



110 Train St E, PO Box 489, Orting, WA 98360
Phone: 360.893.2219 ext. 120 * Fax: 360.893.6809

Email: parks@cityoforting.org
Website: www.cityoforting.org

SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit Application must be submitted thirty (30) days prior to the intended date, as well as a Certificate of Insurance with naming the City of Orting as an additional insurer for this event in the amount of \$1,000,000.00 and a map that shows the area in which the event will take place and affected areas. Applicants are encouraged to get the applications submitted in a timely manner to ensure the best coordination with City Personnel.

Definition: A Special Event is an activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, sidewalks, parks/facilities and/or which requires extraordinary levels of City Services. This includes, but not limited to; fairs, festivals, carnivals, circus, sporting events, foot runs, bike-a-thon, block parties, markets, parades, exhibitions, auctions, dances, riding galleries, theatrical, musical entertainments, motion picture filming etc.

Permit Application: An application for a Special Event Permit will be made in writing, on forms provided by the City of Orting. Completed application, Permit Fee and Event Map must be submitted to the City of Orting at least 30 days prior to event and will be scheduled a meeting with City Department Heads. It is required that the Applicant meet with Department Heads in a scheduled meeting to go over the Special Event Permit Application to assure that everyone is prepared prior to the event. If roads are to be closed for any time at all during the event the Applicant/Sponsoring Unit must contact Washington State Department Of Transportation (WSDOT) to obtain a permit for the event and provide a copy for the City at least 2 weeks prior to the event. Not meeting deadlines may result in cancelation of the event. Intls: _____

Permit Application Rates: For Rates see Resolution 2011-12 (included in packet)

NAME OF APPLICANT: _____

SPONSORING AGENT: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ / _____ / _____

EMAIL ADDRESS: _____

NAME OF EVENT: _____

TYPE OF EVENT:

- ◇ Festival
- ◇ Parade
- ◇ Run/Race
- ◇ Walk Procession/Organized Rally
- ◇ March
- ◇ Block Party
- ◇ Demonstration
- ◇ Other (Specify) _____

DATE OF EVENT: _____

TIME OF EVENT: Set Up _____ Start of Event _____ End of Event _____ End Time _____

CONTACT PERSON FOR EVENT (day of): _____

PHONE OF CONTACT PERSON: _____

ALTERNATE CONTACT PERSON (day of): _____

PHONE OF ALTERNATE PERSON: _____

NAME OF EVENT: _____ DATE OF EVENT: ___ / ___ / ___

Certificate of Insurance showing the City of Orting as an additional Insurer (please attach).

Name of Insurance Company: _____

Policy Number: _____

What arrangements have been made to provide for additional garbage service and where is the plan for placement (Show on Map)?

What arrangements have been made to provide adequate restroom facilities and where (Show on Map)?

Will there be any open flame, cooking facilities, or gas cylinders (Show on Map)? _____

VENDORS:

Will there be any vendors? (Circle one) YES / NO If YES, vendors are required to purchase a City of Orting Business License prior to the event or the Applicant must purchase a Blanket License to cover all vendors. (Resolution 2011-12) It will be the responsibility of the Event Coordinator to ensure vendor parking does not block Orting Businesses on Washington Ave., VanScoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the Event Coordinator.

Will City services be requested (must arrange at event meeting)?

◇ Barricades: How Many/Where (Show on Map) _____

◇ Signage: What Signs/Where (Show on Map) _____

◇ Police Officers: How Many/For what service/What Hours (must arrange at event meeting) _____

◇ City Crew: How Many/For what service/What Hours (must arrange at event meeting) _____

◇ Street Sweeper: Date of Request _____

◇ Electricity: Basic Electrical Outlets and/or Spider Boxes _____

◇ Banner: If a banner is requested a banner application must be completed but will not pay an additional fee. (Included in packet)

◇ Other: _____

NAME OF EVENT: _____ DATE OF EVENT: ___ / ___ / ___

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? (Please explain) _____

What methods will you be using to notify adjacent homeowners/businesses? (Please explain) _____

A City Map that shows the area in which the event will take place must be included in the packet. Show on the map the streets that will be closed, the location and quantity of barricades, all signage for flow of traffic, where garbage receptacles will be placed and where restroom facilities are provided.

If roads are to be closed for any time at all the Applicant/Sponsoring Unit must contact Washington State Department Of Transportation (WSDOT) to obtain a permit for the event and provide a copy for the City at least 2 weeks prior to the event. Initials: _____

HOLD HARMLESS STIPULATION: Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, liability, cost and expense. Permittee understands that the Special Event will include the Covered Facilities, Orting Station and the Multi-Purpose Center facilities which are all owned by the City of Orting. Initials: _____

Signature: _____ Date: ___ / ___ / ___

Facilities are based on a first come, first serve basis. Events do not have special privileges. Applications and all required documents may be mailed or brought in to the following to be added to the yearly calendar:

Mail to:
City of Orting
Attention: Event Permit
PO Box 489
Orting, WA 98360

Or

Stop by:
City Hall
110 Train St SE
Orting, WA 98360

If you have questions regarding the application please call (360) 893-2219 ext. 120

****A receipt showing payment is NOT approval of the event****

Applicant must meet with all department heads at one time in a meeting to discuss the event. The meeting will be arranged by the Orting Parks and Recreation. Applicant will be notified of the date, time and place of the meeting. The reason for this is to assure that everyone is on the same page prior to the event.

For Office Use Only

Detailed Map Enclosed: YES / NO WSDOT Permit Enclosed: YES / NO

Banner Requested for Event: YES / NO (If yes must provide banner application (No Fee))

Fee Paid \$ _____ Check / Cash / Debit / Credit Receipt # _____



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SPECIAL SERVICES APPLICATION

This Special Services Application allows the city to keep track of the planned activities inside the City Limits. We are requiring a maintenance fee for the use of services you are requesting and require special advanced notice of at least 30 days. Fees will apply for use of special services (Resolution 2011-12). This permit will reserve these services upon Final Approval of all departments involved. Once approved the applicant will be notified of Final Approval via email and phone call.

Name Applicant: _____
 Address: _____
 City/State/Zip: _____ / _____ / _____
 Email Address: _____
 Phone: _____
 Name of Activity: _____ Type of Activity: _____
 Date of Event: ___/___/___ Time of Event: ___:___ AM/PM to ___:___ AM/PM

Please mark all that apply (please keep in mind that this is upon approval):

<u>Special Service</u>	<u>Price</u>	<u>Total Price</u>
_____ 1 Public Work staff	\$50 hr x _____	\$ _____
_____ 1 Police Officer	\$75 hr x _____	\$ _____
_____ 1 Dumpster	\$20 per event	\$ _____
_____ 2 Port-a-potties (Delivery/Pick Up/Cleaning)	\$150 per event	\$ _____
_____ Electricity (Spider Boxes)	\$50 per event	\$ _____
_____ Barricades/Cones/Traffic Signage (Must provide Map)	\$50 per event	\$ _____
_____ Street Sweeper (man power/vehicle)	\$95 hr x _____	\$ _____
_____ Portable Trailer Sign (15 gal for 48 hrs @ \$4 gal)	\$50 per day	\$ _____
_____ Banners at Leber (Use Banner Application)	\$35 per event	\$ _____
_____ Banners at Whitesell (Use Banner Application)	\$55 per event	\$ _____

Total Rates of Special Event Services \$ _____ Initials: _____

I understand that in the planning of activity I must allow for a 20ft access for emergency vehicles and also notify adjacent homeowners and businesses. Initials: _____

Permittee agrees to defend, indemnify and save harmless the City of Orting, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City of Orting, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of therefrom, arising out of any activity under or in connection with this event, except only such injury as shall have been occasioned by the sole negligence of the City of Orting, its appointed or elected officers or employees. Initials: _____

Applicant Signature: _____ Date: ___/___/___

For Official Use Only

Date Final Approval: ___/___/___

Point of Contact: Email (Attached) Phone Time/Date: _____ Talked To: _____



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BANNER PERMIT APPLICATION

This Banner Permit Application allows the City and WSDOT to keep track of a Banner across SR 162. The Application and Payment must be submitted prior to approval of the banner. Please see the banner requirements on the back of the form prior to application and payment turned in for a banner to be placed over the road. Before the installation the City of Orting will contact WSDOT as part of the permitting process. When the Banner is approved by WSDOT the City of Orting will notify you. Please allow up to 3 weeks for approval.

This form must be completed IN FULL each time a banner is to be installed.

****Name, Date and Event Sponsors are ONLY allowed on the banner for it to be approved by WSDOT*****

Name of Applicant: _____ Sponsoring Unit: _____
 Phone: _____ Email: _____

Location of Banner Preferred (MARK ONE):
 _____ SR162 & WHITESELL \$55.00
 _____ SR162 & LEBER \$35.00

Date of Banner to be placed across: ___/___/___ to ___/___/___
 (Please note that a banner may only be across the road for no more than 2 weeks at a time.)

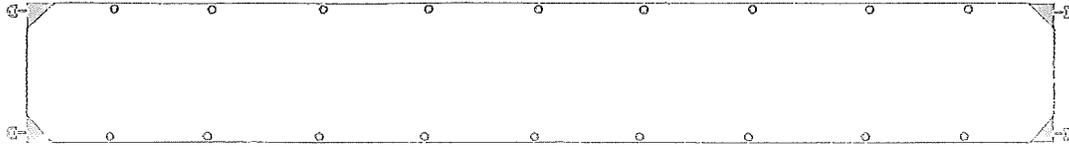
Type and Purpose of Banner in Detail (Size, Writing, Colors, One/Two sided, etc.):

Drawing of the Banner (Must be drawn each time of application):

Signature: _____ Date ___/___/___

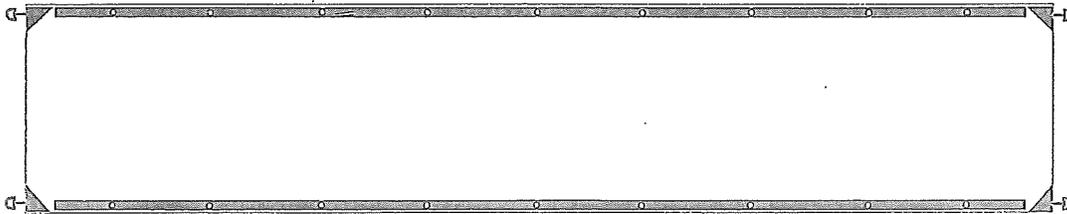
Official Use Only:

Received Request:	Amount Paid _____	Date ___/___/___	Intls: _____
Email to WSDOT:	Date ___/___/___	Intls: _____	(Please Attach)
Confirmation from WSDOT:	Date ___/___/___	Intls: _____	(Please Attach)
Notification to Applicant:	Date ___/___/___	Intls: _____	Point of Contact: _____



2' tall banner material

- Banner must be constructed out of at least 13oz. material
- Must have reinforced corners in all four corners
- Must have grommets placed every 2' across the top and bottom of the banner
- Must have air vents cut in various places throughout the banner to allow wind to pass through



3' tall banner material

- Banner must be constructed out of at least 13oz. material
- Must have reinforced corners in all four corners
- Must have "D" rings in all four corners
- Must have nylon webbing sewn into the seams at top and bottom of the banner for additional reinforcement
- Must have grommets placed every 2' across the top and bottom of the banner
- Must have air vents cut in various places throughout the banner to allow wind to pass through

CITY OF ORTING
WASHINGTON

RESOLUTION NO. 2011-12

A RESOLUTION OF THE CITY OF ORTING,
WASHINGTON, ADOPTING A USE FEE SCHEDULE FOR
CITY FACILITIES AND A SERVICE FEE SCHEDULE FOR
CITY SERVICES FOR SPECIAL EVENTS

WHEREAS, the City has previously codified its use fee schedule for city facilities at chapter 3-8 of the Orting Municipal Code; and

WHEREAS, the City has amended Ch. 3-8 OMC to remove the use fee schedule so that a use fee schedule could be established by resolution of the City Council; and

WHEREAS, the City desires to establish a fee schedule for use of City athletic fields and provisioning of City services for special events;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption of Use Fee Schedule. The City Council does hereby adopt the following user fee schedule for use of City facilities:

A. MPC. The following use fees shall be charged for the use of the City's Multi-Purpose Center (the "MPC"):

- | | |
|---|------------------|
| 1. Non-resident rate | \$200.00 per day |
| 2. Resident rate | \$150.00 per day |
| 3. Multiple days use shall be charged at
50% of the above rates after the first day. | |
| 4. Non-profit rate
(Organizations with proof of non-profit status) | \$20.00 per day |
| 5. Hourly Rate | \$20.00 per hour |
| 6. Monthly Rate (Minimum of 3 Months) | \$20.00 per day |

B. Deposit for MPC.

- | | |
|-------------------------------|----------|
| 1. Resident | \$150.00 |
| 2. Non-Resident | \$200.00 |
| 3. Non-Profit | \$50.00 |
| 4. Users when Serving Alcohol | \$800.00 |

C. Covered Facilities. The following use fees shall be charged for the use of covered facilities other than Orting Station Facility (North Park Building):

- | | |
|-----------------------|------------------------------------|
| 1. Non- Resident rate | \$60.00 per time slot ¹ |
| 2. Resident rate | \$30.00 per time slot ¹ |
| 3. Non-profit rate | \$20.00 per time slot ¹ |

Note 1: Time Slot shall mean a calendar day or, subject to need and availability, any block of time during a calendar day that is reserved for the user.

D. Orting Station. The following use fees shall be charged for the use of Orting Station Facility:

- | | |
|----------------------|-------------------------------------|
| 1. Resident rate | \$100.00 per time slot ² |
| 2. Non-Resident rate | \$200.00 per time slot ² |
| 3. Non-Profit rate | \$50.00 per time slot ² |

Note 2: Time Slot shall mean a calendar day or, subject to need and availability, any block of time during a calendar day that is reserved for the user.

E. Athletic Fields (1½ Hour Time Slots):

- | | |
|----------------------|---------------------------------|
| 1. Resident rate | \$10.00 per field/per time slot |
| 2. Non-Resident rate | \$15.00 per field/per time slot |

F. Special Events. The following fee schedule shall apply to special events:

- | | |
|--|--------------------|
| 1. Special Event Permit rate option A
(City Services Included) ³ | \$200.00 per event |
|--|--------------------|

Note 3: Special event permit rate option "A" includes the rates for city facility usage of any or all of the following city facilities: Gazebo, BBQ Area, Orting Station and the MPC. This fee also includes the following services, if requested or required, road closures with detour signs, barricades, cones, dumpster, 2 port potties, 1 public works staff person for up to 8 hours for preparation and for clean up during the event, spider boxes, and electricity. Also includes putting up and taking down of the event banner (if applicable). Special events requiring additional city services or city services in excess of the above service levels will be subject to additional city service rates. Athletic fields are not included and are subject to city facility use rates.

- | | |
|--|------------|
| 2. Special Event Permit rate option B
(User Rates and Service Rates Apply) ⁴ | See Note 4 |
|--|------------|

Note 4: City facility use fees for use of the Gazebo, BBQ Area, Orting Station and the MPC and individual city service fees will apply.

- | | |
|---------------------------------------|--------------------|
| 3. Vendor Blanket Permit ⁵ | \$100.00 per event |
|---------------------------------------|--------------------|

Note 5: Permit to cover all vendors participating in an event.

- | | |
|---------------------------------|----------------------------|
| 4. Vendor One Day Event Permits | \$25.00 designated one day |
|---------------------------------|----------------------------|

5. Individual City Service Rates. The following individual services rates apply to

city services requested by an individual user or event organizer.

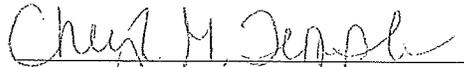
1 Public Work Staff	\$50.00 per hour
1 Police Officer	\$75.00 per hour
Dumpster	\$20.00 per event
2 Port potties (Deliver/Pick Up/Clean)	\$150.00 per event
Electricity/Spider Boxes	\$50.00 per event
Barricades/Cones/Signage	\$50.00 per event
Street Sweeper (man power/Vehicle)	\$95.00 per hour
Portable Trailer Sign (15 gal/48 hrs @\$4)	\$50.00 per trailer/per day
Banner at Leber (Put Up and Take Down)	\$35.00 per event
Banner at Whitesell (Put Up and Take Down)	\$55.00 per event

G. Non-Profits. Non-profit organizations, to qualify for a reduced user rate, must provide proof of non-profit status at the time of application.

H. Residents. To qualify for the resident rate, applicants must provide proof of current residency within the corporate boundaries of the City.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 30TH DAY OF NOVEMBER, 2011.

CITY OF ORTING


Cheryl M. Temple, Mayor

ATTEST/AUTHENTICATED:


Mark Bethune, City Clerk

Approved as to form:


Chris Bacha
Kenyon Disend, PLLC
City Attorney

Passed by the City Council: 11/30/11
Resolution No.: 2011-12