



**CGA Committee Agenda**  
***November 1st, 2023***  
**8:30am**

**Greg Hogan, Councilmember, Chair**

**Melodi Koenig, Councilmember**

**Kim Agfalvi, City Clerk**

**Scott Larson, City Administrator**

**Gretchen Russo, Finance Director**

**Danielle Charchenko, Executive Assistant/Records Clerk**

\*\*\*\*\*

**This meeting is being held in person and through the platform zoom. A link for virtual participation can be found on the agenda or on the City's website.**

Zoom link: <https://us06web.zoom.us/j/88247544662?pwd=jRNa5b86XhShJ5XpqjywnThO7jgPmd.1>

Meeting ID: 882 4754 4662

Password: 351924

**1. Call to Order**

**2. Public Comments**

**3. Agenda Items**

- A. AB23-112 – Safe Parking – Recovery Café.
- B. AB23-91 – Murrey's Franchise Agreement.
- C. AB23-105 – Food Truck Program.
- D. AB23-103 – Special Events Policy
- E. AB23-104 – Sponsorship Policy.
- F. AB23-111 – Outside Committee Reports.

**4. Meeting Minutes of October 4<sup>th</sup>, 2023.**

**5. Action Items/Round table review.**

Final comments.

Identify Items that are ready to move forward, establish next meeting's agenda.

**6. Adjournment**



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Safe Parking – Recovery Café of Orting Valley.	<b>AB23-112</b>	<b>CGA</b>		
		<b>11.1.2023</b>		
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	<b>10.5.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>				
<b>Submitted By:</b>				
<b>Fiscal Note:</b>				
<b>Attachments:</b> Power point Presentation.				
<b>SUMMARY STATEMENT:</b>				
<p>The Recovery Café of Orting Valley is proposing a transitional/emergency parking initiative that would allow them to create a few safe parking spaces for people experiencing homelessness. Qualifying individuals would be persons who are residing on an operational vehicle (RV's, campers, tents, and other recreational living units would be subject to approval) and all persons utilizing the spaces must agree to and pass a criminal background check and be subject to a personal reference check along with agreeing to and abiding by all transitional and emergency parking rules and regulations.</p>				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
TBD.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
TBD.				



Recovery Café  
Orting Valley

# Recovery Café Orting Valley

**Transitional / Emergency Parking  
Safe Parking Network**

# Introduction to Transitional / Emergency Parking Initiative

---

This initiative is a direct response to the abundant need for a safe space to seek refuge. Some examples:

- High rates of individuals and families fleeing domestic violence
- Unaffordable housing
- Fire and water damages
- Eviction
- Mental health
- Assist with freeing local parks, recreational walking / biking paths free of loitering vehicles

This initiative will work with individuals and families to address their specific needs to overcome their housing deficiencies. All participants will have wrap-around support and services and will work alongside assigned case managers and peer support specialists. Our goal will be to address root causes and gain skills to be successful with long term permanent housing.

# Ordinance No. 202280s

[https://online.co.pierce.wa.us/cfapps/council/iview/proposal.cfm?proposal\\_num=2022-80s](https://online.co.pierce.wa.us/cfapps/council/iview/proposal.cfm?proposal_num=2022-80s)

## Council staff contact:


Mike Kruger, 253-798-6067

[mike.kruger@piercecountywa.gov](mailto:mike.kruger@piercecountywa.gov)

## Department staff contact:

John Barbee, 253-691-3074

[john.barbee@piercecountywa.gov](mailto:john.barbee@piercecountywa.gov)



The screenshot displays the Pierce County Washington website page for Ordinance No. 2022-80s. At the top left is the Pierce County logo. Navigation links include Council Home, Legislation Search, and Meeting List. The main heading is "Proposed Ordinance No. 2022-80s". The title describes the ordinance's purpose: "An Ordinance of the Pierce County Council Adopting Permanent Regulations Authorizing Safe Parking Sites for People Experiencing Homelessness and Making Other Minor Technical Code Changes; Amending Pierce County Code Chapter 18.25, 'Definitions,' and Title 18A, 'Development Regulations -- Zoning,' Including Development Regulations Applying to Unincorporated Areas of Pierce County and All Community Plan Areas; Requesting an Annual Report from the Human Services Department; Adopting Findings of Fact; and Setting an Effective Date." The effective date is January 1, 2023, and the status is "Passed". Sponsors listed are Councilmembers Ryan Mello and Jani Hitchen. A "Final votes" section for December 13, 2022, shows six council members (Morell, Herrera, Cruver, Mello, Campbell, Hitchen, Young) all voting "Aye". A "Hearings" section includes "Committee Hearings" and "Council Hearings".

[Council Home](#) [Legislation Search](#) [Meeting List](#) [f](#) [t](#)

### Proposed Ordinance No. 2022-80s

**Title:** An Ordinance of the Pierce County Council Adopting Permanent Regulations Authorizing Safe Parking Sites for People Experiencing Homelessness and Making Other Minor Technical Code Changes; Amending Pierce County Code Chapter 18.25, "Definitions," and Title 18A, "Development Regulations -- Zoning," Including Development Regulations Applying to Unincorporated Areas of Pierce County and All Community Plan Areas; Requesting an Annual Report from the Human Services Department; Adopting Findings of Fact; and Setting an Effective Date.

**Effective:** January 1, 2023

**Status:** Passed

**Sponsors:** Councilmembers [Ryan Mello](#), [Jani Hitchen](#)

#### Final votes

**December 13, 2022**

<a href="#">Morell</a> Aye	<a href="#">Herrera</a> Aye	<a href="#">Cruver</a> Aye	<a href="#">Mello</a> Aye	<a href="#">Campbell</a> Aye	<a href="#">Hitchen</a> Aye	<a href="#">Young</a> Aye
-------------------------------	--------------------------------	-------------------------------	------------------------------	---------------------------------	--------------------------------	------------------------------

#### Hearings

##### Committee Hearings

Date	Committee	Actions
<a href="#">12/5/2022 1:30 pm</a>	Community Development Committee	Do Pass as Substituted

##### Council Hearings

Date	Reason	Council Action
<a href="#">11/29/2022 3:00 pm</a>	Referred and Set Final Hearing	Referred and Set Final Hearing
<a href="#">12/13/2022 3:00 pm</a>	Final Consideration	Do Pass as Amended

# What Safe Parking Looks Like

— — —  
This is an example of Safe Parking



This is not an example of safe parking



# Qualifying Individual(s)

---

- **Person(s) who are residing in an operational vehicle - RV, Camper, Tent & other recreational living unit subject to approval**
- **All person(s) must agree to, and pass a criminal background check and subject to a personal reference check**
- **All individuals must agree to, and abide by all Transitional / Emergency Parking rules and regulations**

# Transitional / Emergency Parking Rules & Regulations

---

- **Completely and accurately fill out required documentation**
  - **Vehicle registration**
  - **Transitional Emergency Parking Agreement**
  - **Dependent Verification**
  - **Criminal Background Check**
  - **Reference check**
- **Vehicle must be operation**
- **Be law abiding while in and around the Recovery Cafe and Transitional Emergency Parking**
- **Required to attend weekly “HOA” meeting**
- **Must work alongside Case Manager and other Peer Service Staff to work on goals such as, but not limited to, success with long term permanent housing**
- **Basic needs assistance provided by Recovery Navigator Program**
- **No predatory behavior will be tolerated**
- **No drugs, alcohol or other illicit substances or the misuse of said substances**
- **All personal belongings must be kept within the vehicle unless otherwise authorized**



# Transitional / Emergency Parking Rules & Regulations Cont'd

---

- Vehicle must be parked in designated and assigned spot
- No guests are authorized in the assigned and designated parking areas
- No weapons
- You will give privacy to other transitional housing tenants
- All trash will be disposed of in designated trash receptacles
- It is required that designated spaces are kept clean and free of debris
- Eligibility is determined at time of application and reviewed frequently
- No stay may last longer than 30 days at a time
- Smoking or vaping to happen at designated locations
- Curfew 9pm
- Youth tenants are accepted on a case by case basis
  - Children must be with their parents or guardians at all times

# Our Site Vision:

## Hospitality:

- Access to exterior kitchenette (fridge, dish washing station, microwave)
- Complimentary biodegradable dishes and silverware
- Guest internet access
- Use of P.O. Box
- Day use of Recovery Cafe during regular business hours

# Our Site Vision:

---

## Case Management and Peer Support Services:

- **Scheduled Case management and peer support services available and a minimum mandated amount required**
- **Occasional unscheduled case management and peer support services available**


# Our Site Vision:

---

**Financial, Basic Needs and Tangible Support: \*At case manager and peer support specialist discretion\***

- **Gas and grocery gift cards**
- **Clothing and shoes**
- **Hygiene products**
- **Seasonal clothing and products**
- **Other basic needs and hygiene necessities**

# Safety & Security

- **Close proximity to Orting Police Station**
  - **Gated area for safe parking tenants**
  - **Surveillance cameras to monitor the entrance and exit of safe parking**
  - **Follow up procedures for safety concerns**
  - **Criminal background checks and reference checks**
  - **24 hour connection to case managers**
  - **On call staff available for urgent matters**
- 

# Addressing Community and Business concerns

---

How will this initiative positively impact the community and business owners?

Reduced homelessness & loitering in community settings

Reduce the need for car camping at businesses, parks and parking designated for walking and biking

Reduced littering and vandalism and other crimes of poverty

Increased safety measures to benefit the safety of the participants and surrounding neighbors

Community and businesses in support of this initiative.

Orting United Methodist Church

# 2022 Point-in-Time Count

---

- This homeless “point-in-time-count” is a single day snapshot that captures the statistical data of people living in Pierce county without a home.

Visit [www.piercecountywa.gov/pit](http://www.piercecountywa.gov/pit)

## 2022 Point-in-Time Count

### 2022 Homeless Point-in-Time Count Results

Each January, Pierce County surveys people experiencing homelessness. This homeless "point-in-time count" is a one-day snapshot that captures the characteristics and situations of people living here without a home. We counted 1,851 people, but the official estimate for homelessness in Pierce County is much larger - 4,300 individuals. The lower Point-in-Time count number reflects the challenge of counting a large, geographically distributed unsheltered population over a 24-hour period.

**1,851**

People counted during the homeless Point-in-Time count

**4,300**

Official estimate of people experiencing homelessness in Pierce County



**23%**  
Chronically homeless



**38%**  
Female



**7%**  
Households with children



**7%**  
Veterans



**20%**  
Adult survivors of domestic violence



**11%**  
Unaccompanied youth & young adults



**52%**  
People of color\*

\*People of color make up only 34% of the Pierce County population. (ACS estimate 2019)

## 2023 Point-in-Time Count

### 2023 Homeless Point-In-Time Count Results

Each January, Pierce County surveys people experiencing homelessness. This homeless "point-in-time count" is a one-day snapshot that captures the characteristics and situations of people living here without a home. We counted 2,148 people on our streets and in our shelters, but roughly 6,500 were connected to our homeless crisis response system during the same time. The lower Point-in-Time count number reflects the challenge of counting a large, geographically distributed unsheltered population over a 24-hour period. Like all surveys, the Homeless PIT Count has limitations. Results from the count are influenced by the weather, availability of overflow shelter beds, the number of volunteers, and the level of engagement of the people volunteers interview.

**2,148**

People counted during the homeless Point-in-Time count

**6,500**

People connected to our homeless crisis response system



**36%**  
Female



**8%**  
Veterans



**22%**  
55+ Years Old



**25%**  
Chronically homeless



**41%**  
Black, Indigenous, or People of Color



**7%**  
Households with children



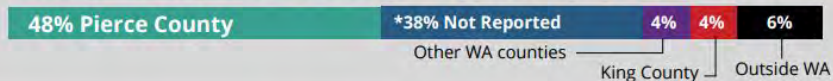
**8%**  
Adult survivors of domestic violence



## Not all people experiencing homelessness sleep outside



## Most told us they lived in Pierce County before they became homeless

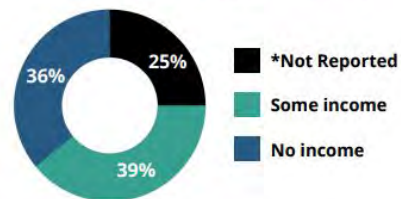


## There are often many causes for experiencing homelessness

The top three most commonly reported answers are:

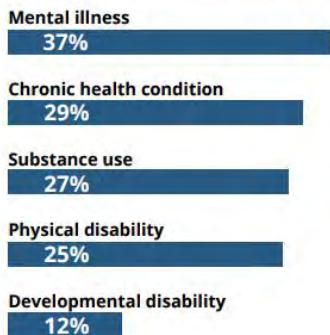
1. Family crisis
2. No affordable housing
3. Eviction and mortgage foreclosure

## Some people experiencing homelessness have an income

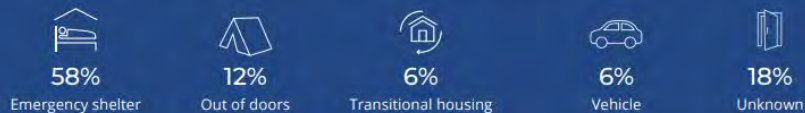


## Mental illness is the most commonly reported disability

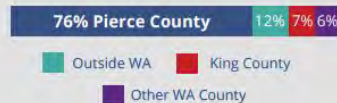
Here is the breakdown of the most commonly reported disabilities. Some people reported having multiple disabilities.



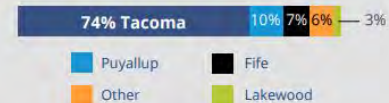
## Not all people experiencing homelessness sleep outside



## Most told us they lived in Pierce County before experiencing homelessness



## Most told us they slept in Tacoma the night of the Point-in-Time Count

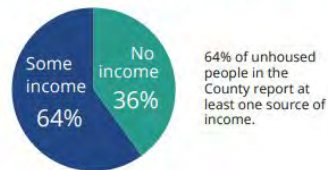


## The main causes of homelessness are economic and housing-related

There are often many causes for becoming homeless. These are the top three most common:

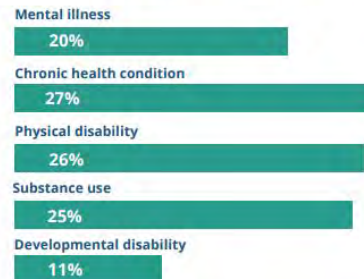
1. Family crisis/breakup
2. No affordable housing
3. Loss of job

## Many unhoused people have an income



## A chronic health condition is the most commonly reported disability

Here is the breakdown of the most commonly reported disabilities. Some reported having multiple disabilities.



## Point-in-Time Count overview

- 198 - number of volunteers
- 343 - total number of individuals interviewed

## For the full data set:

Visit [www.piercecounitywa.gov/PIT](http://www.piercecounitywa.gov/PIT)

# YOUTH HOMELESSNESS

in Pierce County, Washington

## 2022 Youth Point-In-Time Count Results

The Homeless Youth Point-In-Time Count (YPIT) is a one-day snapshot that captures the characteristics and situations of youth aged 13-24 living in the County without permanent housing. The YPIT includes sheltered individuals (those sleeping in emergency shelters or transitional housing), unsheltered individuals (those sleeping outside or living in places that are not meant for human habitation) and at-risk homeless youth (youth who may be temporarily housed or at risk of losing their housing).

Like all surveys, the YPIT Count has limitations. Results are influenced by the weather, availability of overflow shelter beds, number of volunteers, and level of engagement of the people volunteers' interview. This survey was conducted for the first time in October 2022.

# 332

Homeless youth and young adults counted

**45%**  
Sheltered

**29%**  
Unsheltered

**25%**  
Marginally housed or at risk of losing housing

## "Where did you stay last night?"

**42%**  
Emergency shelter

**14%**  
Outdoors on street or in tent

**25%**  
Apartment or Home

**7%**  
Vehicle

# 332

Homeless youth and young adults counted

**45%**  
Sheltered

**29%**  
Unsheltered

**25%**  
Marginally housed or at risk of losing housing

## "Where did you stay last night?"

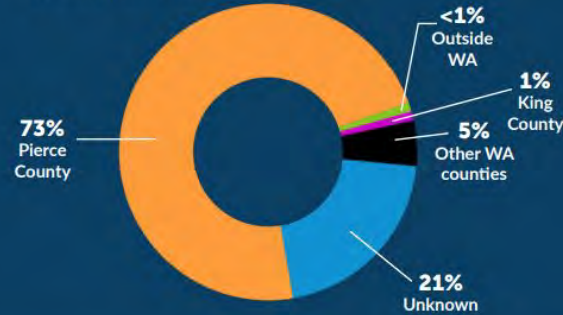
**42%**  
Emergency shelter

**14%**  
Outdoors on street or in tent

**25%**  
Apartment or Home

**7%**  
Vehicle

Most told us they lived in Pierce County before they became homeless.



**27%**

Households with children

**41%**

Identify as Black or multiracial

**5%**

Identify as transgender or gender non-conforming

**11%**

Currently employed



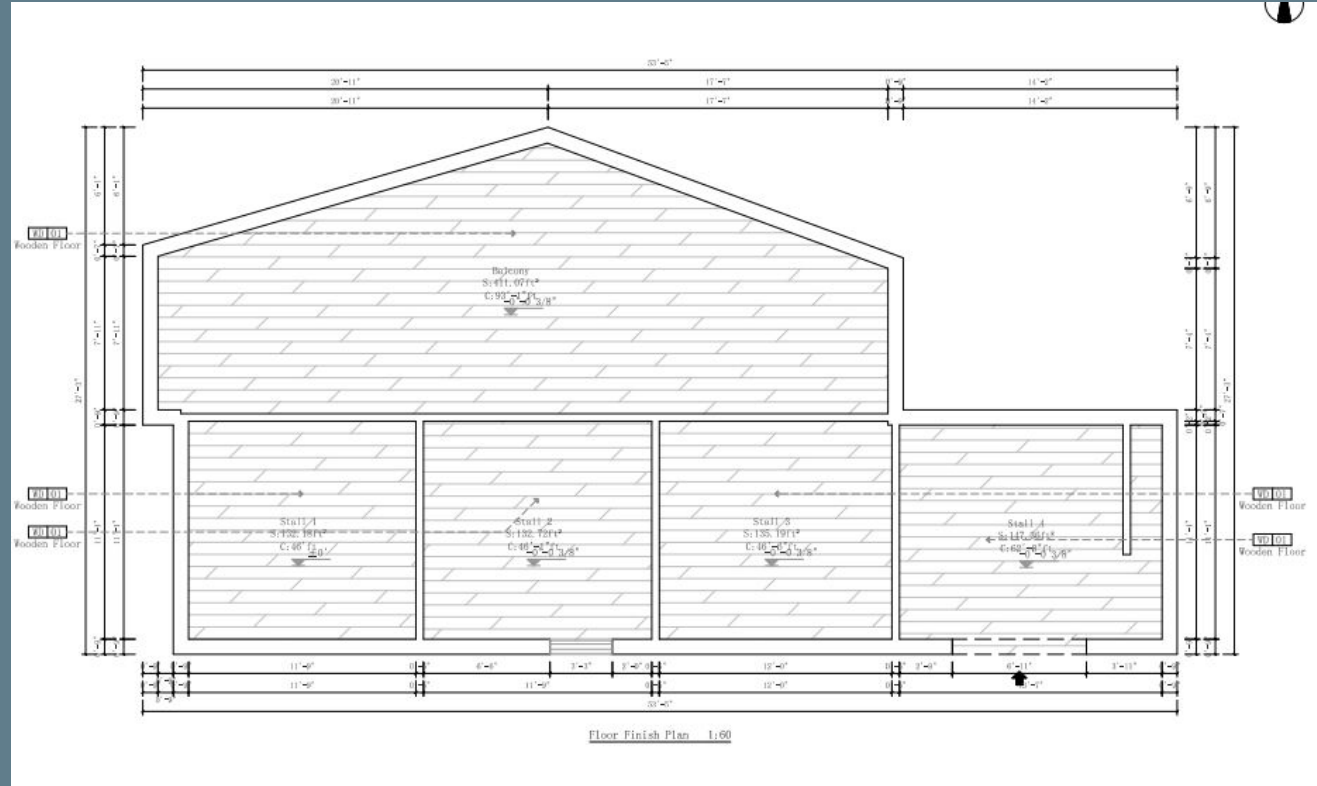
A family crisis or break up is the most commonly reported cause of homelessness. The second is lack of affordable housing.



Mental illness is the most commonly reported disability.

# Our Site

- Stall 1: Compact or tent
- Stall 2: Standard vehicle
- Stall 3: standard vehicle
- Stall 4: Alternate emergency parking / Tent
- Portable Restroom: To be placed just outside of stall 1
- Mini Kitchenette on the interior of stall 1 & 2





View of the Transitional Emergency Parking Space

# Committed Funding

---

- Safe daily / weekly / monthly fee for safe parking
- Monthly rent and utilities
- Security deposit
- Rental application fees
- Lot rent for RV or Manufactured home up to 6 months
- Cost of parking in connection with a unit
- Storage fees
- Hotel or Motel fees up to 60 days for unsheltered individuals
- Absence - pay for rent if a participant is on temporary confinement or long term hospitalization

# Seeking / Requesting Funding

---

- Removal of hazardous material:
- Renovations:
- Portable Toilet: \$100 delivery fee plus \$165.50 every 28 days. Serviced every 28 days. Add'l \$25 for sanitizer.
- Kitchenette: \$500 not including plumbing
- Gravel:
- Picnic Tables: \$700
- Painting:
- Washer & Dryer plus hookups:

# In Conclusion

The Recovery Cafe Orting Valley Safe Parking initiative is more than just a project; it's a commitment to creating a safe haven for those in need and a promise to uphold the best interests of our community. We are dedicated to fostering a safe and supportive environment for all, working closely with our neighbors and community leaders to ensure a harmonious coexistence. We invite your support and partnership in making this vision a reality. Together, we can truly make a difference. Thank you for your time and consideration, and let's take this step forward together.



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Murrey's Franchise Agreement.	<b>AB23-91</b>	<b>CGA</b>		
		<b>9.6.2023</b>		
		<b>10.4.2023</b>		
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	<b>8.29.2023</b> <b>9.29.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>				
<b>Submitted By:</b>				
<b>Fiscal Note:</b>				
<b>Attachments:</b>				
<b>SUMMARY STATEMENT:</b>				
<p>For the past several years, the City has utilized the services from Murrey's disposal for solid waste handling. Murrey's Disposal shall have the exclusive duty, right, and privilege to collect and dispose or otherwise handle all residential solid waste, recyclable materials, yard debris and bulky goods generated, deposited, accumulated, or otherwise coming to exist in the franchise area and all commercial solid waste generated, deposited, accumulated, or otherwise coming to exist in the franchise area. Garbage collection services is mandatory for all single-family and multi family residential premises and commercial premises within the franchise area. Yard debris services shall be provided on a subscription-based service.</p> <p>Staff met with Steven Hopkins from Murrey's in September. There were no specific proposals made, but Murrey's advised that they are adding fuel surcharges to contracts. We agreed to meet and discuss the agreement further, but no date(s) have been scheduled at the time this agenda bill was written.</p>				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
Discussion and status to study session. Staff are working on scheduling meetings with Murrey's to bargain the contract.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
To authorize the Mayor to enter into a franchise agreement with Murrey's disposal for disposal services described within the agreement.				





**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Food Truck Program.	<b>AB23-105</b>	<b>CGA</b>		
		<b>10.4.2023, 11.1.2023</b>		
	<b>Department:</b> Administration			
	<b>Date Submitted:</b> 10.6.2023			
	<b>Cost of Item:</b>		N/A	
<b>Amount Budgeted:</b>		N/A		
<b>Unexpended Balance:</b>		N/A		
<b>Bars #:</b>		N/A		
<b>Timeline:</b>		Before the end of the year.		
<b>Submitted By:</b>		<b>Danielle Charchenko, Executive Assistant</b>		
<b>Fiscal Note:</b>				
<b>Attachments:</b>				
<b>SUMMARY STATEMENT:</b>				
<p>Recently the City has seen an increase in food truck operators that are interested in serving in Orting. Most cities in Washington state have made a code revision or created new City codes to define and regulate mobile food vending Adopting an updated food truck program that includes a shorter application and a reduced vendor fee would streamline the process and allow for more vendors.</p>				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
Committee Discussion.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
TBD.				



## CITY OF ORTING

---

104 BRIDGE ST. S, PO BOX 489, ORTING WA 98360  
Phone: (360) 893-2219 FAX: (360) 893-6809  
[www.cityoforting.org](http://www.cityoforting.org)

### City of Orting Food Truck Program Guidelines

The Orting City Council has authorized a program to allow licensed and permitted food trucks to operate city-wide utilizing private properties (as authorized by property owner), existing street parking and other public property locations. Food trucks that comply with the following regulations are exempt from Orting Municipal Code (OMC) 3-2-25 Itinerant Vendors. Other local and state laws may apply.

A food truck is defined as a motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Sales of ice cream, candy, gum, soft drinks, and similar pre-packaged products does not constitute operation of a food truck.

#### 1. Program Guidelines

Food trucks operating within the regulations of this program must apply for and obtain the following:

- City of Orting food truck license;
- City of Orting endorsement;
- Certificate of Insurance showing the food truck is carrying the following minimum amounts of insurance: (1) public liability insurance in an amount of not less than \$1,000,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and (2) property damage insurance in an amount of not less than \$75,000 for damages on account of any one accident or occurrence;
- Tacoma-Pierce County Health Department approval;
- Any required State Labor and Industry regulations.

The license fee for a food truck license is \$50.00 and is valid for a 12-month period.

#### 2. Operating Conditions and Regulations

Food trucks shall not be parked more than 12 inches from curb nor any place where official signs prohibit parking. These distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered object. Signage: One sandwich board sign allowed, placed within the same block the truck is parked; sign shall not impede ADA access.

### 3. Allowable Locations and Times

Food trucks shall be allowed to operate on any City sidewalks or on-street parking rights-of-way, subject to the following prohibitions; and any private property with property owner approval. Vendor shall not park and operate the truck in front of another restaurant without business owner permission. The following locations are **prohibited**; please see the attached Food Truck Maps for more detail:

- City parks;
- Within 300 feet of public events in public parks or right-of-way that include food vendors or food sales, except when authorized in writing by the event organizer. Examples include Orting Valley Farmer's Market, Daffodil Parade, and Home for the Holidays.
- Public rights-of-way as follows:
  - Calistoga St W
  - Train St; between Corrin Ave SW and Rainier Ln SW
  - Van Scoyoc Ave SW
  - SR 162; Washington Ave N/Washington Ave S/Bridge St S/Harman Way S

Vendors are exempt from posted time limits in right-of-way location, however, shall not park overnight.

### 4. Prohibitions and Violations

Prohibitions: Food trucks operating in the right-of-way shall not utilize tables, chairs, or audio amplification in conjunction with the food truck. All equipment shall be contained within or on the food truck.

Prohibitions for all food trucks (operating in right-of-way or on private property): The food truck operator is responsible for disposing of all trash and waste associated with the operation of the food truck. City trash receptacles may not be used to dispose of trash or waste, and waste disposal and spill prevention regulations must be followed. All areas within 5 feet of the food truck must be kept clean.

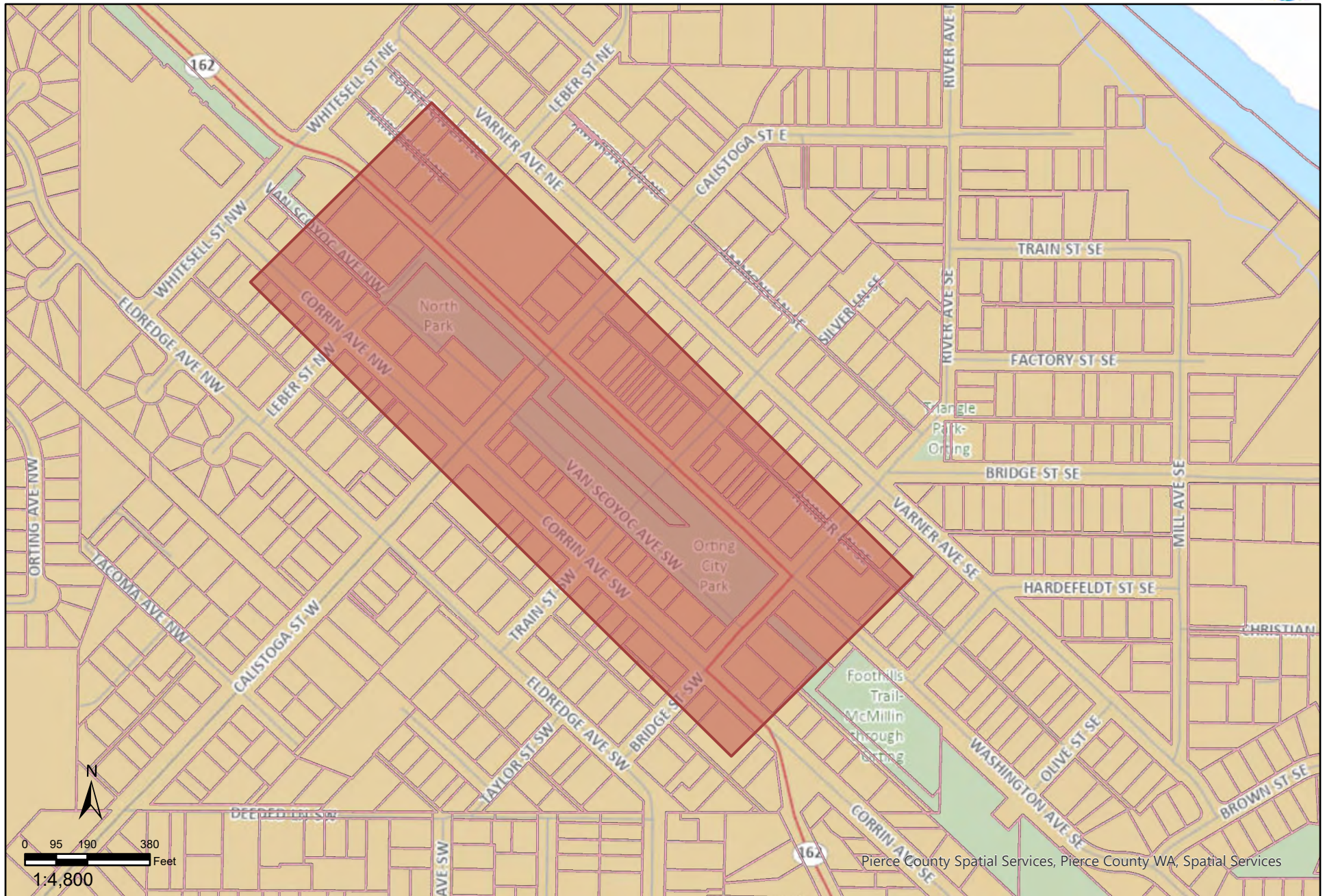
Violations: A license issued pursuant to these guidelines may be revoked, in writing, by the City Administrator for any of the following reasons:

- Any fraud, misrepresentation or false statement contained in the application for license;
- Any fraud, misrepresentation or false statement made in connection with the selling of products;
- Any violation of these policies;
- Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or
- Conducting the business licensed under this program in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

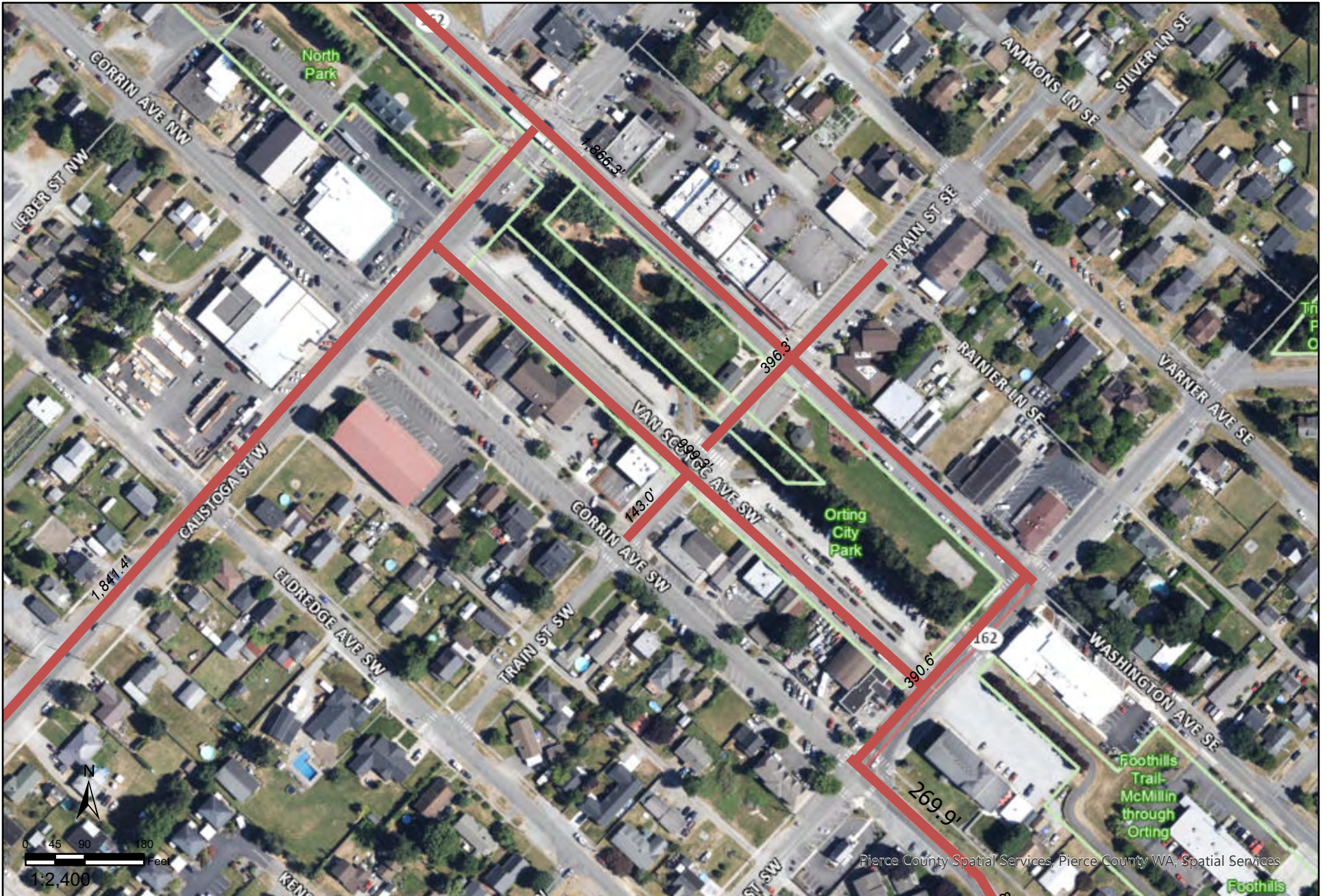
A violation of any provision of these guidelines is subject to a penalty as set forth in OMC 3-2-30.

## 5. Appeal

A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such an administrative decision to the hearing examiner as provided in OMC 3-2-22.



*Disclaimer: The map features are approximate and have not been surveyed. Additional features not yet mapped may be present. Pierce County assumes no liability for variations ascertained by formal survey.*



Disclaimer: The map features are approximate and have not been surveyed. Additional features not yet mapped may be present. Pierce County assumes no liability for variations ascertained by formal survey.

Date: 10/27/2023 11:14 AM



## City of Puyallup Food Truck Program Guidelines

The Puyallup City Council has authorized a program to allow licensed and permitted food trucks to operate city-wide utilizing private properties (as authorized by property owner), existing street parking and other public property locations. Food trucks that comply with the following regulations are exempt from PMC 5.65.020-.130 Mobile Vendors and/or PMC 20.70 Temporary Uses. Other local and state laws may apply.

A food truck is defined as a motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Sales of ice cream, candy, gum, soft drinks, and similar pre-packaged products does not constitute operation of a food truck.

### 1. Program Guidelines

Food trucks operating within the regulations of this program shall be exempt from the mobile vendor license and/or temporary use permit, but must apply for and obtain the following:

- City of Puyallup food truck license;
- City of Puyallup business license;
- Certificate of Insurance showing the food truck is carrying the following minimum amounts of insurance: (1) public liability insurance in an amount of not less than \$1,000,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and (2) property damage insurance in an amount of not less than \$75,000 for damages on account of any one accident or occurrence;
- Tacoma-Pierce County Health Department approval;
- Central Pierce Fire Department operations permit; and
- Any required State Labor and Industry regulations.

The license fee for a food truck license is \$50.00 per year and shall expire December 31<sup>st</sup> each year.

### 2. Operating Conditions and Regulations

Food trucks shall comply with all parking time limits and location limitations, including sight distance, established in PMC 10.36.070.

Food trucks shall not be parked more than 12 inches from curb nor any place where official signs prohibit parking. These distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered object.

Signage: One sandwich board sign allowed, placed within the same block the truck is parked; sign shall not impede ADA access.

### 3. Allowable Locations and Times

Food trucks shall be allowed to operate on any City sidewalks or on-street parking rights-of-way, subject to the following prohibitions; and any private property with property owner approval. Vendor shall not park and operate the truck in front of another restaurant without business owner permission.

The following locations are **prohibited**; please see the attached Food Truck Map for more detail:

- City parks;
- Within 300 feet of public events in public parks or right-of-way that include food vendors or food sales, except when authorized in writing by the event organizer. Examples include Farmer's Market, Meeker Days, Night Market, and Concerts in the Park.
- Public rights-of-way as follows:
  - South Meridian, between Main and Pioneer
  - East Stewart, between North Meridian and 2<sup>nd</sup> St NE
  - West Meeker, between 4<sup>th</sup> St SW and 3<sup>rd</sup> St SW
  - West/East Pioneer, north side of street between 4th St SW and 3<sup>rd</sup> St SE

Vendors shall not park in any 15-minute parking zones. Vendors are exempt from posted time limits in right-of-way location, however, shall not park overnight.

### 4. Prohibitions and Violations

Prohibitions: Food trucks operating in the right-of-way shall not utilize tables, chairs, or audio amplification in conjunction with the food truck. All equipment shall be contained within or on the food truck.

Prohibitions for all food trucks (operating in right-of-way or on private property): The food truck operator is responsible for disposing of all trash and waste associated with the operation of the food truck. City trash receptacles may not be used to dispose of trash or waste, and waste disposal and spill prevention regulations must be followed. All areas within 5 feet of the food truck must be kept clean.

Violations: A license issued pursuant to these guidelines may be revoked, in writing, by the city manager for any of the following reasons:

- (a) Any fraud, misrepresentation or false statement contained in the application for license;
- (b) Any fraud, misrepresentation or false statement made in connection with the selling of products;
- (c) Any violation of these policies;
- (d) Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or



- (e) Conducting the business licensed under this program in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

A violation of any provision of these guidelines is subject to a penalty as set forth in PMC 5.65.140.

## **5. Appeal**

A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such an administrative decision to the hearing examiner as provided in PMC 2.54.



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Special Event Policy.	<b>AB23-103</b>	<b>CGA</b>		
		<b>11.1.2023</b>		
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	<b>11.1.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>Kim Agfalvi, City Clerk</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b>	Special Event Policy			
<b>SUMMARY STATEMENT:</b>				
<p>The proposed City of Orting Special Event Policy outlines the special event application and review process, conditions of approval, application denial or event cancellation, fees, event sponsorship, insurance requirements, and community impact.</p>				
<b>RECOMMENDED ACTION:</b>				
Move forward to study session on November 15 <sup>th</sup> , 2023 for Council consideration.				
<b>FUTURE MOTION:</b>				
Motion to approve the Special Event Policy as prepared.				



## CITY OF ORTING

---

104 Bridge St S., PO Box 489, Orting, WA 98360

Phone: (360) 893-9017 Fax (360) 893-6809

Email: [recreation@cityoforting.org](mailto:recreation@cityoforting.org)

### City of Orting

### Special Event Policy

I. **Definitions:** The following terms shall have the following meanings:

“Special event” means the following:

1. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk or other public way which does not comply with normal and usual traffic regulations or control; or
2. Any organized assemblage of 50 or more persons at any City-owned facility or park which is to gather for a common purpose under the direction and control of a responsible person or agency; or
3. Any other organized activity or set of activities open to the public conducted by an individual, group or entity for a common or collective use or benefit and which involves the use of public facilities or rights-of-way and the possible or necessary provision of City services ancillary thereto.

“Special events” include any event which is to be conducted on public property or public right-of-way; and, any event held on private property which would have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-ways near the event, or, which would significantly impact the need for City-provided emergency services, such as police, fire, or medial aid. It is presumed that any event on private property which involves an open invitation to the public, or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on public streets, rights-of-way or emergency services. Special events may include but are not limited to fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

“Special events protected under the First and Fourteenth Amendments” include any event involving political or religious activity intended primarily for the communication or expression of ideas.

“Special Event Permit” refers to the conditions of approval letter provided to the Applicant by the City, signed by the Applicant.

“Applicant” refers to the organization or individual named on the Special Event Application.

“City” refers to the City of Orting.

- II. **Special Event Application:** Approval from the City is required for any special event within Orting City limits. Submission of the completed Special Event Application, any additional information or documents required by the City, payment of any required fees, and formal approval from the City in the form of a Special Event Permit is required.

When such an 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 upon constitutional freedom, and in a manner that respects the liberty of applicants and the public.

- a. **Review Process:** For a special event to be considered for approval, a complete Special Event Application must be submitted to the City a minimum of ninety (90) days prior to the event date. A complete application contains the following:
- i. All questions and sections of the Special Event Application are answered. If a section or question does not apply for a particular event, an indication of Not Applicable (N/A) should be used;
  - ii. Proof of payment of the \$200 Special Event Fee;
  - iii. A detailed map and timeline of the event; and
  - iv. Proof of insurance of the event applicant and/or sponsoring organization.

After the complete Special Event Application has been received, the application will be reviewed by City department heads to determine the conditions of approval for the event or reasons for denial of the application. It may be required that the applicant meet with the City to review the Special Event Application and provide any additional information or documents required by the City to assure guidelines and preparation prior to the event.

- b. **Waiver of Application Deadline:** Upon showing of good cause or at the discretion of the City, the City shall consider an application that is submitted after the submission deadline if there is sufficient time to process and investigate the application and obtain police and other City services for the event. Good cause can be demonstrated by the applicant showing that the circumstance that gave rise to the permit application did not reasonably allow the applicant to submit within the time prescribed.
- c. A Special Event Application may not be required for the following:
- i. Funeral and wedding processions;
  - ii. Groups required by law to be so assembled;
  - iii. Gatherings of 30 or fewer people in City park, unless merchandise or services are offered for sale or trade;

- iv. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, or anniversary sales;
- v. Garage sales and rummage sales;
- vi. The exhibition of films or motion pictures; or
- vii. Other similar events and activities which do not directly affect or use City services or right-of-way property.
- viii. Events for the purpose of exercising rights under the First and/or Fourteenth Amendments of the U.S. Constitution.

**III. Conditions of Approval:** After the Special Event Application has been reviewed by department heads and any other requested information or documents have been provided by the applicant, the City will provide a letter to the applicant stating the conditions of approval for the event or reasons for denial of the application. The City may condition the approval of a special event by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. The applicant must agree to the conditions of approval and sign the letter. The signed letter will serve as formal approval of the special event and function as the Special Event Permit.

The following conditions apply to all Special Event Permits:

- a. Alteration of the time, place and manner of the event proposed on the Special Event Application;
- b. Conditions concerning the area of assembly and disbanding of an event occurring along a route; and
- c. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or right-of-way.

Conditions on Special Events Permits not protected under the First and Fourteenth Amendments of the U.S. Constitution include, but are not limited to:

- d. Requirements for the use of traffic cones or barricades;
- e. Requirements for the provision of first aid or sanitary facilities;
- f. Requirements for use of event monitors and providing notice of permit conditions to event participants;
- g. Restrictions on the number and type of vehicles, animals, or structures at the event, and inspection and approval of floats, structures, and decorated vehicles for fire safety;
- h. Compliance with animal protection ordinances and laws;
- i. Requirements for use of garbage containers, cleanup, and restoration of City property;
- j. Restrictions on the use of amplified sound and compliance with noise ordinance, regulation and laws;
- k. Notice to residents and/or businesses regarding any activity which would require a street closure;

- l. Restrictions on the sale and/or consumption of alcohol;
- m. Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability risk to the City;
- n. Requirements regarding the use of City personnel and equipment;
- o. Compliance with any other applicable federal, state or local law or regulation;
- p. Payment of special event fees as stated in section V. "Fees"; and
- q. Provide evidence of liability insurance and additional insurance endorsement name the City of Orting as additional insured.

**IV. Application Denial or Event Cancellation**

- a. **Application Denial:** The City may deny a special event application for the following reasons:
  - i. The applicant provides false or misleading information;
  - ii. The applicant fails to submit the completed Special Event Application, Special Event Application fee, detailed map and timeline, and proof of insurance ninety (90) days prior to the event date, or fails to supply other information or documents required by the City;
  - iii. The applicant shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
  - iv. 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;
  - v. The proposed event would unreasonably disrupt the orderly or safe circulation of traffic and would present an unreasonable risk of injury or damage to the public; or
  - vi. There are not sufficient safety personnel or other necessary City staff to accommodate the event.

In the event subsection iv. or v. 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. In the event subsection vi. above applies, the City shall offer the applicant the opportunity to propose an alternative method to supply necessary staffing to accommodate the event.

- b. **Event Cancellation:** The City may revoke a Special Event Permit or cancel a special event for the following reasons:
  - i. The applicant requests cancellation of the event.
  - ii. The applicant, in the information supplied, has made misstatement of a material fact or fails to fulfill a term or condition of approval for the event in a timely manner.
  - iii. The applicant fails to pay any fees required by the City, in addition to the Special Event Application fee, a minimum of thirty (30) days prior to the special event.
  - iv. The applicant fails to provide an insurance certificate citing the City of Orting as additional insured a minimum of thirty (30) days prior to the special event.

- v. The applicant fails to provide any information or documents or meet any deadlines required by the City before the event date.
  - vi. An emergency or unforeseen occurrence requires the cancellation or termination of the event in order to protect public health or safety.
- c. **Appeal Procedure:** The applicant shall have the right to appeal the denial of a special event permit or permit condition. A written Notice of Appeal shall be filed with the City within three (3) business days after receipt or personal delivery of a notice of denial or permit conditions from the City. The written Notice of Appeal shall set forth the specific grounds for the appeal and attach any relevant documents for consideration. The City Council shall hear the appeal on the record provided from the designated City official and upon public comment given at the scheduled hearing before the Council. The hearing shall be scheduled no later than thirty (30) days after receipt of a timely and proper Notice of Appeal. Public comment at the appeal hearing shall be limited to three (3) minutes per individual and fifteen (15) minutes each for appellant and City respondent. The decision of the City Council is final.

If the applicant's reason for appeal includes allegations of Constitutional Amendment violations, the issue will be heard by a hearing examiner instead of the City Council. If there is insufficient time for a timely appeal to be heard by the City Council prior to the date on which the event is scheduled, the applicant may, at its own option, request that the designated City official schedule the appeal before the City Administrator or designee. The City Administrator or designee shall hold a hearing no later than five (5) business days after the filing of the appeal and will render a decision no later than one (1) business day after hearing the appeal. If the appeal is requested and heard before the City Administrator or designee, the City Administrator or designee's decision is final. There is no further appeal to the City Council.

## V. **Fees**

- a. **Application Fee:** Payment of the Special Event Application fee is required for all special events. Payment must be made in the form of cash, check, or credit card payment to the City of Orting a minimum of ninety (90) days prior to the proposed event date for an event to be considered for approval.
- b. **Other Fees:** The applicant may request services be provided by the City for the special event. Refer to the Special Event Application for the list of services and corresponding fees offered by the City for special events. Requests by the applicant for services provided by the City are not guaranteed. Payment of fees for City provided services must be made a minimum of thirty (30) days prior to the special event.

## VI. **Event Sponsorship:** On the Special Event Application the applicant has the option to apply for City Sponsorship of the proposed special event.

- a. **Sponsorship Requirements:** To be considered for sponsorship, the special event must meet the following requirements:
  - i. The event serves a valid municipal purpose, such as strengthening the City’s sense of community or celebrating the City’s history, and allows all citizens to reasonably participate. The event may also provide, through increased customers, additional revenues for Orting businesses, and subsequently improved tax revenues for the City.
  - ii. The organization hosting the special event must be a non-profit that is actively registered with the Secretary of State.
  - iii. The organization must complete the Special Event Application and carry their own liability insurance that complies with the terms of section IV of the Special Event Sponsorship Policy.
- b. **Sponsorship Process:** For full details on the sponsorship process refer to the City’s Special Event Sponsorship Policy. The sponsorship process must be started a minimum of ninety (90) days prior to the special event. A copy of the Special Event Sponsorship Policy can be requested by emailing [recreation@cityoforting.org](mailto:recreation@cityoforting.org).
- c. **Services included in Sponsorship:** For a list of services included in special event sponsorship, refer to the Special Event Application or Special Event Sponsorship Policy. Services provided by the City to the applicant as part of the event sponsorship will be specified in the conditions of approval letter provided to the applicant after the Special Event Application has been reviewed and sponsorship has been approved.

**VII. Insurance Requirements:** The City Administrator is authorized and directed to require written proof of such insurance prior to permit issuance. A general liability insurance policy shall be written on an occurrence form, shall name the City of Orting as an additional insured using an endorsement at least as broad as ISO additional endorsement form CG 20 26, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period of not less than twenty-four (24) hours following the completion of the event, or for the entire period of set up and tear down, whichever is longer. The applicant shall provide the City and all additional insureds for the event with written notice of any policy cancellation within two business days of their receipt of such notice.

The types and amounts of insurance shall be determined by the City and based on the risk exposure of the event for all events not protected under the Frist and Fourteenth Amendments of the U.S. Constitution. Proof of insurance is required at least thirty (30) days prior to the event, by providing the City with a Certificate of Insurance along with additional insured document at least as broad as ISO form CG 20 26 naming the City of Orting as an additional insured.

- a. **Minimum Requirements:** General Liability occurrence-based insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate is required for



special events. The General Liability Insurance must name the City of Orting as an ADDITIONAL INSURED using ISO form CG 20 11 or coverage at least as broad. Higher limits may be required for certain uses.

- b. **Additional Coverage:** Amounts and additional types of insurance will be determined, at the City's discretion, based on the risks associated with the event.

## VIII. Community Impact

- a. **Street Closures:** The applicant may request that streets within Orting City limits be closed for the proposed special event. Requests for street closures must be clearly indicated on the Special Event Application and are not guaranteed. If the applicant is requesting the closure of WA-162, a road closure agreement will need to be obtained from the Washington State Department of Transportation (WSDOT). A copy of the road closure agreement must be provided to the City a minimum of thirty (30) days prior to the event, otherwise closure of WA-162 may not be allowed for the event.

The following guidelines apply to all street closures:

- i. No paint (including water-based) may be used on any City sidewalk, street, or paved area.
  - ii. Only Public Works staff and Police Department staff are authorized to close a street.
  - iii. Once barricades are in place, they cannot be moved unless directed by City staff and/or the Police Department.
  - iv. Street closures require advanced placement of "No Parking" signs; once signs have been placed by City staff they cannot be altered by the event organizer.
- b. **Parades:** Parades utilizing city streets during special events may be subject to additional requirements by the City, including but not limited to:
    - i. Additional event insurance coverage;
    - ii. Notification to Police, Fire, and Medical Aid of the scope, size, route and date of the parade; and
    - iii. A safety plan with approval from Police, Fire, Medical Aid, and City Public Works departments.
    - iv. If the parade route utilizes WA-162, a road closure agreement will need to be obtained from the Washington State Department of Transportation (WSDOT).
  - c. **Neighborhood Notification:** Timely neighborhood notification of a special event is required to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. The applicant is responsible for notifying neighboring residents and businesses that may be impacted by the special event a minimum of thirty (30) days prior to the event date. It is also the responsibility of the applicant to ensure vendor parking does not block Orting businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting.

- d. **Safety Plan:** Special events with an estimated 1,000 or more individuals in attendance may be required to submit a safety plan to the City. Details regarding what the event safety plan should include will be provided to the applicant by the City a minimum of thirty (30) days prior to the event and the safety plan must be submitted to the City a minimum of fourteen (14) days before the event.
- e. **Portable Restrooms and Trash Disposal:** The applicant may request that additional portable restrooms and trash disposal be provided by the City for the proposed special event. All requests must be clearly indicated on the Special Event Application and must include instructions for placement on the event map. Fees for portable restrooms and trash disposal will apply, unless otherwise indicated by the City. The applicant may also utilize an outside vendor to supply portable restrooms for the special event. Notification of placement of portable restrooms by the vendor must be provided to the City before the event date. Depending on the size of the special event, the City may require that the applicant provide additional portable restrooms, supplied either by the City or an outside vendor.

**IX. Food and Beverage Sales and Consumption:**

- a. **Business License:** If food will be sold at the proposed special event, the applicant is responsible for purchasing a Blanket Vendor Permit or providing documentation to the City of a valid business license with City of Orting endorsement for every food vendor.
- b. **Health Department Requirements:** The applicant is required to account for any and all food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage. Applicant is responsible for abiding by all requirements of the Tacoma-Pierce County Health Department.
- c. **Alcohol Sales/Consumption:** Sale and/or consumption of alcohol at special events taking place on City property is not allowed at this time.

**X. Merchandise Vendor Sales**

- a. **Blanket Vendor Permit:** If merchandise or services will be sold at the proposed special event, the applicant is responsible for purchasing a Blanket Vendor Permit or providing documentation to the City of a valid business license with City of Orting endorsement for every vendor.
- b. **Vendor Placement:** A map indicating vendor placement must be submitted by the applicant to the City no later than five (5) business days prior to the event date. The City reserves the right to limit the number of vendors and the placement of vendor booths for special events.

- c. **Vendor Set-up/Tear-down:** Applicant is responsible for ensuring that vendor set-up and tear-down does not cause lasting damage to City Property and does not endanger park and trail-users. Driving and/or parking on the Foothills Trail is prohibited. No paint (including water-based) may be used on any City sidewalk, street, or paved area.

**XI. Amusement Rides and Inflatables**

- a. **Inflatables:** The use of inflatable amusement structures is only allowed outside in designated areas and shall only be provided by professional vendors. The number of inflatables and their proposed location must be indicated on the Special Event Application and map of the event. Proof of Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, and naming the City of Orting as an additional insured using ISO form CG 20 26 or coverage at least as broad, is required from the vendor, as per the Washington State Department of Labor and Industries. This insurance shall contain, or be endorsed to reflect, that the insurance coverage is primary insurance as respect the City of Orting. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Orting shall be excess of the vendor's insurance and shall not contribute with it.
- b. **Other Amusement Rides:** Apart from inflatables, the use of amusement rides, as defined in RCW 67.42.010, is not permitted for any special event at this time.



City of Orting

104 Bridge St S • PO Box 489 • Orting, WA 98360

Phone: 360-893-9017 or (cell) 253-262-7842

Fax: 360-893-6809

Email: recreation@cityoforting.org

Web: www.cityoforting.org

## SPECIAL EVENT APPLICATION

**Definition:** “Special events” include any event which is to be conducted on public property or public right-of-way; and, any event held on private property which would have a direct significant impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-ways near the event, or, which would significantly impact the need for City-provided emergency services, such as police, fire, or medial aid. It is presumed that any event on private property which involves an open invitation to the public, or events where the attendance is by private invitation of 100 or more people are each presumed to be an event that will have a direct significant impact on public streets, rights-of-way or emergency services. Special events may include but are not limited to fun runs/walks, athletic competitions, bike-a-thons, parades, carnivals, city/town heritage celebrations, shows or exhibitions, holiday festivals, circuses, block parties, markets, musical entertainments, and motion picture filming.

**Application: The following must be submitted at least ninety (90) days prior to event date:**

- Completed Application (ALL sections of application must be completed. Indicate “N/A” if an item does not apply)
- Event Map and Timeline
- Payment of Special Event Fee (\$200 paid via cash, check, credit, or debit)
- Completed Banner Application (if applying for sponsorship & requesting a banner be placed over SR-162)

**In addition, the following must be submitted thirty (30) days prior to event date:**

- Insurance Certificate in the amount of \$1 million per occurrence and \$2 million general aggregate, listing City of Orting as additional insured.
- Road closure permit issued from WSDOT (if applicable).
- Payment of Fees for additional services requested (not covered by sponsorship).

Upon receipt, a meeting with City Department Heads will be scheduled. It may be required that the applicant meet with Department Heads to review the Special Event Application to assure guidelines and preparation prior to the event. After your application has been reviewed, you will be notified if your event has been approved.

APPLICANT NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ARE YOU NON-PROFIT:  Yes  No IF YES, UBI#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

BRIEF DESCRIPTION OF EVENT: \_\_\_\_\_

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

EVENT TIMES: Set-Up \_\_\_\_\_ Start of Event \_\_\_\_\_ Exit Time \_\_\_\_\_ End of Event \_\_\_\_\_

ANTICIPATED NUMBER OF ATTENDEES: Low Estimate \_\_\_\_\_ High Estimate \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRIMARY CONTACT EMAIL: \_\_\_\_\_

DAY-OF CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DAY-OF CONTACT EMAIL: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**COMPLETE THE FOLLOWING FOR ALL SPECIAL EVENTS:**

**1. TYPE OF EVENT (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Festival/Carnival/Fair  | <input type="checkbox"/> Walk Procession/Organized     |
| <input type="checkbox"/> Parade  | <input type="checkbox"/> Rally/Demonstration           |
| <input type="checkbox"/> Run/Race (*If you do not require the use of City parks, facilities, or services, you do not need to complete this application. Please submit a separate trail use application.) | <input type="checkbox"/> Block Party                   |
|  | <input type="checkbox"/> Other (Please specify): _____ |

Does this event involve political or religious activity intended primarily for the communication or expression of ideas?  Yes  No (If yes, please explain): \_\_\_\_\_

**2. FACILITIES & PARKS USAGE REQUESTED** (See Appendix A for rental rates):

- |  |  |
|--|--|
| <input type="checkbox"/> BBQ Area                      | <input type="checkbox"/> Basketball Court (no charge)            |
| <input type="checkbox"/> Gazebo                        | <input type="checkbox"/> Fountain Pavilion (no charge)           |
| <input type="checkbox"/> Orting Station                | <input type="checkbox"/> North Park Grass Area (no charge)       |
| <input type="checkbox"/> Multi-purpose Center (MPC)    | <input type="checkbox"/> South City Park Grass Areas (no charge) |
| <input type="checkbox"/> Charter Park (the skate park) |  |

**Please answer the following questions:**

Will you have additional garbage services and where will they be placed (show on Map)?

\_\_\_\_\_

Will you have adequate restroom facilities and where will they be placed (show on Map)?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**3. INSURANCE:** A Certificate of Insurance in the amount of \$1 million per occurrence and \$2 million general aggregate showing the City of Orting as an additional Insured is required for all special events, and must be submitted a minimum of 30 days prior to the event. The City may require Applicant/Organization to purchase additional insurance coverage if deemed necessary.

**4. SERVICES REQUESTED:** Please indicate what services you are requesting be provided by the City of Orting. If a listed service is included as part of your potential City sponsorship, please leave the price area blank and check the "sponsored" box (You will also indicate what services you are requesting be sponsored on the included Sponsorship Application). \$200 Application Fee and \$100 Blanket Vendor Permit are not covered by event sponsorship.

<u>City Services</u> (please mark all that apply)	<u>Price</u>	<u>Total Price</u>	<u>Sponsored</u>
<input type="checkbox"/> 1 Public Works staff	\$75/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 2 Public Works staff	\$150/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 1 Police Officer	\$85/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 2 Police Officers	\$170/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 1 Dumpster	\$20/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> 2 Standard Portable Restrooms	\$150/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Electricity (2 Spider Boxes)	\$50/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Audio/PA system (Does not include a DJ)	\$75/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Barricades (Must provide placement on map)	\$50/event	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Street Sweeper (man power/vehicle)	\$150/hr x ___ hrs	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Portable Trailer Sign	\$50/day x ___ days	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Facility Rental *See Appendix A for rental rates	\$ Varies	\$_____	<input type="checkbox"/>
<input type="checkbox"/> Blanket Vendor Permit	\$100/event	\$_____	<input type="checkbox"/>
<b>Total For Special Event Services</b>		<b>\$_____</b>	
<b>Special Event Application Fee</b>		<b>\$200</b>	
<b>TOTAL TO BE PAID</b>		<b>\$_____</b>	

**5. BANNER REQUEST - FOR CITY SPONSORED EVENTS ONLY:** If you are applying for event sponsorship and plan to have a banner placed across Washington Ave./SR 162 before and/or during your event, a Banner Permit Application must be submitted in conjunction with the Special Event Application. For banner requirements and a copy of the Banner Permit Application, email recreation@cityoforting.org. Please note, banner message is limited to name, date, and event sponsors. Commercial advertising is not allowed, and the banner may only be across SR-162 for 2 weeks.

**6. VENDORS:** Will there be any vendors at your event?  Yes  No

If YES, ANTICIPATED NUMBER OF VENDORS: \_\_\_\_\_

If YES, applicant is responsible for purchasing a Blanket Vendor Permit **OR** must provide the City documentation of a valid business license with City of Orting endorsement for every vendor (Resolution 2011-12). Applicant/Organization is responsible for ensuring vendors have obtained all of the necessary food service permits or exemption certificates; food worker card(s); L&I licensing documentation; and evidence of liability insurance, with products/completed operations coverage required by the Tacoma-Pierce County Health Department.

It will be the responsibility of the Applicant/Organization to ensure vendor parking does not block Orting businesses on Washington Ave., Van Scoyoc Ave. or customer parking areas next to the parks or businesses with exceptions determined by the City of Orting. Driving and/or parking on the Foothills Trail is not allowed at any time before, during, or after the special event.

**7. PARADE INFORMATION:** Will a parade be part of this event?  Yes  No

If YES, answer the following: ESTIMATED # OF FLOATS/VEHICLES: \_\_\_\_\_ START TIME: \_\_\_\_\_

STAGING TIME: \_\_\_\_\_ STAGING LOCATION (show on map): \_\_\_\_\_

PARADE ROUTE (show on map): \_\_\_\_\_

Will horses or other animals be in the parade?  Yes  No If yes, approximately how many? \_\_\_\_\_

**\*Applicant/Organization is responsible for cleaning up after animals participating in the parade\***

Will the Police Department or Fire Department participate in the parade?  Yes  No

**8. STREET CLOSURES & EMERGENCY ACCESS:**

ARE YOU PLANNING TO CLOSE WA-162 TO TRAFFIC?  Yes  No

**\*If Yes, you will need to coordinate with WSDOT to approve the road closure. Visit <https://wsdot.wa.gov/about/contacts> for more information.**

ARE YOU PLANNING TO CLOSE ANY OTHER LOCAL STREETS?  Yes  No

If yes, which streets? (show on map)

Will the event interfere with access to emergency services or cause undue hardship or excessive noise levels to adjacent businesses and/or residents? (If yes, please explain)  Yes  No

What methods will you be using to notify adjacent homeowners/businesses of the event?

Please list any other information relevant to your event (use of inflatables, activities that will take place, etc.):

**9: AGREEMENTS**

Initials: \_\_\_\_\_

Applicant understands that if deadlines are not met, the Applicant/Organization's event may not be considered for sponsorship and/or the event may not occur.

**Initials:** \_\_\_\_\_ **Applicant understands that the Applicant/Organization must provide proof of Commercial General Liability insurance, with a minimum of \$1 million per occurrence and \$2 million general aggregate coverage, and name the City of Orting as an additional insured at least thirty (30) days prior to event.** The City may also require the Applicant/Organization to purchase additional insurance coverage if deemed necessary.

**Initials:** \_\_\_\_\_ If State Route WA-162 (Washington Ave.) is to be closed at any point during the event, the Applicant/Sponsoring Organization must obtain a permit for the road closure from the Washington State Department of Transportation (WSDOT) and provide a copy to the City at least thirty **(30) days prior to the event.** Road closure will NOT be allowed if road closure agreement with WSDOT is not received.

**Initials:** \_\_\_\_\_ Applicant understands that it is the Applicant/Organization's responsibility to inform adjacent homeowners and businesses of the event at least thirty **(30) days in advance.**

**Initials:** \_\_\_\_\_ Applicant understands that the Applicant/Organization must allow for a 20ft access for emergency vehicles at all times during the event.

**Initials:** \_\_\_\_\_ The City will provide the Applicant/Organization with a site safety checklist to complete prior to the event. Applicant understands that if the checklist is not completed and returned to the City at least one (1) business day before the event date, the Applicant/Organization agrees to accept the facilities and premises as-is on the date of the event.

**Initials:** \_\_\_\_\_ Applicant/Organization 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/Organization 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. Applicant/Organization understands that the special event may include use of the covered park facilities, Orting Station, and the Multi-Purpose Center facilities which are all owned by the City of Orting.

**Initials:** \_\_\_\_\_ **THE UNDERSIGNED APPLICANT HEREBY** warrants that he/she is the authorized representative of the Sponsoring Organization, and further AGREES to defend, indemnify and hold harmless the City, its officers, 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, which arises out of the use of City's property or from any activity, work or thing done, permitted, or suffered by APPLICANT or public in or about the City's property as a result of the APPLICANT'S use of the City's property.



I have read and agree to all of the above statements and declare under penalty of perjury (under the laws of the United States of America) that the foregoing is true and correct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name & Title w/Organization:** \_\_\_\_\_

**Facilities are based on a first come, first serve basis. Special Events do not receive special privileges. Applications and all required documents may be emailed, mailed, faxed, or dropped off in person at City Hall. Payment can be made by mail or in person at City Hall. A receipt showing payment is NOT approval of the event. Orting City Hall is located at 104 Bridge St. South in Orting.**

If you have questions regarding the application, please contact the Activities & Events Coordinator by calling (360) 893-9017 or emailing [malfiere@cityoforting.org](mailto:malfiere@cityoforting.org)

**- End of Special Event Application -**

---

### **City of Orting Sponsorship Application**

**Are you requesting City sponsorship?**       **Yes**    **No**    If you indicated NO, no further information is required.

#### **REQUIREMENTS FOR CITY SPONSORSHIP OF A SPECIAL EVENT:**

Some Special Events may qualify for City Sponsorship, according to the City's Special Event Sponsorship Policy (Policy No. 2017-1). Applicants for City Sponsorship for a Special Event shall comply with the City's Special Event Sponsorship Policy. Applicants are advised to review the City's Policy before requesting City Sponsorship for a Special Event. A copy of the Special Event Sponsorship policy may be requested by emailing [recreation@cityoforting.org](mailto:recreation@cityoforting.org). There is no additional fee to apply for City Sponsorship of an event. **However, the event organizer must purchase a \$100 Blanket Vendor Permit if vendors are participating in the event.** All City Sponsored Events shall comply with all applicable local, state and federal regulations.

All requests for City Sponsorship are reviewed by the City Council's Community and Government Affairs (CGA) Committee, and Applicants will be required to have a representative attend a CGA Committee meeting to answer any questions regarding the request.

**Applicants seeking City Sponsorship must meet these baseline criteria, and to qualify for City Sponsorship the event must abide by all requirements of the Policy, including:**

- Hosted by a Non-Profit Organization registered with the Washington Secretary of State, and provide proof of active status;
- Be open to all Orting residents;
- Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating the City's history.
- All items of the application are completed in full and received by the City 90 days prior to the date of the event;
- A brief letter defining the purpose of the event and requested City services (Review the Special Event Sponsorship Policy for more information);
- Proof of liability insurance that compiles with the terms of Section IV of the City Special Event Sponsorship Policy.

**Please indicate what services you are requesting be provided by the City of Orting in your sponsorship (check all that apply):**

- Use of Main City Park, including grass areas, Gazebo, and Covered BBQ Area, located at 101 Train St. SW
- Use of Multipurpose Center (MPC) located at 202 Washington Ave. S.
- Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave NW.
- Close Train St. around the Bell Tower at Main City Park.
- Close Van Scoyoc Ave. SW at Main City Park.
- Close Calistoga St. W between Van Scoyoc Ave. & Washington Ave.
- 1 Public Works staff for up to eight (8) hours. # of hours requested: \_\_\_\_\_
- 2 Public Works staff for up to eight (8) hours. # of hours requested: \_\_\_\_\_
- Police support to set up barricades/traffic signs and direct traffic (if closing WA-162).
- 1 Dumpster (confirm dumpster size with Activities & Events Coordinator).
- 2 Standard Portable Restrooms (in addition to the 2 existing at Main City Park).
- Electricity, including 2 Spider Boxes.
- Audio/PA system (Does not include a DJ).
- Barricades/Cones/Traffic Signs (Must provide placement on map).
- Hang event banner over Washington Ave. for 2 weeks (Organizer to provide banner).
- Event Advertisement on City Reader Board, Website, & Social Media.

- **If Event receives sponsorship, Orting City Logo shall be placed on all materials advertising the event and the City must be allowed a vendor booth at no charge.**
- **If Event receives sponsorship, Applicant/Organization must purchase a \$100 City Business License Blanket Permit if vendors are participating in the event.**
- **Sponsored services offered by the City of Orting will depend upon the City's determination of the value added by the event to the community.**
- **If City Sponsorship is authorized by the City Council, the Sponsored Organization will be required to execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification.**

**- End of Special Event Sponsorship Application -**

## APPENIX A

### FACILITY RENTAL RATES

#### MULTI-PURPOSE CENTER (MPC)

The multi-purpose center is located at 202 Washington Ave. S in the same building as the library. This rental includes a large room with a stage (occupancy of 148), a kitchen with 2 stoves, a refrigerator, a freezer, and counter space. This facility also includes tables and chairs. A 2-hour minimum is required for all rentals. **A refundable deposit of \$150 is required to secure this space. If you will be serving alcohol, a \$300 refundable alcohol deposit is required.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$30.00	\$50.00	\$15.00
Friday-Sunday	\$50.00	\$70.00	\$20.00

#### ORTING STATION

The Orting station located at 101 Washington Ave. NW is an open building that includes a large open area, a restroom, some counter space and a sink. This facility does NOT include tables and chairs. A 2-hour minimum is required for all rentals. **A refundable deposit of \$100 is required to secure this space. If inflatables will be used, a refundable inflatable deposit of \$200 is required.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$20.00	\$30.00	\$10.00
Friday-Sunday	\$40.00	\$50.00	\$10.00

#### COVERED BBQ AREA

The covered BBQ area is located in the Main Park at 101 Train St. SW near the Bell Tower. This facility is also near the playground, horse shoe pits and park restrooms. Contact the Lions Club for BBQ racks. Up to 5 picnic tables can be placed under the covered area upon request. This space is rented per hour with a 2-hour minimum and 5-hour maximum rental time. **A refundable deposit of \$50 is required to secure this space.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$10.00	\$20.00	\$5.00
Friday-Sunday	\$20.00	\$30.00	\$10.00

#### GAZEBO

The Gazebo is located in the South Main Park at 102 Train St. SW near the Bell Tower. This facility is also near the basketball court. This space is rented per hour with a 2-hour minimum and 5-hour maximum rental time. **A refundable deposit of \$50 is required to secure this space.**

	Resident (per hour)	Non-Resident (per hour)	Non-Profit (per hour)
Monday-Thursday	\$10.00	\$20.00	\$5.00
Friday-Sunday	\$20.00	\$30.00	\$10.00

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Checklist/Timeline:**

**90+ Days Prior**

- Completed Application received** Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Payment of Fees (Amount: \$ \_\_\_\_\_)** Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Receipt# \_\_\_\_\_
- Event Map & Timeline** Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Proof of Insurance (if sponsored)** Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Completed Banner Application received** Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Department Heads Meeting Date: \_\_\_\_\_
- Sponsorship Letter (if applicable) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Approved by CGA (if sponsored) Date: \_\_\_\_\_

**60 Days Prior (Date: \_\_\_\_\_)**

- Approved by City Council (if sponsored) Date: \_\_\_\_\_
- Conditions of Approval signed** Date: \_\_\_\_\_
- Check-in w/Event Organizer Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Post Event to City Website (if sponsored) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Order dumpster (if applicable) Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**30 Days Prior (Date: \_\_\_\_\_)**

- Meeting with Dept. Heads (PW, Police, City) Date: \_\_\_\_\_
- Send Work Order details to Public Works Date: \_\_\_\_\_ Initials: \_\_\_\_\_ WO# \_\_\_\_\_
- Confirm details with Police (if applicable) Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Permit received from WSDOT (if applicable)** Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Insurance Certificate Received** Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Payment of Remaining Fees (Amount: \$ \_\_\_\_\_)** Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Receipt# \_\_\_\_\_

**14 Days Prior (Date: \_\_\_\_\_)**

- Hang Event Banner Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Confirm PW Staff working event Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Event posted on Social Media Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
And Reader Board

**1 Week Prior (Date: \_\_\_\_\_)**

- Final Check-in w/Event Organizer Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Signage posted if closing roads Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- Receive safety plan & updated map (if applicable) Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Day Before Event**

- Place NO PARKING or other signage required Date: \_\_\_\_\_ Initials: \_\_\_\_\_



## CITY OF ORTING

104 BRIDGE ST. S, PO BOX 489, ORTING WA 98360

Phone: (360) 893-2219 FAX: (360) 893-6809

[www.cityoforting.org](http://www.cityoforting.org)

### SPECIAL EVENT

#### **PERMIT AND CONDITIONS OF APPROVAL**

This document constitutes ~~the permit and an~~ agreement between APPLICANT NAME (referred to as "applicant") of the ORGANIZATION NAME and the City of Orting (referred to as "City") for the SPECIAL EVENT NAME to take place on the following date(s): XX/XX/XXXX. Upon signature by the applicant and the City, this document will serve as the "Special Event Permit" for the special event.

The City has approved the aforementioned special event pending the applicant agrees to the following terms:

1. Applicant will abide by all requirements and guidelines stated in the City of Orting Special Event Policy.
- ~~1-2.~~ [Optional] Applicant will abide by all requirements and guidelines stated in their City of Orting sponsorship agreement.
- ~~2-3.~~ A minimum of thirty (30) days prior to the event date, the applicant will provide the City with proof of a general liability insurance policy written on an occurrence form, naming the City of Orting as additional insured using an endorsement at least as broad as ISO additional endorsement form CG 20 26, and is written for a period not less than twenty-four (24) hours prior to the first event date and extending for a period of not less than twenty-four (24) hours following the completion of the last event date.
- ~~3-4.~~ [Optional] Applicant will purchase a Blanket Vendor Permit from the City a minimum of thirty (30) days prior to the event date.
- ~~4-5.~~ If the site safety checklist provided by the City is not completed and returned to the City at least one (1) business day before the event date, the applicant agrees to accept the facilities and premises in as-is condition on the date of the event.
- ~~5-6.~~ Applicant will restore City property and/or facilities used during the special event to their original condition at the conclusion of the event. If City property/facilities are not restored to their original condition within seven (7) days following the special event, the City will complete any necessary repairs and the applicant will be responsible for all repair costs.
- ~~6-7.~~ Applicant will inform adjacent business and residents of the event a minimum of thirty (30) days in advance of the event.
- ~~7-8.~~ If closing Van Scoyoc or Washington Ave., the applicant will post "No Parking" signs a minimum of twenty-four (24) hours prior to event date.
- ~~8-9.~~ If utilizing City provided services not included in the approved city-sponsorship, the applicant will pay any required fees a minimum of thirty (30) days prior to the event date.
- ~~9-10.~~ Applicant will provide a basic first-aid station during the entire duration of the event.

~~10-11.~~ Applicant will ensure that volunteers and vendors do not drive and/or park on the Foothills Trail before, during, or at the conclusion of the event.

~~[delete if not applicable]~~ As an approved city-sponsored special event, the City agrees to provide the following at no additional expense to the applicant:

- a. Use of Main City Park, including grass areas, Gazebo, and Covered BBQ area, located at 101 Train St. SW at no fee.
- b. Use of the Multipurpose Center (MPC) located at 202 Washington Ave. S at no fee.
- c. Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave. NW at no fee.
- d. Close Train St. around the Bell Tower at Main City Park.
- e. Close Van Scoyoc Ave SW at Main City Park.
- f. Close Calistoga St. W between Van Scoyoc Ave. and Washington Ave.
- g. One (1) Public Works staff for up to eight (8) hours.
- h. Two (2) Public Works staff for up to eight (8) hours.
- i. Police support to set up barricades/traffic sign and direct traffic (only if closing WA-162).
- j. Two (2) standard portable restrooms (in addition to the two existing units at Main City Park) for the date of the special event.
- k. Roll-off dumpster for trash disposal on date of the special event.
- l. Electricity, including 2 spider boxes.
- m. Audio/PA system (DJ not included).
- n. Barricades/Cones/Traffic Signs (applicant to provide amount and placement on event map).
- o. Placement of event banner over Washington Ave./SR-162 for two (2) weeks before the event. Banner shall be supplied by the applicant and is subject to approval by the City and the Washington State Department of Transportation. A Banner Application must be submitted by the applicant a minimum of ninety (90) days prior to placement date and the banner must be received by the City at least three (3) business days prior to placement date.
- p. Event advertisement on City reader board, website, and social media.

I, \_\_\_\_\_ (applicant's name) am an authorized representative of ORGANIZATION'S NAME and agree to the aforementioned terms. I understand that if any of the aforementioned terms are not met, the City may revoke the Special Event Permit and/or cancel the special event.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

CITY REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# CITY OF ORTING SPECIAL EVENT WORKSHEET

The following checklist is provided to help event organizers meet all required deadlines from the City of Orting for your special event.

## 90+ DAYS PRIOR TO EVENT

DATE:

Submit COMPLETE application, including:	<input type="checkbox"/>	Notes:
<ul style="list-style-type: none"> <li>• Proof of insurance</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Event map &amp; timeline</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Payment of application fee</li> </ul>	<input type="checkbox"/>	
Complete Sponsorship application (if applicable).	<input type="checkbox"/>	
Submit required sponsorship documents, including:	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Sponsorship letter</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Proof of insurance</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Proof of non-profit status</li> </ul>	<input type="checkbox"/>	
Begin road closure process w/WSDOT (if closing WA-162).	<input type="checkbox"/>	

## 60+ DAYS PRIOR TO EVENT

DATE:

Present at CGA meeting (if applying for sponsorship).	<input type="checkbox"/>	Meeting date:
Confirm services to be provided by the City.	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	

## 30+ DAYS PRIOR TO EVENT

DATE:

Submit Insurance Certificate citing City of Orting as additional insured.	<input type="checkbox"/>	Notes:
---	--------------------------	--------

Submit any other required insurance documents.	<input type="checkbox"/>	
Submit payment for any remaining fees.	<input type="checkbox"/>	
Submit updated map & timeline if necessary.	<input type="checkbox"/>	
Notify neighboring businesses and residents about event.	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	
Provide road closure permit from WSDOT (if closing WA-162).	<input type="checkbox"/>	

**14+ DAYS PRIOR TO EVENT** **DATE:**

Submit safety plan (if applicable).	<input type="checkbox"/>	
Check-in w/City via email, phone, or in person.	<input type="checkbox"/>	

**7+ DAYS PRIOR TO EVENT** **DATE:**

Final check-in w/City via email, phone, or in person.	<input type="checkbox"/>	
Site walk-through w/City staff.	<input type="checkbox"/>	

**NOTES:**



PRINT NAME & TITLE: \_\_\_\_\_



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Special Events Sponsorship Policy.	<b>AB23-104</b>	<b>CGA</b>		
		<b>11.1.2023</b>		
	<b>Department:</b>	Administration		
	<b>Date Submitted:</b>	<b>10.27.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>				
<b>Submitted By:</b>	<b>Kim Agfalvi, City Clerk</b>			
<b>Fiscal Note:</b>				
<b>Attachments:</b> Sponsorship Policy				
<b>SUMMARY STATEMENT:</b>				
<p>Staff have prepared an updated sponsorship policy that further defines baseline criteria for all sponsored events, what services are offered for those that are granted sponsorship, provides an “a la carte” list of services that can be chosen from, outlines the process for seeking sponsorship, and defines the insurance and indemnity requirements for City sponsored events.</p>				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
Move forward to study session on November 15 <sup>th</sup> , 2023 for Council consideration.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
To approve the City of Orting Special Events Sponsorship Policy as prepared.				



# CITY OF ORTING

## ~~Policy No. 2017-1~~

### **Special Event Sponsorship Policy**

**Mission Statement: The City of Orting supports the development of events and activities that are vibrant and active and bring significant value to its citizens.**

#### **Section 1. Baseline Criteria for all Sponsored Events**

Sponsorship is extended to events that serve valid municipal purposes for which the City Council approves use of city facilities and services by a non-profit group without charge. Sponsorship is extended to events upon application, on a case-by-case basis ~~and at various levels of support depending on the value the event has for the community~~ and at the discretion of the council.

To qualify for sponsorship, an approved event must:

- Be one where all citizens can reasonably participate;
- Serve a valid municipal purpose, such as strengthening the City's sense of community or celebrating a City's history and;
- May provide, through increased customers, additional revenues for Orting businesses and subsequently improved tax revenues for the City.

All groups proposing events which seek sponsorship by the City of Orting must meet these baseline criteria:

- Organizations must be a non-profit that is actively registered with the [Washington Secretary of State](#).
- Organizations must fill out the Special Event Application and carry their own liability insurance that complies with the terms of Section IV of this policy.

#### **Section II. What Sponsorship May Include for Sponsored Events**

The City offers an "a la carte" style of sponsorship where applicants indicate which services they would like provided by the City in their sponsorship. The City then decides, from the services requested, what will be provided for the event sponsorship. The amount of services and/or level of support offered by the City will depend upon the City's determination of the value added by the event to the community and staffing and/or budgeting allowances. [Services are based on](#)

[availability, and the city reserves the right to withdraw some or all of the services if availability changes.](#)

The following City-provided services are listed on the Special Event Sponsorship Application:

- Use of Main City Park, including grass areas, Gazebo, and Covered BBQ Area, located at 101 Train St. SW at no fee.
- Use of Multipurpose Center (MPC) located at 202 Washington Ave. S. at no fee.
- Use of North Park, including grass area and Orting Station building, located at 101 Washington Ave NW. at no fee.
- ~~Closure~~ [Closure](#) Train St. around the Bell Tower at Main City Park.
- ~~Closure~~ [Closure](#) Van Scoyoc Ave. SW at Main City Park.
- ~~Closure~~ [Closure](#) Calistoga St. W between Van Scoyoc Ave. & Washington Ave.
- 1 Public Works staff for up to eight (8) hours. # of hours requested: \_\_\_\_\_
- 2 Public Works staff for up to eight (8) hours. # of hours requested: \_\_\_\_\_
- Police support to set up barricades/traffic signs and direct traffic (if closing WA-162).
- 1 Dumpster (confirm dumpster size with Activities & Events Coordinator).
- 2 Standard Portable Restrooms (in addition to the 2 existing at Main City Park).
- Electricity, including 2 Spider Boxes.
- Audio/PA system (Does not include a DJ).
- Barricades/Cones/Traffic Signs (Must provide placement on map).
- Hang event banner over Washington Ave. for 2 weeks (Organizer to provide banner [and fill out permit](#)).
- Event Advertisement on City Reader Board, Website, & Social Media.

### **Section III. Process for seeking Sponsorship**

All groups seeking sponsorship must submit a written request to the Council's Community and Governmental Affairs Committee (CGA), at least 90 days prior to the date of the proposed special event. The written submission shall comply with the following:

1. The written submission can be simple, such as a brief letter along with the Special Event Application, but it must clearly define the purpose of the event, including reference to a valid municipal purpose, and who it serves. All requested services/facility use must be specified in the letter of request.
2. [Any deviation at the time of the event from the use proposed in the written submission may result in the immediate termination of the City's sponsorship of the event and the event organizer being billed for city services.](#)

2.3.A representative of the group must attend the CGA Committee meeting in order to answer any questions.

3.4.The CGA Committee will review applications prior to recommendation to the City Council for final determination by Resolution.

4.5.When approved, all materials distributed by the Organization pertaining to the City Sponsored event must contain the City of Orting logo.

5.6.An authorized representative of the group shall execute an Agreement with the City, acknowledging and agreeing to terms including but not limited to such issues as insurance and indemnification (described in Section IV).

6.7.Within sixty (60) days of the City-Sponsored Event, the Group shall provide a written report and may give an additional oral report at a City Council Meeting to the City Council about the event, including but not limited to the following topics:

- Summarize the event.
- Answer the following: Were the event's objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
- Reference the event's budget. Provide an analysis of actual expenses and income in relation to the projected budget.
- Provide a good faith best-estimate of actual attendance at the event.
- Describe the methodologies used to arrive at the good faith estimate of actual attendance numbers described above.

#### **Section IV. Insurance & Indemnity Requirements for City-Sponsored Events**

All organizations selected to host City-Sponsored events pursuant to this policy shall execute an agreement with the City prior to the event, and said agreement shall include the following requirements pertaining to indemnification and insurance:

**1. Indemnification / Hold Harmless:** User shall defend, indemnify and hold harmless the City of Orting, its officers, 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, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Orting.

**2. Insurance**

A. **Insurance Term:** The User shall procure and maintain for the duration of the use or rental period including the 24 hours before and 24 hours after the event insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the User and his or her guests, representatives, volunteers and employees.

B. **No Limitation:** User's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the City of Orting's recourse to any remedy available at law or in equity.

C. **Required Insurance:** User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City of Orting shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the City of Orting. Any insurance, self-insurance, or self-insured pool coverage maintained by the City of Orting shall be excess of the User's insurance and shall not contribute with it.

D. **City of Orting Full Availability of User Limits:** If the User maintains higher insurance limits than the minimums shown above, the City of Orting shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this contract or whether any certificate of insurance furnished to the City of Orting evidences limits of liability lower than those maintained by the User.

E. **Certificate of Insurance and Acceptability of Insurers:** The User shall provide a certificate of insurance evidencing the required insurance before using the Premises. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

Notes/Questions:

Changed that written request for sponsorship must be submitted 90 days rather than 60 days prior. Good

Do we still want to require the oral report listed in Section 3, #7? I think this is good follow up to determine if the organizer is meeting the intent/valid municipal purpose of the event.

Changed general aggregate requirement from \$1 million to \$2 million (that seems to be industry standard now)

I suggest sending this document to our insurance company for their opinion as well. [Agreed](#)



**City of Orting  
Council Agenda Summary Sheet**

	<b>Agenda Bill #</b>	<b>Recommending Committee</b>	<b>Study Session Dates</b>	<b>Regular Meeting Dates</b>
<b>Subject:</b>  Outside Committee Reports.	<b>AB23-111</b>	<b>CGA</b>		
		<b>11.1.2023</b>		
	<b>Department:</b>	Administration.		
	<b>Date Submitted:</b>	<b>10.17.2023</b>		
<b>Cost of Item:</b>	N/A			
<b>Amount Budgeted:</b>	N/A			
<b>Unexpended Balance:</b>	N/A			
<b>Bars #:</b>	N/A			
<b>Timeline:</b>				
<b>Submitted By:</b>				
<b>Fiscal Note:</b>				
<b>Attachments:</b>				
<b>SUMMARY STATEMENT:</b>				
<p>The Mayor suggested we add outside committee reports like the Flood Control Zone District, Growth Management Coordinating Committee, or Sound Transit meetings that council members attend or participate in.</p>				
<b>RECOMMENDED ACTION: <u>Action:</u></b>				
TBD.				
<b>FUTURE MOTION: <u>Motion:</u></b>				
TBD.				





**CGA Committee Agenda**  
*September 6th, 2023*  
**8:30am**

- Greg Hogan, Councilmember, Chair**
- Melodi Koenig, Councilmember**
- Kim Agfalvi, City Clerk**
- Scott Larson, City Administrator**
- Gretchen Russo, Finance Director**
- Danielle Charchenko, Executive Assistant/Records Clerk**

\*\*\*\*\*

**1. Call to Order**

Councilmember Greg Hogan called the meeting to order at 8:30am. In attendance at the meeting was Councilmember Melodi Koenig, Councilmember Greg Hogan, City Administrator Scott Larson, City Clerk Kim Agfalvi, Finance Director Gretchen Russo, and Executive Assistant Danielle Charchenko.

**2. Public Comments**

No public comments.

**3. Agenda Items**

**A. AB23-67 – Banners and Advertising.**

City Administrator Scott Larson briefed that staff had prepared updates to the Banners and Advertising policy to clarify that only organizations that have a council approved sponsorship are eligible to apply for and place a banner over SR 162.

**Action:** Move forward to October 18<sup>th</sup>, 2023 study session.

**B. AB23-88 – 2024 Grants.**

City Administrator Scott Larson briefed that following the budget retreat, Council sentiment was to fund grants in 2023 with unanticipated revenue sources. He stated that City revenue is higher than expenses for 2023. Council is requesting to include grant funding as part of the budget amendment process at the end of the year. Committee discussion followed.

**Action:** Move forward to October 18<sup>th</sup>, 2023 study session.

**C. AB23-91 – Murrey’s Franchise Agreement.**

City Administrator Scott Larson stated he met with the new Murrey’s representative last month to have a general discussion. He stated they addressed non-contractual issues with service complaints and concerns. He commented that they briefly spoke about the franchise agreement and that Murrey’s is interested in adding a fuel surcharge to the contract and will set a follow up meeting to discuss this further.

**Action:** Move forward to October 18<sup>th</sup>, 2023 study session as an informational item.

**D. AB23-93 – Plaque Relocation Request.**

City Administrator Scott Larson stated the Orting Historical Society's last proposal was to install the George Capestanty plaque on a stand next to the drop box in front of City Hall. City Clerk Kim Agfalvi stated in April 2023, a rendering of the plaque and potential placement on wall moved to study session and then moved back to CGA for a more suitable location. CGA committee is suggesting placing the plaque on the west side of City Hall near the Foothills Trail.

**Action:** Move forward to October 18<sup>th</sup>, 2023 study session.

**E. AB23-102 – Sale of Old City Hall.**

City Administrator Scott Larson stated Recovery Café has reached out to inquire about selling the Old City Hall Building. He stated staff would like an indication from CGA and council about their interest in negotiating a sale of the facility to the Recovery Café before any staff time or resources are used on price exploration and contract negotiation. Committee discussion followed.

**Action:** Move forward to October 18<sup>th</sup>, 2023 study session as a discussion item.

**F. AB23-105 – Food Truck Program.**

City Clerk Kim Agfalvi stated that the City has seen an increased interest in food trucks. She stated that the citizens and the Washington State Food Truck Association have reached out to request that we look into updating our code. City Clerk Kim Agfalvi proposed that Council looks into adopting a food truck program that would include a shorter application and streamline the overall process. City Administrator Scott Larson stated this would be a good time to review the overall Itinerant Vendor code as well. Committee discussion followed.

**Action:** Bring back to November 1<sup>st</sup>, 2023 CGA Committee meeting.

**4. Meeting Minutes of August 2, 2023 and September 6, 2023.**

Meeting minutes of August 2, 2023 and September 6, 2023 were approved.

**5. Action Items/Round table review.**

Final comments.

Identify Items that are ready to move forward, establish next meeting's agenda.

**6. Adjournment**

Councilmember Hogan adjourned the meeting at 9:26am.

ATTEST:

---

Kimberly Agfalvi, City Clerk, CMC