

**CITY OF CHELAN**

**SPECIAL EVENT/STREET CLOSURE LICENSE APPLICATION**

**Special Event** – CMC 5.50.010 – A “special event” is a use, business, carnival, community sponsored activity, art and craft fair or similar function that intends to operate on a temporary basis within the city of Chelan on public or private property. For the purpose of this section only, “temporary” means no more than three consecutive days for a maximum of three times in a calendar year.

**Must be submitted at least 30 days prior to the event for processing.**

May be one or more activities – please check all that are appropriate.

Special Event only – no use of city right of way or city facilities. CMC 5.50\*

Special Event – with use of city right of way or city facilities.

Parks and Facility Use.

Beer and Wine Garden. See additional requirements. CMC 5.48\*

Public Dance. See additional requirements. CMC 5.41\*

Street Closure. See additional requirements. CMC 12.16\*

Other \_\_\_\_\_ Fee may be required.

\*NOTE: The specific requirements provided in each chapter of the Chelan Municipal Code shall govern the proposed event. This Application is provided for the administrative convenience and efficiency of the City and the Applicant and is not intended to be a complete statement of the provisions of the laws governing the proposed event.

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Please reply via this email with approval and/or comments by \_\_\_\_\_.

Thank you!

**APPLICANT INFORMATION**

NAME OF APPLICANT/ORGANIZATION: \_\_\_\_\_

PERSON(S) IN CHARGE: \_\_\_\_\_

BUS. PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

PHYSICAL & MAILING ADDRESSES: \_\_\_\_\_

WEBSITE/E-MAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

PHYSICAL & MAILING ADDRESSES: \_\_\_\_\_

BUS. PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

**PROPOSED EVENT OR TYPE OF ACTIVITY PLANNED** (Describe briefly): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? \_\_\_YES \_\_\_NO

When a special event will be an exercise of rights protected by the First and Fourteenth Amendments to the United States Constitution, the application shall be processed promptly, without charging a fee for political or religious activities or imposing terms or conditions that infringe constitutional freedoms, and in a manner that respects the liberty of applicants and the public.

**DATE(S) OF PROPOSED EVENT:** \_\_\_\_\_

**HOURS OF OPERATION:** \_\_\_\_\_

**LOCATION(S) TO BE USED** (Describe area to be used, attach map/route plan): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Please attach copies of Brochures, Posters, Flyers or Mailings advertising this event)

**NUMBER OF STAFF/VOLUNTEERS:** \_\_\_\_\_

**ESTIMATED NUMBER OF PARTICIPANTS:** \_\_\_\_\_ If participation numbers are too low or exceed the capacity of the area, the permit may be held invalid and the event may be disbanded.

**FEES:** A fee of One Hundred dollars (\$100) may be charged for any activity that uses City property or Rights-of-Way. Fees may be waived if the event sponsor is a non-profit community service organization and collects no service fees for the event from the community or public. It may also be waived for sponsorship for aged, infirmed and local youth programs.

**INSURANCE REQUIREMENTS:** The following insurance requirements are required of an applicant for a Special Event that is to be located on City right-of-way, property or facilities.

Proof of liability insurance with coverage in an amount of not less than \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) aggregate shall be furnished to the City by an insurance carrier approved by the City and in a form approved by the City and shall name the City of Chelan as an additional insured and provide that insurance not be canceled without prior written notice to the City.

In addition, the applicant shall defend, indemnify and hold harmless the City of Chelan and its 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, that arise out of the use of the city premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Chelan.

**OTHER MINIMAL CONDITIONS:**

- A. A Special Event shall be allowed only in Commercial and Public Lands and Facility Zones.
- B. Prior to commencing operation, the event site shall be inspected by any official deemed appropriate by the City Administrator or his/her designee to insure the protection of the public health, security, safety and welfare.
- C. If the Special Event is to be on city owned property, the applicant shall provide a waste management and restoration plan to the City Administrator or his/her designee. The City Administrator may require a bond or cash deposit to ensure the site is restored to its original condition following the Special Event. The amount of the bond or cash deposit shall be determined by the City Administrator.
- D. A Chelan-Douglas Heath District permit shall be posted on site for any use that provides beverage and/or food service.
- E. The applicant shall provide a trash receptacle and public sanitation (restroom) plan to the City Administrator or his/her designee for review and approval prior to the issuance of a Special Event License.

- F. At the request of the City Administrator, the applicant shall provide a parking plan. The City Administrator may require that the parking plan be implemented prior to issuance of the Special Event License.
- G. No Assignment: Permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the City.
- H. Retain Permit: The user must retain a copy of this permit on the premises throughout the scheduled event.

**ADDITIONALLY**, the City Administrator may impose conditions based on the identified impacts of the proposed event, including but not limited to:

- A. Alteration of time, place and manner of the event as proposed on the application.
- B. Conditions concerning the area of assembly for parades or marches and disbanding of an event occurring along a route.
- C. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or rights-of-way.
- D. Additional fees as deemed necessary for the event based on the probability of safety and security, property damage, required additional labor and/or further considerations relating to the activity or event.

**ADDITIONAL REQUIREMENTS FOR SPECIFIC EVENTS:**

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**PLANNING DEPARTMENT**

The City Building and Planning Department must be contacted if your event includes:

- Building of or use of a stage, platform, bleachers, and/or scaffolding structures
- Any structure greater than four feet in height
- Construction of a booth for sales or displays
- Structures anchored to existing buildings or weighing more than 2000 pounds

## **BEER AND WINE GARDEN**

- A. Site plan for beer/wine garden showing:
  - 1. Location of beer/wine garden.
  - 2. Location of entrances and how the area will be secured (type of fence or barriers used).
  - 3. Location of the service area/bar and general seating arrangement.
- B. Contact person's name and phone number during the operation of the beer/wine garden.
- C. Description of security including but not limited to, checking identification to assure exclusion of minors and/or disruptive behavior and taking the appropriate steps to ensure safety of all patrons.
- D. Dates and hours of operation.
- E. The event(s) associated with the request for a beer/wine garden.
- F. Minimum conditions for beer/wine gardens permitted by the City of Chelan:
  - 1. Beer/wine gardens shall be located within a fenced area. The fenced area may be temporary construction.
  - 2. The applicant shall comply with all regulations of the Washington State Liquor Control Board and applicable state statutes.
  - 3. Prior to approval of the application, the applicant shall provide the City Administrator or his/her designee, with proof of compliance with Chelan/Douglas Health District requirements.
  - 4. The Fire Chief shall review the application for compliance with the Uniform Fire Code.
  - 5. The Chief Law Enforcement Official for the City shall inspect the beer/wine garden for compliance and shall have the authority to suspend operation if the applicant is found to be out of compliance with any conditions of the license.
  - 6. A beer/wine garden shall be allowed only during a City/Community function.
  - 7. No beer/wine garden shall be allowed to operate for more than 5 (five) days during any 30 (thirty) day period.
  - 8. The applicant shall meet the above noted insurance requirements plus liquor liability coverage.

**PUBLIC DANCE:** See Chelan Municipal Code Chapter 5.41 for precise details.

In addition to the information requested in this application and requirements of CMC 5.41, the following are minimum requirements for the granting of the license.

- A. No persons conducting any public dance shall permit anyone under the influence of intoxicating liquor and/or drugs nor any boisterous or disorderly person to enter or remain in any such public dance venue.
- B. Any law enforcement officer shall have free access to all public dances at all times for the purpose of inspection and to enforce compliance with all rules.
- C. A violation of any regulation or police regulation of the City on the part of the license holder shall be sufficient grounds for the revocation or suspension of any license granted and for the disbanding of the event.
- D. License fees for any public dance where an admission charge is made shall be in the sum of \$50 (fifty dollars) per dance.
- E. Licenses issued shall not be transferable and the place of use thereof shall not be changed unless application is first made to the City Clerk and consent obtained.
- F. No posters or signs are to be placed on signposts, light posts, garbage receptacles or other public property.

**EVENTS IN PARKS** (Supplemental to Other Minimal Conditions - Paragraph C)

Damage Mitigation: Damage to turf, trees, shrub beds, hard surfaces, or buildings caused during the event will be charged to the user or user group. All damage must be repaired to Chelan Parks and Recreation standards. It is the responsibility of the event sponsors to pay for all damage caused by the event. Cost incurred by Parks for repairing damage to turf, trees or plant materials will be billed to the user at Parks' current labor and material costs. Needed repairs will be made by Parks staff or authorized City contractors only. The applicant will be required to conduct a walk through inspection of the site with assigned Park's staff the day prior to and the day following the event to document the state of the event location. The inspection will be used to mitigate the damage if any.

Revocation: The City may revoke a permit and /or stop a use in progress if the User fails to comply with any State laws, County and/or City Ordinances, Chelan park rules and the terms and conditions of this permit. The permit may also be revoked if after a warning, the User disregards a lawful order of an authorized representative of the City or engages in activity that may cause injury to the public or damage to the premises.

Miscellaneous: Additional Costs that may be charged depending on the event.

- Twenty-five dollars (\$25) for electrical or water hookup.



- B. Name of Traffic Control Lead Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Traffic Control Person \_\_\_\_\_ Phone \_\_\_\_\_
- C. Event dates and times (if different than initial application): \_\_\_\_\_
- D. Attach map/route plan and full layout drawn close to scale (if different than initial application).

NOTE: If the sponsoring party is a member of the Historic Downtown Chelan Association, the party may fall under the Association’s guidelines. The HDCA Administration will be notified of any closures within the downtown core.

The City of Chelan permits the scheduling of special events at city facilities provided the special activity is lawful and does not interfere with the conduct of the City, its programs or the primary purpose for which the buildings and grounds are intended. Special events must conform to the appropriate terms and conditions required by Chelan Municipal Code (CMC) and the City’s current schedule of user fees.

The City may deny an application for a special permit if:

- A. The applicant provides false or misleading information; the applicant fails to complete the application or to supply other required information or documents; or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
- B. The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity, or unreasonably infringe upon the rights of abutting property; or
- C. The proposed event would unreasonably disrupt the orderly or safe circulation of traffic as would present an unreasonable risk of injury or damage to the public.

In the event subsection B or C above applies, the City shall offer the applicant the opportunity to submit an alternative date or place for the proposed event before denying the application.

EVENT \_\_\_\_\_

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION TO THE BEST OF MY KNOWLEDGE.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ORGANIZATION/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**(FOR OFFICIAL USE ONLY)**

APPROVED BY:

Building/Planning Department \_\_\_\_\_ Date \_\_\_\_\_

Public Works Department \_\_\_\_\_ Date \_\_\_\_\_

Parks and Recreation Department \_\_\_\_\_ Date \_\_\_\_\_

Law Enforcement Official \_\_\_\_\_ Date \_\_\_\_\_

Fire Department \_\_\_\_\_ Date \_\_\_\_\_

RECOMMENDED **APPROVAL** UNDER THE FOLLOWING CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PERMIT **DENIED** FOR THE FOLLOWING REASONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FEES:**

Application Fee \_\_\_\_\_ Recvd by \_\_\_\_\_ Date \_\_\_\_\_

Damage Deposit \_\_\_\_\_ Recvd by \_\_\_\_\_ Date \_\_\_\_\_

Additional Costs \_\_\_\_\_ Recvd by \_\_\_\_\_ Date \_\_\_\_\_

TOTAL PAID \$ \_\_\_\_\_ Recvd by \_\_\_\_\_ Date \_\_\_\_\_

Proof of Insurance \_\_\_ Yes \_\_\_ No

Bond Required \_\_\_ Yes \_\_\_ No Amount \$ \_\_\_\_\_

**FINAL APPROVAL – City Administrator** \_\_\_\_\_

For: \_\_\_\_\_ Special Event Only \_\_\_\_\_ Special Event – Use of City Right-of-Way & Facilities

\_\_\_\_\_ Parks & Facilities Use \_\_\_\_\_ Beer & Wine Gardens \_\_\_\_\_ Public Dance

\_\_\_\_\_ Street Closure \_\_\_\_\_ Other – Specify \_\_\_\_\_

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