



CITY OF EPHRATA

121 ALDER STREET S.W.

EPHRATA, WA 98823

509.754.4601: PHONE

509.754.0912: FAX

WWW.EPHRATA.ORG: WEBSITE

CONTACT@EPHRATA.ORG: E-MAIL

Thank you for your interest in producing a special event in Ephrata. Special events have the ability to add to the quality of life in a community both socially and economically. Don't let the size of this packet intimidate you! This packet was written with the intent to meet the needs of large events, if your event is a smaller event much of this information may not apply to you. City staff is always here to help if you have questions.

The purpose of requiring the Special Event Permit is:

1. to understand exactly what is being requested for help from the city so personnel can be scheduled appropriately,
2. to ensure that all legal requirements have or will be met, and
3. that if necessary the community is aware of what may effect their daily routine.

The section on page three titled ,“Required Information” details items that you must include with your application. They are:

- a Fact Sheet/Timeline
- Site Map
- Liability Insurance Requirements.

Page three also details possible fees attached to a Special Event Permit application.

Page four has information under the section “These steps may also be required” that may apply to you or could simply be a guide to understand different agencies may have requirements your event needs to adhere to as your event grows. Contact us if you have any questions.

Page five is a listing of policies and procedures the City follows when reviewing Special Event Permit applications.

Page six is “blank” .

Page seven is the actual application form – required to be completed.

The Indemnification is on page eight and is also required.

Page nine is nothing more than a checklist to help you keep track of what you have or need to take care of.

WE'RE HERE TO HELP!
PLEASE CALL 754-4601 EXT. 151 IF YOU HAVE ANY
QUESTIONS !

REQUIRED INFORMATION – “YES, YOU HAVE TO DO THIS!!”

ITEMS 1, 2 & 3 MUST BE INCLUDED WITH PERMIT APPLICATION

1. FACT SHEET:

All applicants must submit a typed fact sheet indicating what will happen during the event. Applicants must be specific about times and types of activities. The most common form of a fact sheet is a detailed timeline of the event. *This timeline must specify any and all requests for City aid or services with date, time and location.* This should also include a sample of the advertising for the event, as well as a lists of contacts for the day of the event.

2. SITE MAP:

A detailed site map of the event must identify streets, sidewalks, proposed parking use restrictions/closures, and also show the locations of stages, fences, vendors/exhibitor booths, beer/wine gardens, portable toilets, trash/recycle containers, etc... Please include multiple maps if necessary to show proposed site use and street use in detail.

3. LIABILITY INSURANCE REQUIREMENTS:

The applicant shall provide the city with proof of commercial general liability insurance (ISO CG 00 01 01 96) generally in the amount of one-million dollars (\$1,000,000) combined single limits per occurrence, two-million dollars (\$2,000,000) aggregate, and an endorsement naming the City of Ephrata as an additional insured (shown on CG 20 12) and such insurance shall be primary to any insurance carried or maintained by the city. Upon recommendation of the city's Risk Manager and based upon the event's risk rating, staff may require certain events to hold larger insurance policies. The insurance policy shall be written on an occurrence basis, shall name the city as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days' written notice to the city. Acceptability of insurance is subject to approval by the city's risk administrator.

The applicant should request their insurer add in the "Description of Operations" box on the Certificate of Liability Insurance to read: "The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured." The certificate holder must be named in the designated box as: "City of Ephrata, 121 Alder Street SW, Ephrata WA 98823."

A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN APPROVED CERTIFICATE OF INSURANCE AND AN ENDORSEMENT NAMING THE CITY AS AN ADDITIONAL INSURED IS VIA POSTAL MAIL, EMAIL OR FAXED TO THE CITY DIRECTLY FROM THE INSURANCE COMPANY

SPECIAL EVENT PERMIT FEES:

	Two Days or Less	Each Add'l Day
For Profit Agency	\$125.00	\$50.00
Non Profit Agency	\$75.00	\$25.00

THESE STEPS MAY ALSO BE REQUIRED

A. HEALTH DISTRICT PERMITS:

It is the applicant's responsibility to ensure that all activities associated with the preparing and/or dispensing of food and drink products meet all applicable codes and permits, including but not limited to the requirements of Grant County Health District. A list of food vendors is required to be submitted to the city with the application for permit approval. Contact the Grant County Health District at (509) 754-6060 for details. Failure to obtain the proper permits from the Health District is grounds for revocation of permit.

B. LIQUOR LICENSE:

If alcohol is sold or consumed, (1) the City of Ephrata, along with any required permit/license, must grant permission, (2) applicant must receive approval and permit issued by the State of Washington Liquor Control Commission, (3) event insurance requirements must be met, and (4) liquor liability insurance required with the City listed as an additional insured (see insurance section). The City requires alcohol monitors and on-site security, consistent with State Law. The liquor license certificate must be submitted to the City with your application.

State of WA Liquor License # and/or date of application: _____.

C. CITY OF EPHRATA BUSINESS LICENSE:

A City of Ephrata business license and/or special licenses may be required for all vendors participating in the event. Contact (509) 754-4601.

D. TEMPORARY USE PERMIT (ZONING):

A Temporary Use Permit may be required for seasonal or special events under EMC 19.05.020 (Temporary Uses). Such uses require an application to be submitted to the Community Development Director at least 45 days prior to the event. Contact the Community Development Director at (509) 754-4601 x 124 for details.

E. ELECTRICAL PERMIT:

Electrical permits and inspections are required for all temporary electrical services. Permits may be obtained at the Department of Labor and Industries office, located at 3001 W. Broadway Avenue, Moses Lake, Monday through Friday, 8 am – 5 pm. Permits should be obtained a minimum of 10 days before the date service is needed to allow adequate time for inspection and Grant County PUD to make the connection. Contact (509) 764-6900.

ADVERTISING YOUR EVENT

1. Your event may be eligible for posting on the City of Ephrata's Calendar of Events. Inquire with the City's Recreation Department for inclusion of these events on the calendar.
2. Temporary, portable signs may be placed in the right-of-way directing the public to the event. These signs must be pre-approved and no larger than 9 sq. ft. per side. They cannot be placed such that they obstruct the sidewalk to less than 5 feet and may not be placed in a vision clearance triangle at an intersection or within 20 feet of a wheelchair ramp. For more information see the Code Enforcement Official. Contact: (509) 754-4601 ext. 133.
3. Any signage along Basin Street must be approved by the Washington State Department of Transportation. Contact the Regional Traffic Engineer at (509) 667-3080.

CITY OF EPHRATA SPECIAL EVENT POLICIES AND PROCEDURES

1. Special Event Permit applications must be submitted in full at least 45 days prior to the event. 60 days is better in case the city requires additional information, staff vacations, etc.
2. **All streets shall be accessible** to emergency equipment at all times. Only readily removable barricades shall be used to close the streets.
3. **All debris and trash is the responsibility of the event organizer.** It must be removed from the event site during the event. In addition, the event site must be cleaned within twelve (12) hours after the end of the event, or no later than 11 a.m. on the next day. The City's contractor must provide garbage removal services. Contact the City at (509) 754-4601 ext. 122.
4. The City of Ephrata may require on-site **police, first aid and/or medical** services to be provided at the expense of the applicant.
5. Event organizers must notify the public of the event at least two (2) weeks prior to the event. This includes businesses. Notification should include times when traffic/parking may be affected in the area.
6. Bonfires and outdoor barbecues are not allowed without a permit from the Fire Chief or their designee.
7. Amplified sound shall not exceed a level of amplification permitted under the City of Ephrata Municipal Code 06.18, and/or park/facility use stipulations. No sound after 10 p.m. without a variance from the City Council.
8. **The applicant shall be responsible for and hereby agrees to reimburse the City for any and all expenses incurred by the City as a result of the event, including but not limited to the following:**
 - The facility and/or park and/or open space rental fee and damage deposit.
 - The cost of providing, erecting and moving barricades, cones and/or signs, tents, staging, tables, chairs, and other city equipment as requested and agreed upon.
 - The cost of removing and disposing of event waste, garbage, and trash.
 - The cost of electrical and/water hook-ups and/or equipment, installation and removal of same.
 - The cost of the consumption of electrical power, water and/or sewer utilities.
(Unless a set fee has been assigned for these services within the approved special events permit.)
 - The cost of city staff on site to provide access to power and water and to ensure that park rules and the permit agreement are enforced.

The City of Ephrata may require a damage deposit for parks and facilities usage. The deposit will be processed for refund in part or whole after inspection of the park or facility. Typically the refund is received within 30 days of the end of the event.

PAGES IMMEDIATELY FOLLOWING (7 & 8) MUST BE COMPLETED
WITH THE DETAILED TIMELINE, CERTIFICATE OF
INSURANCE/ENDORSEMENT AND LIQUOR PERMIT (IF
APPLICABLE) RETURNED TO:

OFFICE OF THE CITY ADMINISTRATOR
CITY OF EPHRATA
121 ALDER ST. SW
EPHRATA, WA 98823

SPECIAL EVENT PERMIT APPLICATION

City of Ephrata
 121 Alder Street SW
 Ephrata, WA 98823
 (509) 754-4601 ph
 (509) 754-0912 fax

PERMIT APPROVED: YES NO

Authorized City Signature: _____ Date: _____

1. Name of Event: _____ Date(s) of Event: _____
2. Setup Start Time/Date: _____ Event Start Time: _____
3. Event End Time: _____ Clean Up End Time/Date: _____
4. Sponsoring Organization: _____
5. Event Coordinator/Primary Contact: _____
6. Mailing Address: _____
7. Day Phone: _____ Cell Phone: _____
8. Email: _____ Fax: _____
9. Secondary Contact: _____ Phone: _____
10. Is alcohol being served? YES NO If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? YES NO
 If YES, which one(s)? _____
12. Will this event include Food Vendors of any type? YES NO
 If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees? _____

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:

Park & Rec.		Code Enforcement	
Community Development		Police	
Fire		Public Works	

STAFF - INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

FOOD VENDOR LIST FAXED TO HEALTH DISTRICT 509.754-6060. BY: _____

DATE: _____

SPECIAL EVENTS CHECK LIST

These items are required to process your application

REQUIRED FOR ALL APPLICANTS:

- Signed Application - deadline is at least **45 days before your event**.
- Typed fact sheet with a detailed timeline. If assistance is desired from the City (Police, Fire, Parks), such assistance must be outlined in detail on this timeline.
- Detailed** site map(s) – road use, garbage placement, portable restroom placement, stage(s) placement, vendor(s) placement, etc.
- Commercial General Liability Certificate of Insurance and Endorsement.

POSSIBLE ADDITIONAL REQUIREMENTS FOR APPLICANTS (DEPENDING ON TYPE/LOCATION OF EVENT)

- Temporary Use Permit – Zoning - Contact Community Development, (509) 754-4601 x124
- Electrical permit – Contact WA State L&I (509) 764-6900.
- List of food vendors - Health District permit - Contact 754-6060
- Fire Department Permit - Contact Ephrata Fire Department, (509) 754-4666.
- Liquor license - Applications available at state liquor stores.
- Security plan. Please note that larger events often require additional sworn police officers, firefighters and/or paramedics at your expense.
- Park & Recreation Commission Approval (if applicable, meets second Monday of every month. Contact Recreation Director (509) 754-4426.
- City of Ephrata Business License - Contact (509) 754-4601.
- Garbage removal plan – Utility Clerk – (509) 754-4601.
- Portable Toilets (recommended **1:150** ratio, in addition to facilities available. 50% should be ADA accessible units.)

Additional information may be requested at the City's discretion. Determination of permit status will not be decided until the additional information is supplied and considered. This checklist is intended to be an aide in your process, it is not necessarily all entailing.