

City of Bellevue

SPECIAL EVENTS

POLICIES AND PROCEDURES RESOURCE MANUAL

2018



Dear Event Organizer:

We are really excited that you have chosen the City of Bellevue as a possible venue for your event. It is our sincere hope that the information contained in this packet will assist you in holding your event in the most successful manner possible.

Our goal is to accommodate special events, while maintaining the high quality services that we provide to our citizens and businesses. This packet will provide an overview of the process for holding your event in Bellevue and give you guidance regarding the various items that may need to be considered in planning your event.

We hope you find this packet useful in your event planning and look forward to working with you. If you have any questions, please call the Special Events Committee Office at 425-452-6885.

Sincerely,

A handwritten signature in black ink that reads "Patrick Foran".

Patrick Foran
Director



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APPLICATION OF INTENT CHECKLIST

In order to “start the clock” for the review period, the following must be attached to the application of intent when it is submitted:

- **Completed Application of Intent and payment of \$60 non-refundable application fee.**
- **Parks/Facility Use Form**; if event takes place in any City of Bellevue Parks Department facility or park, a Parks/Facility Use Form must be completed.
- **Site Plan, include area map**, noting specific locations for:

- | | | |
|---|---|--|
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Heating devices | <input type="checkbox"/> Signs/banners |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Live music | <input type="checkbox"/> Special Effects |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Open flame/fire | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Food service | <input type="checkbox"/> Parade route | <input type="checkbox"/> Temporary Structure |
| <input type="checkbox"/> Garbage dumpsters/Recycling containers | <input type="checkbox"/> Portable restrooms | <input type="checkbox"/> Tents/Shelter |
| <input type="checkbox"/> Generators | <input type="checkbox"/> Refrigeration | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Hand washing facilities | <input type="checkbox"/> Security | <input type="checkbox"/> Other |

- **Proposed Transportation and Parking Plan**, include as applicable:

- | <u>Transportation Plan</u> | <u>Parking Plan</u> |
|--|--|
| <input type="checkbox"/> Shuttle Routes | <input type="checkbox"/> Disabled Parking Zone |
| <input type="checkbox"/> Existing METRO Routes | <input type="checkbox"/> Pay Parking zone |
| <input type="checkbox"/> Ingress & Egress to event | <input type="checkbox"/> Priority parking |
| <input type="checkbox"/> Vendor Access | <input type="checkbox"/> Free Parking |
| <input type="checkbox"/> Proposed routing | |

Note: new rules for METRO and Private Shuttle Services necessitate applying for use of METRO Park & Ride lots a minimum 30 days in advance in order to ensure a response prior to your event.

- **Sound Permit Application**; must be completed only if you are requesting amplified sound

Items to address as your event develops:

- Current Certificate of Liability Insurance & Hold Harmless Agreement**
Must be provided to the Special Events Committee at least 30 days prior to the event and conform with the requirements of the City of Bellevue, Risk Management Office, 425-452-2746.
- Recycling Plan (required for all food service)**
Call Republic Services to arrange recycling and garbage service, 206-646-2494.

- **Other Necessary Permits** (as applicable)

- | | | |
|--|--|---|
| <input type="checkbox"/> Admission Tax | <input type="checkbox"/> Electrical Permit | <input type="checkbox"/> Mechanical Permit |
| <input type="checkbox"/> Banner Permit | <input type="checkbox"/> Fire Permit | <input type="checkbox"/> Plumbing Permit |
| <input type="checkbox"/> Business Registration | <input type="checkbox"/> Health Department (2 permits) | <input type="checkbox"/> Temporary Special Events License |



APPLICATION OF INTENT CHECKLIST

Event organizers shall be required to provide a Certificate of Liability Insurance listing the specific event and naming the City of Bellevue as an additional insured. Generally, the Certificate of Liability Insurance requires a minimum of \$1,000,000 public liability insurance or proof of self-insurance. A Hold Harmless Agreement is also required. For more information contact the City of Bellevue Risk Management Office at 425-452-2746.

Naming the City Additional Insured:

City of Bellevue
Parks & Community Services Department

Event Name _____

Sponsoring Organization(s) _____

Event Date _____ Event Contact Name _____

Phone Number _____ Email _____

Name of Insurance Carrier _____

Insurance Contact Name _____

Insurance Company Phone No. _____ Insurance Form/Policy No. _____

Mail this form along with Certificate of Insurance and Hold Harmless Agreement to:

SPECIAL EVENTS COMMITTEE
Attention: Cyndy Van
City of Bellevue
Parks & Community Services Department
PO Box 90012
Bellevue, WA. 98009-9012

Or:

Hand carry this form along with Certificate of Insurance and Hold Harmless Agreement to:

SPECIAL EVENTS COMMITTEE
Attention: Cyndy Van
Parks and Community Services Department
Bellevue City Hall
450- 110th Avenue NE, Bellevue

FOR OFFICIAL USE ONLY

Certificate of Insurance form attached? YES NO

Hold Harmless Agreement attached? YES NO

Date Received by SEC _____ Date Received by RM _____

SEC Notes/Follow up _____

RM Notes/Follow up _____

2015 SPECIAL EVENTS FEE SCHEDULE

Special Events Committee General Information

Special Event Application of Intent requires a non-refundable \$60 processing fee, which is **due time of application**.

Special Event Permit Fees are due at least thirty (30) days prior to event taking place. Checks are payable to the City of Bellevue.

<u>Type Of Event</u>	<u>Fee</u>
Application Fee (<i>non-refundable</i>)	\$ 60
Fun Run/Bike Race (Rolling Closure)	\$ 2,013
Race/Parade (Closed Course)	
Less than or equal to 3 hours per day	\$ 5,061
Greater than 3 hours per day`	\$ 8,094
Fair/Carnival (Daily participation over entirety of event)	
Less than 5,000 event participants	\$ 1,513
5,000 – 25,000 event participants	\$ 7,209
25,001 – 50,000 event participants	\$10,118
Greater than 50,000 event participants	\$15,150
Sound Exemption Permit if Special Event Permit not required:	\$ 50

Parks Department User Fees and fees associated with permit conditions (i.e., electrical, insurance, security, etc.) are **in addition** to the above fee schedule.

Application fee of \$60 is not refundable. Permit Fees are refundable if written notice is received by the Special Events Committee a minimum of 30 days prior to the date of the event.

TAX DIVISION EVENT LICENSING

One or more of the following taxes/licenses may be required before you conduct an event in Bellevue. Information may be obtained from the City of Bellevue Tax Division by calling 425-452-6851 or by stopping by Bellevue City Hall, located at 450-110th Ave NE. Our mailing address is PO Box 90012, Bellevue WA, 98009-9012.

Business Registration (Chapter 4.03 and 4.09 of City of Bellevue Code)

(http://www.bellevuewa.gov/business_licenses.htm and <http://www.codepublishing.com/wa/bellevue/>)

- WHO: All businesses engaged in business activity in Bellevue must be registered with the City and are subject to business and occupation tax.
- WHAT: \$100 (Business License Application fee \$15 and Bellevue registration \$85) and B&O tax based on gross receipts at a rate of .1496%.
- HOW:
1. Business registration applications are available at City Hall and can be downloaded on our website (http://www.bellevuewa.gov/business_licenses.htm)

Completed application and filing fee should be returned to the Tax Division prior to the business activity in Bellevue.
 2. The business registration certificate is issued in about four weeks after application is received.
 3. Tax returns will be mailed to you on a quarterly basis (due on or before the last day of the month after the end of the reporting period).

Admission Tax (Chapter 4.04 City of Bellevue Code) (<http://www.codepublishing.com/wa/bellevue/>)

- WHO: Any person, group or business charging admission to an event or function, which is open to the public, must be licensed and may be required to collect admission tax.
- WHAT: A tax equal to 3% of the admission charge. The admission tax is collected from the consumer based upon the cost of admission. All businesses charging admission in the City of Bellevue must have a valid business registration with the City. Admission charges under \$5 (minimum for 2010) and certain non-profit organizations are exempt from this tax.
- HOW:
1. Apply for business registration as noted above. Note admission activity on the application. If you already possess a valid business registration, notify the Tax Division of your intent to charge admissions.
 2. Admission tax returns will be mailed to you or given to you at the time of application. Tax returns are due on or before the last day of the month following the reporting period.

TAX DIVISION EVENT LICENSING

Temporary Special Events License (Chapter 5.12 City of Bellevue Code)
<http://www.codepublishing.com/wa/bellevue/>

WHO: This license is issued to the promoter of a special event where 15 or more vendors are participating in the selling, bartering, exchanging, trading, or displaying of goods or services at an event open to the public. If the event has less than 15 vendors, each vendor must obtain a business registration described above.

WHAT: License fee of \$5 per day of the event per vendor (maximum fee per event for each vendor is \$40). The license fee is collected by the promoter and remitted to the City. The Temporary Special Event License replaces the need for individual vendors to be registered with the City; however, promoters must have a current Business Registration.

HOW:

1. Applications are available at the Tax Division.
http://www.bellevuewa.gov/Temporary_Use.htm
2. The Tax Division must receive completed application and license fees at least three days prior to the event.

RECYCLING AND GARBAGE AT YOUR EVENT

Garbage and recycling service is required for food service at your event. The City of Bellevue's goal is to recycle 40% of waste at all events held in the City. Follow this checklist to set up the garbage and recycling service at your event.

Note: Recycling is now **required** by RCW 70.93.093 at public events where beverages are being served. Please refer to the Department of Ecology Recycling Requirement Publication 08-07-016.pdf, which is included in the attachments to this SEC Manual. Also, you will find a photo of the recycling containers available through Republic Services. For rate information and to arrange for containers for your event please contact Don Frey as listed below.

Before the Event:

- Contact Jennifer Goodhart at the City's Utilities Department (425) 452-6197 jgoodhart@bellevuewa.gov to discuss your garbage and recycling needs, including:
 - ◆ What materials you can recycle
 - ◆ What collection containers you will need
 - ◆ Where to obtain collection containers
 - ◆ How to arrange the containers on the site

- Contact Connie Smith at Republic Services to order the services required (425)646-2531 csmith4@republicservices.com . She can provide information on:
 - ◆ Costs
 - ◆ Containers available

- Contact Bob Moselle, District Manager, at Cedar Grove Composting (206) 713-5393 bobm@emeraldncw.com to discuss food waste recycling.

At The Event:

- Place a recycling container for each type of recycling next to **each** garbage container.
- Put proper signs on all recycling containers, including totes and dumpsters to prevent garbage from being put in with recyclables.
- Empty garbage and recycling containers as necessary during the event.

After the Event:

- Contact Connie Smith at Republic Services (425)646-2531 csmith4@republicservices.com to find out what percent of waste generated was recycled at the event.
- Contact Jennifer Kaufman at the City's Utilities Department (425) 452-6197 jgoodhart@bellevuewa.gov to discuss ways to improve the amount of waste recycled next year (if an annual event).
- Contact Bob Moselle, District Manager, at Cedar Grove Composting (206) 713-5393 bobm@emeraldncw.com to discuss ways to improve for next year.

GENERAL INFORMATION

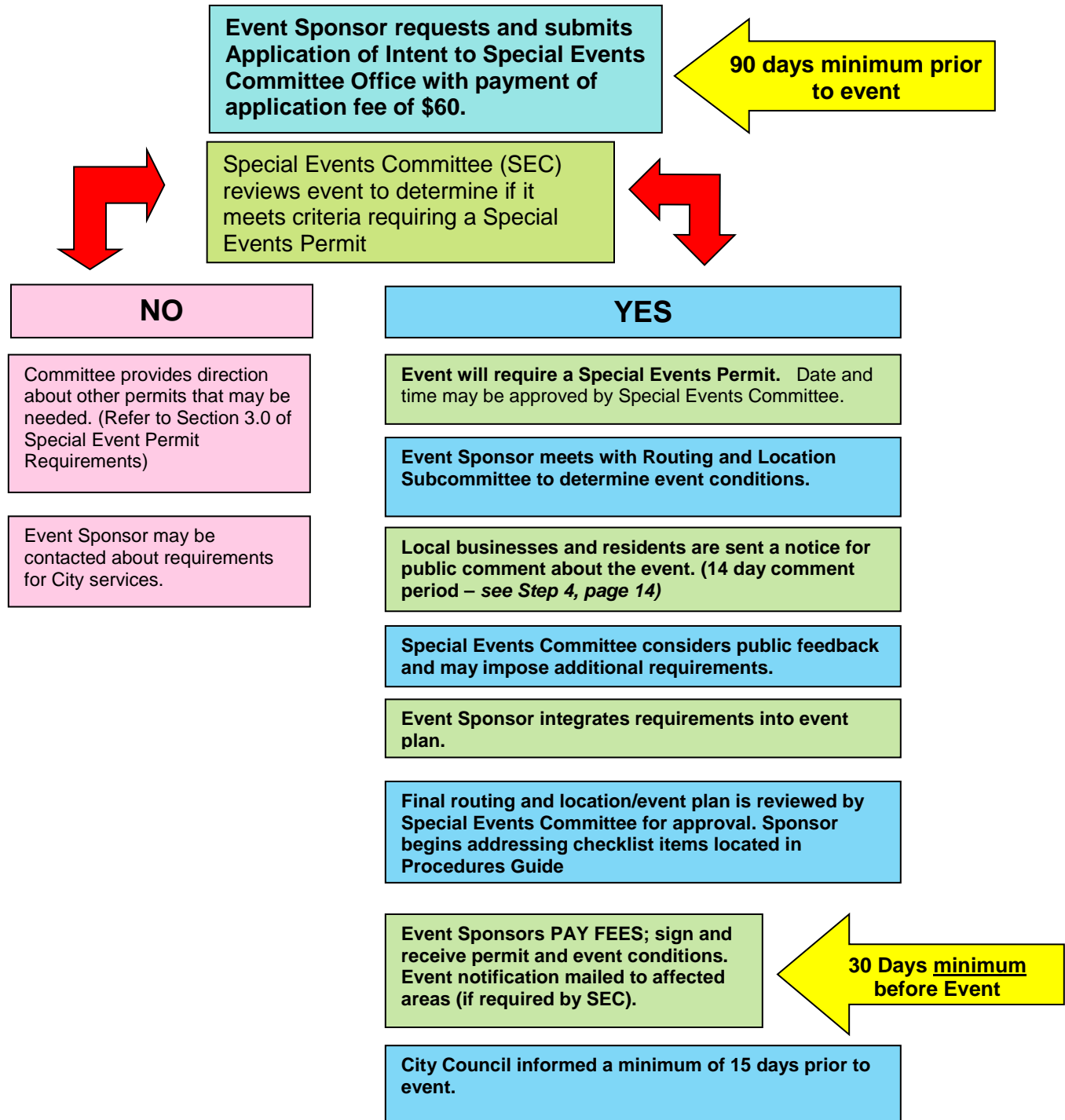
- Who:** Representatives include:
Parks & Community Services Department (Chair)
Development Services Department
Fire Department
Police Department
Transportation Department
METRO Transit
Business Community (up to 4 representatives)
Residential Community up to (4 representatives)
Special Events Organizer (up to 2 representatives)
- What:** The Special Events Committee:
Interprets and administers the Special Events Code
Establishes event conditions and fees
Sets event time, place and conditions
Has final approval authority for issuing event permits
- Why:** In 1993, the Bellevue City Council adopted Ordinance No. 4622, the Special Events Code, because it recognized the community benefits that many of the events bring to the City, and the need to ensure that impacts to the surrounding areas are addressed.
- When:** The *Special Events Committee* meets the second Thursday of the month, from 8:30-10:00am at Bellevue City Hall, 450-110th Avenue NE, Bellevue. The *Routing/Location Subcommittee* meets on an ad hoc basis. To schedule a meeting with the subcommittee to discuss your event, please contact Ken Hageman in the Transportation Department Right of Way Division at (425) 452-4123 (khageman@bellevuewa.gov).
- Fees:** The \$60 application fee is submitted with the Application of Intent. The SEC will set conditions and event fees. All permit fees are payable to City of Bellevue a **minimum** of thirty (30) days prior to the event. ***Additional permits and fees may be required by other department/agencies within the City.***

Insurance

- Requirements:** The special event applicant shall provide general liability insurance naming the City as an additional insured. Limits of coverage will be determined by the City's Risk Manager at the time of application. Certificates of insurance are to be submitted to the city for approval at least forty-five (45) days prior to the day of the event. Acceptability of insurance is subject to approval by the City's Risk Manager.

As a condition of the Special Event Permit, the applicant shall agree to defend, indemnify, and hold harmless the City of Bellevue, its officers, employees, and agents, for any and all claims or liabilities caused by or arising out of any use authorized by the permit.

SPECIAL EVENTS PROCESS OVERVIEW



SPECIAL EVENTS COMMITTEE PROCEDURES

SPECIAL EVENT PERMIT REQUIREMENTS

1.0 RESPONSIBILITY

- 1.1 The Parks & Community Services Department shall be responsible for interpretation and application of the procedure.
- 1.2 The Special Events Committee shall be responsible for setting the time, place and manner of the event, as well as the conditions and fees.

2.0 GENERAL PERMIT REQUIREMENTS

- 2.1 A Special Event is a pre-planned activity sponsored by a group or organization proposed to be held on public property, or which would significantly impact either public property or normal vehicle and pedestrian traffic, requiring the use of City Services for purpose of entertainment, celebration, amusement, cultural recognition, amateur sports, demonstration or competition, or similar activities.

Specific activities requiring a Special Events Permit include, but are not limited to, the following:

- 2.1.1 Fun Runs/Walks - foot races held on public streets, sidewalks, trails, and/or a public place.
- 2.1.2 Bike Race - bike races held on public streets, sidewalks, trails, and/or a public place.
- 2.1.3 Parade - any organized group marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or public place.
- 2.1.4 Fair/Carnival - a stationary event on public streets, sidewalks, trails and/or a public place, held one day or more.

SPECIAL EVENTS COMMITTEE PROCEDURES

SPECIAL EVENT PERMIT REQUIREMENTS

3.0 DETERMINATION OF APPLICATION AND PROCESS

- 3.1 A Special Event Application of Intent shall be filed with the Special Events office if:

The event is held on public streets, sidewalks, walkways, or on other publicly owned property, is over 2,000 in attendance per day, or the event interferes with normal vehicular or pedestrian traffic and/or requires the use of City services.

OR

The event is on private property and cannot be self-contained (i.e. parking spills over onto public property) and/or requires the use of City services.

NOTE: Events *solely* sponsored by the City (i.e. Open Houses, etc.) which are below 2,000 attendees per day, are exempt from the Special Events process. However, the sponsoring department is required to notify the Special Events Committee of the event's date, time, and location.

- 3.2 Once an application for a new or modified event is submitted, it will be reviewed by the Special Events Committee and/or the Routing and Location Subcommittee. They will review the proposed event for determination of impacts and whether a special event permit will be required, and if not, advise the applicant regarding what other permits might be required.

The following is a list of the most common permits that may be required and the types of events that might require them *(Some events may require more than one type of permit):*

Right-of-Way Use Permit

The event occurs on the public right-of-way, but anticipated participation level and impact on City services are below the threshold for a special event permit.

Temporary Use Permit

The event is self-contained on private property and does not impact public right-of-way.

Park Use Permit

The event's peak attendance is less than 2,000 people per day and the event is self-contained on park property.

Amplified Sound Exemption

If event will have amplified sound, will exempt event from city sound ordinance.

Electrical Permits

If the event will need electricity, a temporary permit and inspection will be required. *(Includes generator power.)*

SPECIAL EVENTS COMMITTEE PROCEDURES

COMMITTEE REPRESENTATION AND RESPONSIBILITIES

1.0 REPRESENTATION

- 1.1 Membership of the Special Events Committee shall consist of six appointed City employee members, one METRO representative, and ten members appointed by the City Council.
 - 1.1.1 City employee members shall be appointed by their Department Director and shall serve in perpetuity. Departments represented on the Committee include: Transportation, Parks & Community Services, Fire, Police and Development Services.
 - 1.1.2 METRO transit shall appoint one METRO employee to serve on the Committee. This employee shall be familiar with operational aspects of METRO and will have experience in special event planning.
 - 1.1.3 Community members shall be appointed by the City Council and will consist of representatives for each of the following perspectives: 4 citizen representatives, 4 business representatives, and 2 special event promoters.
 - 1.1.4 Administration of the Committee will be provided by the Parks & Community Services Department, and will include two (neutral) non-voting parties, including Committee Chair.
- 1.2 Elected members shall serve terms of 2 years duration, with an available limit of 4 consecutive terms (8 years).
 - 1.2.1 Terms for elected members shall be staggered. The business and special event organizer terms shall begin in even numbered years, and the community representative terms shall begin in odd numbered years.
 - 1.2.2 New members shall be appointed in October of the year previous to the beginning of the term. New members shall be invited to sit in on meetings prior to the start of the term to become familiar with the process, but will not be allowed to participate until their term officially begins the following January. Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action.

SPECIAL EVENTS COMMITTEE PROCEDURES

COMMITTEE REPRESENTATION AND RESPONSIBILITIES

2.0 RESPONSIBILITY

- 2.1 The Special Events Committee is responsible for reviewing and approving special events on the public streets, sidewalks, walkways, or other publicly owned property which interferes with normal vehicular or pedestrian traffic and requires the use of City services.
- 2.2 The Committee Chair and Co-Chair are responsible for maintaining Committee records, arranging meeting times and location, and issuing permits on behalf of the Committee.
- 2.3 Committee members are encouraged to be involved with different community groups as part of their position. Members can provide general information to interested parties about the Special Events Committee and process. However, Committee members are not able to act on behalf of the Committee. Should issues arise at community meetings which require a policy decision, the Committee member present will encourage the group to send a representative to a Special Events meeting where the body as a whole is empowered to make the policy decision.

3.0 POWERS OF COMMITTEE

- 3.1 The Special Events Committee has the power to:
 - 3.1.1 Interpret and administer the Code.
 - 3.1.2 Represent the City, under the authority of the City Manager, in discussion and maintenance of agreements with the person(s) who represent the event.
 - 3.1.3 Coordinate with City Departments and other government agencies for the provision of government services for special events.
 - 3.1.4 Establish terms, conditions, appropriate fees, time(s), place and manner of the event.
 - 3.1.5 Establish and adopt procedures for administering the Special Events code as necessary.
 - 3.1.6 Approve or deny Special Event Permit applications.

SPECIAL EVENTS COMMITTEE PROCEDURES

SPECIAL EVENT PERMIT APPLICATION AND PROCESS

1.0 RESPONSIBILITY

- 1.1 It is the responsibility of the applicant to apply for a Special Event Permit.
- 1.2 The Parks & Community Services Department, Special Events Office, shall assist applicants by forwarding applications and coordinating review and approval of the application with the Special Events Committee.
- 1.3 The Special Events Committee is responsible for review, setting conditions, and approval or denial of Special Events.

2.0 GENERAL PROCEDURE

- 2.1 **Special Event Application of Intent:** Applicants for Special Events shall complete the application form provided by the Special Events Office, Parks & Community Services Department, and provide the relevant event information specified in the permit application.

The application may have a need for more than one permit because of multiple activities such as parades, runs, and street sales for the event.

The complete permit process from application to post event evaluation involves the following ten steps:

Step 1 - Application of Intent Submittal: Applicant completes a Special Event Application of Intent and submits it, along with \$60 application fee, for review and processing with the Special Events Office, Parks & Community Services Department. The Special Event Application of Intent must be submitted a **minimum** of ninety (90) days prior to the date of the proposed event to allow adequate review time. An Application of Intent for Recurring Annual Events must be submitted by December 20 of the year before the event is to be held. First time events should list several options for location, route, date and time.

Step 2 - Initial Review: The Special Events Office, Parks & Community Services Department, shall review applications to determine if all necessary information is provided prior to submittal to the Special Events Committee for review.

Step 3 - Review Process: The Special Events Committee shall review the Application of Intent and determine if the events can be accommodated and/or whether the event needs a Special Event Permit or a Right-Of-Way Use Permit or a Temporary Use Permit. The Special Events Committee or the Routing and Location Subcommittee shall meet with the applicant and/or sponsor to prioritize locations/routes, based on procedure criteria for the location/route.

SPECIAL EVENTS COMMITTEE PROCEDURES

SPECIAL EVENT PERMIT APPLICATION AND PROCESS

Step 4 - Notification to Public: A notice of pending decision on first-time or significantly changed events must be provided at a minimum in the identified local newspaper or mailed by the City to affected businesses and residents (area to be determined on a case-by-case basis by the Special Events Committee) along with a request for written comments. A total of fourteen (14) business days shall be given to receive written comments.

Step 5 - Public Comment Review: The Special Events Committee shall review the comments received and meet with the applicant and/or sponsor to discuss comments and possible conditions and fees.

Step 6 - Conditions and Fees: The Special Events Committee shall make a decision regarding the application and set any conditions and fees, in accordance with Bellevue City Code 14.50.110 and 14.50.120, and upon payment issue the permit.

Step 7 - City Council Notification: The Special Events Committee shall notify the City Council of approval of events.

Step 8 - Notification of Event: The applicant and/or sponsor shall notify the affected area (to be determined on a case-by-case basis by the Special Events Committee) fifteen (15) days prior to the event, regarding approval of the event, date(s), and location/route.

Step 9 - Post Event Evaluation: The Special Event Committee shall conduct a post event evaluation, which may include a survey of the affected residents/businesses and a meeting with the applicant/sponsor. This will occur both for annual events that change dates, time or location, and first time events.

SPECIAL EVENTS COMMITTEE PROCEDURES

SPECIAL EVENT PERMIT FEES AND CHARGES

1.0 RESPONSIBILITY

- 1.1 The Special Events Committee will calculate the fees required for issuance of permit and collect all required advance fees before a permit is issued. They will also determine the amount of charges to be collected when the permit use is completed and bill for additional charges and process refunds.
- 1.2 The Finance Department, Tax Office, has the responsibility to calculate and collect the fees for events requiring a Temporary Event Special License Fee, per Chapter 5.12 of the Bellevue City Code.
<http://www.bellevuewa.gov/bellcode/Bellevue05/Bellevue0512.html>

2.0 FEE SCHEDULE

Fees are determined based on a flat fee schedule, depending on the type of event and duration/participation level.

- 2.1 Application Fees – A non-refundable Application Fee of \$60 is charged at the time of initial application.
- 2.2 Additional Fees - Additional fees may include Parks Department User Fees, permit fees for sound, electrical, mechanical or others as needed. Fees associated with conditions placed on the permit are the sole responsibility of the applicant/sponsor and are in addition to the flat fee schedule.

SPECIAL EVENTS COMMITTEE PROCEDURES

SPECIAL EVENT PERMIT FEES AND CHARGES

2.3 2015 Fee Schedule

Type of Event	Fee
Fun Run / Walks / Bike Race (Rolling Closure)	\$ 2,013
Race / Parade (Closed Course)	
Less Than or Equal to 3 Hours Per Day	\$ 5,061
Greater Than 3 Hours Per Day	\$ 8,094
Fair / Carnival / Community Event (Daily participation over entire event)	
Less than 5,000 Participants	\$ 1,513
5,000 - 25,000 Participants	\$ 7,209
25,001 - 50,000 Participants	\$10,118
Greater than 50,000 Participants	\$15,150

3.0 TEMPORARY SPECIAL EVENT LICENSE FEE

Temporary Special Event License Fees - Special Events required to pay a Temporary Event Special License Fee by the Tax Office will have this amount deducted from the Special Event Permit Fee. In the event that the Temporary Event Special License Fee is higher than the Special Event Permit, the higher fee will be charged.

4.0 SOUND EXEMPTION PERMIT FOR NON-SPECIAL EVENTS

If an event has been reviewed by the Special Events Committee and is deemed not to require a Special Event, it may obtain a sound exemption permit for a fee of \$50 – this is in addition to the Application of Intent fee.

5.0 PAYMENT OF FEES

5.1 A \$60 non-refundable processing fee is due when the Application of Intent is submitted. Fees that are assessed based on the fee schedule are payable thirty (30) days prior to the event taking place.

5.2 If the applicant/sponsor is anticipating paying a Temporary Special Events License Fee, a \$2,000 *deposit or total fee due*, whichever is less, shall be required thirty (30) days prior to the event, and the balance shall be required thirty days after the event has taken place when final assessments of fees are determined.

SPECIAL EVENTS COMMITTEE PROCEDURES

6.0 REFUNDS

- 6.1 Fees charged from the fee schedule are refundable, except the \$60 application fee, if the special event is canceled after the permit is issued, and written **notice** is received by the Special Events Committee a minimum of thirty (30) days prior to the date of the event.

SPECIAL EVENTS COMMITTEE PROCEDURES

LOCATION/ ROUTE CRITERIA

1.0 ROUTING AND LOCATION SUBCOMMITTEE RESPONSIBILITY

- 1.1 It is the responsibility of the Special Event Permit applicant to meet with the Routing and Location Subcommittee to address location and routing issues.
- 1.2 The Routing and Location Subcommittee is comprised of representatives from METRO, the City's Police, Fire and Transportation Departments, and may include a non-City member of the Committee.
- 1.3 The Subcommittee contact person is the Transportation Department representative.
- 1.4 The Routing/Location Subcommittee meets on an ad hoc basis. ***To schedule a meeting with the subcommittee to discuss your event, please contact Ken Hageman in the Transportation Department Right of Way Division at (425) 452-4123.***

2.0 ROUTING AND LOCATION SUBCOMMITTEE ISSUES

- 2.1 The applicant will be asked to participate in a discussion about the following issues:
 - 2.1.1 Possible locations for events, taking into consideration the proximity to major arterials, shopping venues, and high traffic areas.
 - 2.1.2 The physical layout of the proposed site including size and scope of the site, potential noise problems and location of the event in relation to the surrounding area (i.e. residential, commercial, industrial, etc.)
 - 2.1.3 Parking issues, including the amount available, the distance of parking from the event, alternate parking arrangements (shuttle, etc.), and the prevention of parking spill-over into residential areas.
 - 2.1.4 Traffic control, crowd control, and security, including the number of police officers required. Important information for the event sponsor to have available includes: anticipated attendance, the number of signalized intersections impacted, if adequate detour routes are available, and the access impacts to retail and residential areas.
 - 2.1.5 Fire issues include Fire Department access to the event, location of fire hydrants, Fire Department sprinkler system connections, fire lanes, location of event in relation to existing major response routes, and whether or not the event will require medical stand-by from the Fire Department.
 - 2.1.6 Business/ residential impacts such as reduced access, event duration, etc.

SPECIAL EVENTS COMMITTEE PROCEDURES

3.0 COMMITTEE DECISION CRITERIA

- 3.1 When deciding whether to approve, approve with conditions, or deny a permit, the Special Events Committee shall consider if the event as proposed:
- a. Can be shown to function safely.
 - b. Allows the City to maintain reasonable police and fire protection to all areas of the City.
 - c. Causes no irreconcilable interference with previously approved and/or scheduled construction, maintenance, or other activities.
 - d. Meets the location / route criteria established in the procedures.
 - e. Causes no direct competition for City resources with an already established event in the affected area.
 - f. Causes no unreasonable direct competition for established events and business promotions within the affected area, even though these promotions may not fall within the jurisdiction of this committee (Nordstrom Sale, Bellevue Square Home Show, etc.).
 - g. Provides an impact mitigation plan including factors such as location, start/end time, duration, attendance, access, and financial impact for all events held within an established business or residential area.
 - h. Causes no unacceptable major access impacts to nearby businesses and neighborhoods.
- 3.2 When recommending to the City Manager or his/her designee, a requested exemption to Noise Control Ordinance, BCC 9.18, the Special Events Committee shall identify reasonable conditions to help mitigate interference with surrounding neighborhoods or businesses. In determining these conditions, the Special Events Committee shall consider the following:
- a. The public feedback for all proposed new or significantly changed events.
 - b. The type of noise, time, duration and anticipated intensity of the proposed noise.
 - c. The potential impacts of the amplified sound in relation to the surrounding area (residential, commercial, industrial, environmental etc.).
 - d. The acoustics and physical layout (location, placement, direction, etc.) of sound amplification equipment.

SPECIAL EVENTS QUICK REFERENCE

Why do I need to apply for a permit for my special event?

The permit process allows the City to schedule adequate services such as police support, traffic control, fire inspection, and other City services required to support a special event. The permit process also helps to regulate events on public streets and City property in the interest of public health, safety, and welfare.

What events may require a Special Event Permit?

A permit may be required for a special event held on the public streets, sidewalks, walkways or on other publicly owned property which interferes with normal vehicular or pedestrian traffic, and requires the use of city services.

How do I obtain a permit for my special event?

- ◆ An Application of Intent can be obtained from the Special Events Committee in the Parks & Community Services Department.
- ◆ Applications of Intent are completed and returned to the Special Events office with a \$60 processing fee.
- ◆ ***Applications must be received a minimum of 90 days prior to event*** (recurring annual event applications must be received by December 20 of the year before the event is to occur).
- ◆ Applications of Intent must include all information outlined in the manual.

How much will I pay for a Special Event Permit?

The Special Event Permit fee will vary depending on type, size, or length of the event. A fee schedule is included in the application packet. Additional fees for other permits or use of public space may apply.

When do I pay the fee?

The \$60 processing fee is ***due when the Application of Intent is submitted***. Payment of the Special Event Permit fees is due at least thirty (30) days prior to the event taking place. Fees charged from the fee schedule are refundable (except the application fee) if the special event is cancelled and written notice is received by the Special Events Committee at least thirty (30) days prior to the date of the event.

Do I need insurance and a hold harmless agreement?

Yes, applicants need to provide general liability insurance naming the City as an additional insured. Certificates of Insurance need to be submitted to the Special Events Committee. They will be reviewed by ***the City's Risk Manager, who will determine limits of coverage***. In addition, a hold harmless agreement is required.

What else should I consider as I apply for this permit?

Please review the application packet for a list of additional responsibilities and information that may be required as part of the permit process. For example, you will need to contact the Parks Scheduling Office if your event will take place in a Bellevue Park.

SPECIAL EVENTS QUICK REFERENCE

What are the reasons for denying a permit?

Reasons for denying a permit include:

- ◆ The event, as presented, cannot function safely.
- ◆ The diversion of police and fire resources to support the event would deny reasonable fire and police protection to other parts of the city.
- ◆ The event may cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities.
- ◆ The event does not meet traffic control and/or parking management conditions.

What can I do if I feel my permit has been unfairly denied?

You may appeal the denial of the permit to the Director of Parks & Community Services (or designee) and, if still unsatisfied, the City Council.

I am not sure if my event needs the permit. It is pretty small. Must I fill out this application and pay a fee?

If you are not sure the event needs a permit, contact the Special Events Committee Office – Jon Wilson, Chair (jwilson@bellevuewa.gov or 425.452.4278). Staff may be able to assist you with determining the need.

What happens after I send the application to the Special Events Committee? When will I be contacted?

After your completed Application of Intent is received by the Special Events Committee office, you will be scheduled to attend a Committee meeting. At the meeting, you will be asked to provide a brief 5-10 minute overview of your event.

I need to get approval soon so I can start marketing. How soon until I can get approval, and is there any way I can speed up the process?

Date and time approval will usually occur early in the process. Final approval generally occurs after the Committee has received public comments for new events and after the sponsor has met planning requirements relative to the event.

We are a non-profit organization. Is there some provision for this, such as a waiver or discount?

The goal of the SEC is to provide full-service, well managed, quality, successful events, while minimizing impact to non-event participants. The fee schedule does not cover all City costs for a special event. Fees are not set to generate a profit, but to recover part of the City's costs related to supporting the event. An event sponsor who is financially unable to pay all or a portion of the permit fees may apply to the Special Events Committee for a waiver. The sponsor may be required to provide financial information to help the committee determine ability to pay.

Can I post signs for the event?

Signs advertising the event **cannot** be posted on city property (Parks, Right of Way, etc.), except on one of the two pedestrian bridges, as noted below.

Directional signs and awareness signs can be placed in city parks and on public rights-of-way **only** on the day(s) of the event. These signs are subject to review and approval by the Special Events Committee. Of course, signs can be placed on private property only with the permission of the property owner.

Can I advertise my event on the pedestrian bridges?

Some event organizers choose to advertise their events on one of the city's two pedestrian bridges (one over NE 12th St, and one over 148th Ave SE). This option is available on a first-come, first-served basis, and is **ONLY** for non-profit activities sponsored by non-profit organizations. **Applications will not be accepted prior to January 2 of the calendar year in which the event is to occur.** To request an application form, which includes all the guidelines and conditions for banners installed on pedestrian bridges, contact Colin Walker in the Parks Department at cwalker@bellevuewa.gov.

SPECIAL EVENTS QUICK REFERENCE

Area	Contact	Phone Number
Special Events Committee Office	Parks & Community Services Dept. 450-110th Avenue NE Bellevue City Hall	425-452-4278 email: sec@bellevuewa.gov
Special Events Application of Intent	Jon Wilson, Chair Special Events Committee Cyndy Van, Staff Support Special Events Committee	http://www.bellevuewa.gov/special_events_committee.htm
Electrical, Plumbing and Mechanical Permits	Development Services 450-110th Avenue NE Bellevue City Hall	425-452-6800 http://www.bellevuewa.gov/applications_and_other_forms.htm
Sound Permits	Special Events Committee Chair 450-110th Avenue NE Bellevue City Hall	Jon Wilson, jwilson@bellevuewa.gov Phone: 425.452.4278
Fire Permits, Inspections	Fire Dept., Fire Prevention Office 450-110th Avenue NE Bellevue City Hall	425-452-4122 www.bellevuewa.gov/fire_marshall_message.htm
Certificates of Liability Insurance, Hold Harmless Agreement	Risk Management Office City Attorney's Office 450-110th Avenue NE Bellevue City Hall	425-452-2746
Temporary Special Events License Tax Information	Finance Dept., Tax Division 450-110th Avenue NE Bellevue City Hall	425-452-6851 http://www.bellevuewa.gov/regulatory_licenses.htm
City Maps, Streets, & Sign Requirements	Transportation Dept. Tim Stever 450-110th Avenue NE Bellevue City Hall	425-452-4294 email: tstever@bellevuewa.gov http://www.bellevuewa.gov/GIS_map_data_info.htm
Banners on overpasses	Parks Department Colin Walker 450 – 110th Avenue NE Bellevue City Hall	425.452.7248 Email: cwalker@bellevuewa.gov
Parks/Park Facility Usage	Parks & Community Services Dept. Jon Wilson 450-110th Avenue NE Bellevue City Hall	425-452-4278 jwilson@bellevuewa.gov http://www.bellevuewa.gov/rental_facilities.htm

SPECIAL EVENTS QUICK REFERENCE

Area	Contact	Phone Number
Routing and Location Subcommittee	Transportation Dept. Ken Hageman 450-110 th Avenue NE Bellevue City Hall	425-452-4123 email: khageman@bellevuewa.gov
Choose Your Way Bellevue (<i>transportation alternatives</i>)	Transportation Dept. Kate Johnson 450- 110 th Avenue NE Bellevue City Hall	425-452-7896 kmjohnson@bellevuewa.gov www.chooseyourwaybellevue.org
Health Dept. Permits	Seattle-King County Dept. of Public Health 401 Fifth Ave. Suite 1100 Seattle, WA 98104	800-325-6165; ext. 3-9566 http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness.aspx
Recycling and Garbage (To order services after plan development)	Republic Services Connie Smith	206-646-2531 csmith4@republicservices.com
Recycling Food Waste	Cedar Grove Bob Moselle	206-713-5393 bobm@emeraldncw.com
Right-of-Way Use Permit	Transportation Dept. Tim Stever 450- 110 th Avenue NE Bellevue City Hall	425-452-4294 http://www.bellevuewa.gov/pdf/DSD/SR_ROW.pdf tstever@bellevuewa.gov
Business License	Finance Dept., Tax Division 450- 110 th Avenue NE Bellevue City Hall	425-452-6851 http://www.bellevuewa.gov/business_licenses.htm
Metro Transit Shuttle Service & Bus/Van Routing General Bus Route Info.	Glenn Bartolome Rider Information System	206-684-1718 glenn.bartolome@kingcounty.gov 206-553-3000 http://metro.kingcounty.gov/
Police/Security	Police Dept. Lt. Dave Sanabria 450- 110 th Avenue NE Bellevue City Hall	425-452-2821 dsanabria@bellevuewa.gov
Temporary Use Permit	Development Services 450- 110 th Avenue NE Bellevue City Hall	425-452-6800 http://www.bellevuewa.gov/Temporary_Use.htm

ROUTING AND LOCATION SUBCOMMITTEE

It is the responsibility of the Special Event Permit applicant to meet with the Routing and Location Subcommittee to address routing and location issues.

The Routing and Location Subcommittee is comprised of representatives from the City's Police, Fire, and Transportation Departments, and may include other City staff, a representative from METRO, or a non-City member of the Committee. The Subcommittee contact person is the Transportation Department Representative.

The Routing/Location Subcommittee meets on an ad hoc basis. To schedule a meeting with the subcommittee to discuss your event, please contact Tim Stever in the Transportation Department Right of Way Division at (425) 452-4294.

Routing and Location Subcommittee Members:

Ken Hageman (Lead)	Transportation	425-452-4123	khageman@bellevuewa.gov
Lt. David Sanabria	Police	425-452-2821	dsanabria@bellevuewa.gov
Dennis Warner	Fire	425.452-6011	dwarner@bellevuewa.gov
Glenn Bartolome	METRO Transit	206-477-5781	glenn.bartolome@kingcounty.gov

EXAMPLES OF POSSIBLE CONDITIONS

In planning for your special event, we ask that you give extra thought and consideration to the following conditions that may apply to your event. Here are some things to consider from each City department:

Department of Finance, Risk Management Office

The Risk Management Office requires your event to provide:

- ◆ Current Certificate of Liability Insurance must name the City of Bellevue as an additional insured and include specific event and dates of event
- ◆ Hold harmless agreement as specified by the Risk Management Office with original signature.

Development Services Department

The Development Services Department has certain special event requirements that fall under three categories: electrical, sanitation, and land use. Here is what DSD will look for:

Electrical Requirements:

- ◆ A Temporary Electrical Permit
- ◆ Comply with all the conditions outlined for the Temporary Electrical Permit
- ◆ Electrical inspection on all temporary service installations **before** energizing, and verification that Electrical Permit has been obtained.

Sanitation Requirements:

The Sanitation Requirements are supplemental to requirements of the Seattle-King County Department of Health temporary food service or food worker permits and requirements.

- ◆ At least one trash and one recycling receptacle at the location of each food service booth.
- ◆ One commercial-size garbage container and one commercial-sized commingled recycling container per each 12 booths.
- ◆ Restrooms and/or portable toilet stalls and hand-washing stations shall be provided for public use at the event, conveniently located to the food service area.
- ◆ Handicapped restrooms shall be available at the groupings of portable toilets.
- ◆ Portable restrooms shall be serviced daily or on an emergency basis more frequently.
- ◆ Containers shall be provided for disposal of waste and the recycling of a minimum of three recyclable materials. Containers must be monitored by on-site personnel and emptied as needed. No receptacle or container shall be allowed to remain in an overflowing condition.
- ◆ Recycling collection receptacles shall be provided next to each garbage receptacle, and large containers specifically designated for recycling shall be conveniently located near the large garbage containers.

EXAMPLES OF POSSIBLE CONDITIONS

Police Department

The Police Department has three main concerns: Security, Traffic Control/Public Safety, and Sound Amplification.

Security:

- ◆ Provide Security Plan for review prior to event.
- ◆ Work with the Police on possible adjustments to Security Plan.
- ◆ If private security is used, responsibility for actions lies upon the private security officers.

Traffic Control and Public Safety:

- ◆ Event sponsor must provide access for Police and Fire.
- ◆ Event sponsor must provide access for the disabled.
- ◆ Event sponsor must provide Police with maps, routes, and layout of the event.
- ◆ Vehicles used in and for the event must meet all required safety standards and obey all traffic laws.
- ◆ All parking areas will be managed with proper signage. Additionally, the event planner may be required to provide Police with flyers to give to motorists, showing parking locations.
- ◆ Provide Police with location of First Aid Station.

Sound Amplification:

- ◆ A Sound Permit or Sound Amplification Exemption is required for all amplified sound.
- ◆ Sound amplification is generally permitted between 8:00am-5:00pm.
- ◆ The volume of amplified sound allowed under Sound Amplification Exemptions shall not exceed 95 decibels at 50 feet from the source or exceed the boundary of the park, whichever is less.
- ◆ Sound amplification is prohibited near hospitals, retirement homes, or any area the Chief of Police deems detrimental to the health, welfare, or morals of any person or class of persons within the City.

EXAMPLES OF POSSIBLE CONDITIONS

Transportation Department

The Transportation Department will require your event to:

- ◆ Provide a traffic control plan (including a plan for setup if occurring in public right-of-way prior to event) and parking plan.
- ◆ Provide all traffic control signs, barricades, and fencing.
- ◆ Provide Transportation with maps, routes, and layout of the event a minimum of thirty (30) days prior to event.
- ◆ Keep the street(s) clean of all debris during the event and immediately following the event.
- ◆ Provide proposed location of any signs and/or displays within the public Right-of-Way.
- ◆ Event flyers must publicize the bus service, route change, and shuttle information.
- ◆ Offer incentives to transit users, such as \$1 vendor discounts for presenting a valid Metro transfer.
- ◆ Furnish bicycle corrals.
- ◆ Provide carpooling incentives.

Parks & Community Services Department

If you are requesting use of ANY of the City's park properties, ***additional fees and requirements*** may apply to your event:

- ◆ A Facility Use Request Form must be completed, signed, submitted, and approved prior to marketing your event.
- ◆ Payment of fees associated with use of a park facility needs to follow Department rental policies and procedures.
- ◆ Certificate of Insurance, naming the City of Bellevue as additional insured, or proof of self-insurance is required.
- ◆ Events planning special uses (i.e., alcohol service, amplified sound, big toy/inflatables, electrical access, tents/canopies, vehicle access, etc.) on Park property must receive Department approval by meeting requirements for a conditional use permit and pay applicable permit fees, prior to the deadline.

Note: Events planning special uses outside of Park property must comply with respective department requirements.

- ◆ Event sponsor must comply with all the conditions outlined in the Park and Facilities Code Manual.
- ◆ Event sponsor will be required to coordinate with Parks & Community Services Department staff on development and revisions to the site plan (i.e., vehicle access for loading and unloading equipment, placement of stages, portable toilets and sanitation, dumpsters, etc.) and event timelines from first arrival to final departure. A Final approved site plan and timeline must be on file in the Parks Scheduling Office one-week prior to start of the event.

EXAMPLES OF POSSIBLE CONDITIONS

Fire Department

In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require you to:

- ◆ Contact the Fire Prevention division at 425-452-6872 for permit information. A Fire Department permit and an on-site inspection may be required before the event can begin.
- ◆ Comply with all applicable sections of the *International Fire Code*, 2006 edition. Depending on the type of event, your activity may require compliance with the following fire and life safety issues:
 1. Tents/Canopies
 - A permit is required for tents over 200 square feet and canopies over 400 square feet
 - Proof of Flame Retardant Treatment required (Certificate or Tag attached to fabric)
 - Flame Retardant Treatment required for displays using hay, straw, dried moss or split bamboo
 2. Fire Protection Equipment
 - A portable fire extinguisher with a minimum 2A:10B:C classification is required
 3. Combustible Items
 - All combustible materials must be kept away from open flames and/or heating devices
 4. Exit-way Obstructions
 - Exit-ways must remain unobstructed at all times
 5. Electrical/Extension Cords & Multi-Plug Adaptors
 - All extension cords must be UL listed – no splices allowed
 - Only one (1) electrical device per extension cord
 - Multi-plug adaptors are allowed under certain circumstances
 6. Compressed Gas Cylinders
 - Cylinders must be secured to prevent from falling
 - Compressed gas cylinders may require a Fire Department permit depending on size and product being used
 7. Cooking and/or Warming Devices
 - Cooking activity must take place at least ten (10) feet from exit ways or combustible materials
 - Cooking in a tent must be conducted in a tent designated for cooking only
 - Tents where cooking takes place must be separated from other tents by a minimum of twenty (20) feet
 8. Heat Producing Equipment
 - Heating devices shall be vented to the outside air

EXAMPLES OF POSSIBLE CONDITIONS

Fire Department - Continued

9. Recreational Fire Requirements
 - Only approved “recreational fires” designed for cooking, pleasure, or ceremonial purposes are allowed
 - The burning of garbage and/or rubbish is not allowed
 - Fire cannot be larger than three (3) feet in diameter and two (2) feet in height
 - Fire can be no closer than 25 feet from any structure
 - User must have a shovel and a charged garden hose or a portable fire extinguisher with a 4A classification present
 - Recreational fires are not allowed during times of impaired air quality
 - Contact Puget Sound Clean Air Agency (PSCAA) at 800-595-4341 for air quality information
 - ◆ Comply with all applicable sections of the Bellevue City Code, Chapter 5.04, if a private ambulance company is contracted to provide emergency medical standby at a community event:
 1. The ambulance company shall notify the Fire Chief in writing fourteen (14) days prior to the date of the event or as soon to the event as reasonably possible, stating the date, time and scope of standby responsibilities
 2. Ambulance companies engaging in standby activities shall notify the Bellevue Fire Department’s 9-1-1 communications center immediately on all advanced life support/life threatening calls as required pursuant to BCC 5.04.130
 3. Ambulance Company standby for handling basic life support calls must obtain prior approval and parameters for care set by the Fire Chief
 4. All emergency medical activity provided by the Ambulance Company at such events shall be documented and a report forwarded to the Fire Chief within one week subsequent to the completion of the event
 - Provide a site diagram of the event for emergency access routes
 - Provide the location of a First Aid Station, if applicable
 - Provide a plan to mitigate Fire and Emergency Medical emergencies
- Additional conditions for tents/canopies:
- Compliance with all applicable provisions of the *International Fire Code* (IFC), 2006 edition is required. Depending on the size and type of the event, additional conditions not listed below may be required.
 - Permit - A Fire Department Permit is required for tents and membrane structures having an area in excess of 200 square feet, and canopies in excess of 400 square feet. A permit and on-site inspection may be required before the event can begin. Contact the Bellevue Fire Prevention Division at (425) 452-6872 for permit information.

EXAMPLES OF POSSIBLE CONDITIONS

- Access - Access shall be maintained for all tents, canopies, and membrane structures. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures.
 - ◆ Exception: Separation distance between membrane structures, tents and canopies not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.
- Bracing - Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
- Flame Resistance - Tents, canopies (open on at least 3 sides), membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. Membrane structures, tents and canopies shall have a permanent affixed label bearing the identification of size and fabric or material type.
- Smoking - Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.
- Exits - Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.
- Open Flames - Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
- Cooking / Warming Devices - Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are approved. Only electrical powered food warming or electrical heating devices are allowed inside tents or canopies which are not separated by the 20' separation requirement for cooking. Health Department regulations require food warming devices without open flames to be under the canopy per WAC 246-215-131(7) and separated from areas of public access for cooking and food preparation.
- Fire Protection - Each tent or canopy where cooking takes place shall also be equipped with a portable fire extinguisher classification minimum 30 BC rating. If Deep fat frying or grease laden vapors are emitted, a "K" class wet chemical extinguisher is required. Employees shall be trained in its proper use.
- Combustible Materials - All combustible materials shall be kept away from exit travel and heat sources.
- Electrical Cords - Extension cords shall service one appliance and shall be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.
- LP-gas - LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.

POST EVENT EVALUATION

Our goal is to assist Event Sponsors with all the necessary information to produce a successful event. After your event takes place, you will be invited back to the Committee to share your perspective on the event. We are interested in what worked well, what you might do differently and how you feel overall about the event. This form is to assist you and the Committee in this review. Please complete and bring to post event review.

Event sponsor name: _____

Event Name: _____

Event Date: _____

Location: _____

Estimated Attendance: _____

Event overview: (weather, programming, site plan/layout, modifications)

What went well: (parking, load-in/out, set-up/take down, shuttle, pedestrian flow)

Challenges:

Safety/Security Concerns:

Changes for next year:

Special Events Committee Suggestions/Comments:

Community Communications and Feedback:

DEFINITIONS

Annual Event – An event recurring each year on approximately the same date which has previously complied with the permit requirements of the Special Event Code.

Applicant – The authorized agent of the event sponsor who completes the application and acts as primary contact for the special event.

Application of Intent – A notice to stage a special event, submitted by an applicant, which informs the City of a proposed event.

Certificate of Liability Insurance - Written proof of liability insurance coverage, citing the specific event and dates of event, to be provided by event sponsor thirty (30) days prior to event.

Closed Route – A route along or across a public right-of-way on which non-emergency vehicle traffic is not permitted to proceed for the entire duration of a special event.

Conditions – Requirements for event sponsors.

Event Participants – People in attendance at an event, including spectators, vendors, event staff, City staff, and all others present for the purpose of the event.

Event Sponsor – The person or group legally responsible for the special event.

Fair/Carnival – A stationary event, held for one or more days.

Hold Harmless Agreement – A written agreement where the event sponsor agrees to defend, indemnify and hold harmless the City of Bellevue, its officers, employees and agents, for any and all suits, claims or liabilities.

Procedure – A procedure adopted by the Special Events Committee to implement this code or to carry out other responsibilities as may be required by this Code or by other codes, ordinances, or resolutions of the City or other agencies.

Race/Run/Walk – An organized event upon a public street, sidewalk, or trail in which ten or more persons participate by walking, running, riding a bicycle, or operating a wheelchair.

Right-of-Way Use Permit – A permit issued by the Transportation Department whenever an event is using public right-of-way or needs City services but does not require a Special Events Permit.

Rolling Closure Route – A street, sidewalk, trail, walkway, or other right-of-way closure to accommodate an event; as the event passes, the right-of-way is reopened for use by the general public.

Site Plan – A plan developed by the applicant/sponsor to identify locations of event components such as food service, vendors, portable toilets, parking and live music, etc.

DEFINITIONS

Special Event –

A sponsored event held on or impacting the public right-of-way (streets, sidewalks, walkways), or on other publicly owned property which interferes with normal vehicular or pedestrian traffic and requires the use of City services.

OR

An event is on private property and cannot be self-contained (i.e. parking spills over onto public property) and/or requires the use of City services.

Temporary Special Events License –

The license is issued to the promoter of a Special Event where 15 or more vendors are participating in the selling, bartering, exchanging, trading or displaying of goods or services at an event open to the public.

Temporary Use Permit –

Permit issued by the Development Services Department for the use of private property or public right-of-way on an interim basis without requiring full compliance with City development standards.

Transportation Management/Parking Plan –

A plan developed by the applicant/sponsor to identify and mitigate traffic/parking impacts, conditions, and proposed solutions associated with a special event.