)/emergency medical technician(s)), you must provide the name of the agency or company providing the service with a contact name and number.

The person named on the permit as the **authorized agent of the sponsor acting as primary contact for the special event must be at least 18 years of age** and will be responsible for the actions of the event performer(s) and audience and is required to be present fifteen (15) minutes prior to the event and one-half hour after the event. If this person must leave for short periods of
time during the event, s/he will designate someone to represent him/her during that absence. It is important for the person in charge at the event to have a cell phone and provide the phone number on the application form in case the City needs to contact them during the event.

I. **NEIGHBORHOOD NOTIFICATION OF SPECIAL EVENT**
Event applicants will be required to make every effort to notify adjacent businesses and/or city residents the details of the special event, including, but not limited to, street closures, the date, time and nature of the special event.

J. **VEHICLE RESTRICTIONS**
Due to possible turf and sprinkler head damage, vehicles are restricted to parking areas. This includes concession trailers, delivery, and catering vehicles unless specifically authorized in advance by the Parks & Recreation Department.

K. **CONSUMPTION OR POSSESSION OF ALCOHOL**
There will be no Alcohol consumption or Possession in any City of Cheney owned and operated public parks. If an event plans to sell or furnish alcoholic beverages, the event applicant will be required to obtain a separate Special Event Liquor License with the Washington State Department of Liquor License and Control, or Extension or Premises Permit through the Washington State Department of Liquor License and Control. The Special Event Liquor License must be submitted twenty-one (21) days prior to event. In addition, the event applicant must obtain Liquor Liability Insurance in amounts that commensurate with the event. Liquor Liability insurance must name the City of Cheney as Additional insured.

Facility rentals utilizing; City hall or the Wren Pierson Community Center may serve alcohol with additional deposits and permits. Prior approval must be granted with rental application.

L. **AMPLIFIED SOUND**
No person in any park or City owned property shall operate or aid in the operation of private radios, stereophonic, or sound-amplification devices that is not in accordance to the City of Cheney Municipal Code, Chapter 9A.10.010; except as authorized by City staff. If the Police Department receives complaints about the noise level of your event they will come and ask you to turn down your volume. If they continue to receive noise complaints after they have requested the volume be lowered they will require you to turn off the amplification. Approval for amplified sound may be granted only in conjunction with a park facility reservation or the approval of a Community Event Application. Any person or group violating these provisions may be guilty of having committed a civil infraction, and shall be punished by a civil penalty not to exceed two hundred fifty dollars.
M. CANOPIES, STAGES, BANNERS & FENCING

Prior to your event, placement of tents, canopies, stages, banners, fencing, and other equipment; the quantity, size, and location of these items require approval from the Parks & Recreation Department. A logistics map identifying the location of all of these items is required to obtain final approval. Tents over 200 square feet and canopies (three open sides) over 400 square feet will require a permit. Your tent supplier will need to contact the Fire Department at (509) 498-9291. The tent company hired must apply for the tent permit. Tent permit applications must be received by the Fire Department at least 10 days prior to your event. Please ensure the tent company faxes the permit application to (509) 498-9244: Mike Winters, Cheney Fire Chief. To avoid possible damage to electrical, irrigation, and water lines the Parks & Recreation Department strongly encourages all equipment be water or sand weighted instead of staked. All vendors, suppliers and their equipment MUST be removed at the end of the event or additional fees may be charged.

N. SITE AND FACILITY CLEAN-UP

Applicants will be held responsible for adequate clean-up of site and facilities during and after their scheduled event including bagging garbage and placing trash in the receptacles or dumpsters. If trash receptacles are full, trash is to be removed by the user.

Dumpsters, additional trash bins, and bags may be required for events attracting or involving over 100 people. The Applicant is responsible for arranging for additional dumpsters.

O. USER AND DAMAGE FEES

It is the intent of City of Cheney to minimize the impact of events to park facilities and other City-owned properties while maximizing the use of public land. Additional fees apply when the event requires services beyond routine maintenance, such as repairs for damages to any park property. All damage costs will be billed back to the permit holder, as determined by the Parks & Recreation Department.
COMMUNITY EVENT/CITY PROPERTY USE APPLICATION

Parks & Recreation Department
Wren Pierson Community Center
615 4th St. Cheney WA, 99004
(509) 498-9250

Guide for Scheduling Community Event/City Property Use: Upon submitting a completed application, event applicants must pay an application fee. Private groups must pay a $100 application fee. Event organization hosts, who are a bona fide tax exempt, nonprofit entity, pay a $35 application fee. All applications must be submitted at least 45 days prior to the event date. Applications submitted less than 45 days prior to the event date may not be granted approval. If the event is approved the following late fees will apply. If applications are submitted:
- 7 days prior to the event, we will not grant access and application will be denied.
- 8-14 days prior to the event an additional $100 will be charged.
- 15-45 days prior to the event an additional $50 will be charged.

Step 1: Reserve a date, time & location by calling or visiting the Parks & Recreation Department.
Step 2: Read the Guideline for Event Applicants & Planners which outlines, rules, requirements, permits and filing timelines.
Step 3: Make sure all applications are signed.
Step 4: Submit a fully completed application (see special event check-off list) to the Cheney Parks & Recreation Department.

Date(s) of Event: __________________________
Event Name: __________________________
Event Location & Address: __________________________
City Property(s), Facilities: __________________________
Name of Business (es) where event will take place: __________________________
Has the event occurred in the past? If Yes, when: __________________________
Setup Time: __________________________ Event Start Time __________________________
Event Ending Time __________________________ Event Cleanup __________________________
Sponsor/Organization __________________________ 501c3 (Non-Profit #) __________________________
Event Coordinator/Primary Contact Person/Title __________________________
Mailing Address __________________________
Home Phone __________________________ Work Phone __________________________ Cell Phone __________________________
Email __________________________ Fax __________________________

Special Event Insurance is MANDATORY. Will your group be providing the insurance or will you be purchasing insurance through the City? __________________________
Please see Section G under the Special Event Guidelines for more information event insurance requirements.
Will your event be serving alcohol? __________________________
The City of Cheney Parks & Recreation Department will review and determine services we can provide. Additional charges may apply for these services. Please complete all information on this form. The Event Coordinator is responsible for providing a complete list of event plans and a list of suppliers providing services. An event logistics map is required, detailing the location for all water, power, tables, canopies, stages, generators, vendors, booths and any other major services or activities planned.
I hereby certify that I have read and will abide by the rules and regulations set forth by the City of Cheney, Cheney Parks & Recreation Department, and in signing this application, I hereby agree that I and the organization I represent, shall hold the City of Cheney and all of its agents or employees free and blameless from any claim, liability or damage which may arise from use of City facilities or equipment, whether or not the City of Cheney, its agents or employees are jointly negligent. I further agree to promptly reimburse the City of Cheney for any clean up, loss or damage to City property resulting from this use. In addition, I give consent to the disclosure of the phone number(s) I have listed on this application pursuant to requests from the public, and I give consent to the disclosure of these phone number(s) in informational publications, releases, or announcements about this community event.

Applicant's signature____________________________________ Date________________

City of Cheney Approval (please initial & note comments below or on a separate sheet)

Parks & Recreation___________________________________ Date________________

Public Works________________________________________ Date________________

Fire________________________________________________ Date________________

Police_______________________________________________ Date________________

City Administrator____________________________________ Date________________

Other________________________________________________ Date________________

Comments: ________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
Special Event Checklist

Event: __________________________ Applicant: __________________________

___ Reserve Date, Time & Location

___ Read the Guidelines for Event Applicants & Planners which outlines, rules, requirements, permits and application filing times.

___ Submit a Completed Special Event Application

___ Submit an Event Proposal Including:
   • Name of Event
   • Purpose of Event
   • Date(s), Time(s), including setup and removal
   • Identify all event locations (parks, facilities, streets)
   • Event Sponsor(s)
   • Estimated Event Attendance (per day)

___ Submit an Event Layout/Route Map

___ Submit Event Agenda & Activities

___ Submit a List of Food Vendors and Non-Vendors

___ Submit a List of Equipment (Tents, Generators, Stages)

___ Submit a List of Security & Emergency Services

___ Submit a Traffic Control Plan

___ Notify Adjacent Businesses/Neighbors

___ Provide a Copy of an Event Liquor License (if applicable)

___ Provide a Copy of Insurance

Applicant Signature __________________________ Submittal Date ________
Additional Information regarding Barricades and Road Restrictions

Will you be needing barricades for your event?  
Yes  No

If Yes, how many will you need? _________ (due to limited availability we may or may not be able to supply all that are needed as stated on page 5 of the application) You will also need to fill out an Equipment Loan Form at the Public Works Building no less than 8 days before your event.

Will you be blocking any streets or roadways for your event?  Yes  No

If Yes, please attach a map of the areas you wish to block and you will need to fill out a Road Restriction Report at the Public Works Building no less than 8 days before your event.