

City of Oak Harbor
Special Event Permit Application

Please submit this application 60 days in advance with **\$50.00** non-refundable application fee (City of Oak Harbor Master Fee Schedule)*

Applications may be submitted to the Oak Harbor Police Department at 860 SE Barrington Drive, Oak Harbor, WA 98277

*Other fees may apply and are listed throughout the application

Event Producer Contact Information

Name of Applicant* _____

Name of Organization/Individual Client _____

Religious/Political Event (Fee Exempt: OHMC 5.50.020[2]) Yes No

Street Address _____

City, State, Zip Code _____

Daytime Phone _____ Cell Phone _____

E-mail Address _____ Fax # _____

Onsite Contact Name _____ Cell Phone _____

Emergency Contact(s) _____ Cell Phone _____

Insurance Provider/Policy Number _____

Insurance Agent Name _____ Phone _____

Tax ID or Business License # _____

Who is the beneficiary(s) of this event, if any? _____

*If applicant is working on behalf of, or for the organization, and is not an employee of the organization, please provide a letter from the sponsoring organization that shows authorization for the individual applicant to work on behalf of the organization, certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the special event, and a copy of the tax exemption letter from the IRS if the applicant claims to be a tax-exempt nonprofit organization.

Event Information

Event Name _____

Proposed Event Date(s) _____

Proposed Event Set-up Time _____ Proposed Clean-up Time _____

Proposed Event Operating Time(s) _____

Proposed Event Location* _____

*Please attach proof of confirmed venue, i.e., park rental agreement, letter from property manager, etc. (If the event is in Windjammer or Ft Nugent parks please indicate on maps the location and extent of the activity you are applying for.)

This event includes the following (check all that apply – attach additional sheets if necessary):

<input type="checkbox"/> Walk/Run/Bike Route Please attach a detailed course map and written narrative traffic control plan indicating street closures and flagger locations.	<input type="checkbox"/> Parade Location of assembly and/or production area: (Please attach a detailed parade route map indicating street closures.) Location of reviewing stands, if any: Location of disbanding area:
<input type="checkbox"/> Beer Garden Anticipated capacity? _____	<input type="checkbox"/> Designated Parking (list all space requests here) *Please include a parking plan that includes the number and location of ADA accessible spaces.
<input type="checkbox"/> Portable Toilets Number of REGULAR units: _____ Number of ADA ACCESSIBLE units*: _____ *The ADA requires at least 1 accessible unit per cluster up to 20 units, or 25% of the total number of units with at least 1 per cluster. If your event will have only 1 unit, it must be ADA accessible.	<input type="checkbox"/> Animals List of animals involved in event, including quantity:
<input type="checkbox"/> Vehicles Type of vehicles involved: Number of vehicles involved:	<input type="checkbox"/> Bands/Music/Performers Number of Bands/Performers: Names: Type of music to be played:
<input type="checkbox"/> Vendors cooking or using electricity Please provide a list of Food Vendors (if more space is needed, attach a complete list): *Compliance with WAC 246-215 and Island County Health Dept. Rules and Regulations required.	<input type="checkbox"/> Sound Reinforcement (amplification) Name of Sound Company: Description of sound reinforcement (i.e., small PA, full sound system, staging, etc.):

Oak Harbor Fire Department Information:

The City of Oak Harbor Fire Department has additional permit fees that may apply. Please select pertinent items below. An Oak Harbor Fire Department employee will contact you if any additional items will need to be submitted, identify requirements for fire code operational permit(s) and to explain the permit fees that will be assessed.

- | | |
|--|--|
| <input type="checkbox"/> Tent(s) – with or without side walls, greater than 400 sq. ft. (single tents larger than 20' x20' or multiple tents less than 12' apart) | <input type="checkbox"/> Fuel-Powered Equipment/Machinery
(propane, gasoline, etc.)
Please describe equipment and fuel: |
| <input type="checkbox"/> Fenced Area (such as a beer garden)
Proposed occupant load: | <input type="checkbox"/> Candles, Open Flames/Burning, Torches or Pyrotechnics Displays |

Amusement Building/Fair/Carnival Rides

- Carnival \$50.00 per day fee (City of Oak Harbor Master Fee Schedule)
- Compliance with RCW 67.42 and WAC 296-403A required.
- Department of Labor and Industries (L&I) permits must be obtained for all amusement rides or inflatables.
- L&I decals must be displayed on all amusement rides and inflatables in an easily viewable location.
- Proof of insurance must be provided to the property owner on which the amusement ride or inflatable(s) stands.

Site Plan

Please provide a detailed site map that includes the locations of any tents, staging, fencing, emergency exits, banners, portable toilets, and /or any other event infrastructure*.

*If you are holding your event on private property (such as in a parking lot) please provide a letter from the property manager indicating permission for you to hold the event at that location.

Security Plan

Your security plan* should be what you plan to do in the case of an emergency at your event. If your event is fenced, or has a fenced area (such as a beer garden) additional information is needed regarding emergency exits, security guards, alcohol monitors, etc.

Please identify the following:

Number and location of first aid kits: _____

Number of trained security personnel: _____ Contracted Security Company: _____

Number of security volunteers: _____ Number of alcohol monitors (beer garden event): _____

Emergency evacuation plan for fenced events and events with a fenced area (beer garden): _____

Who calls 911 in case of an emergency? _____

Is there a CPR certified person onsite throughout the event? Name: _____

*Not all events require the same amount of security. If you have any questions about the security plan for your event, please contact the police department at 360-279-4600 or ohpd@oakharbor.org

Garbage/Recycling Plan*

Do you plan to sell or provide food and/or beverage at your event? Yes No
If "YES", will you be using disposable plates and cups? Yes No

**(The law (RCW 70.93.093) concerning event recycling went into effect in Washington on July 22, 2007 and states that "in communities when there is an established curbside service and where recycling service is available to businesses, a recycling program must be provided at every official gathering and at every sport facility by the vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans).*

For events at _____ (location), please check all that apply:

- Self-haul out of park
 - Rent 1 dumpster
 - Rent 2 dumpsters
 - Rent 1 recycling cart
- (All dumpster/recycling cart fees are taken out of your damage deposit and are NOT due with this application)

It is against the law to dispose of any liquids or solids in any storm drain (OHMC 12.50.010). Please describe your plan for disposing of liquids, garbage and recycling generated by your event: _____

Dumpsters and recycling containers are available for a fee from City of Oak Harbor (360-279-4530).

Items Requested from the City of Oak Harbor

Traffic Cones: Barricades: Portable Message Board: Signage: Sandwich Boards:
Portable Sound System: Maps:

Neighborhood Notification

Event organizers must notify neighbors within 500 ft. of the event, or through the neighborhood association, if applicable, at least two (2) weeks prior to the event. This includes businesses. Notification should be in writing (email is acceptable) and include times when traffic/parking and/or noise may be affected in the area.

I certify that I have contacted neighbors and/or abutting businesses of my event and have attached a copy of my notification to them.

Insurance Requirements

A CERTIFICATE OF INSURANCE must be submitted with permit application under the following conditions. Unless otherwise stated and agreed to, insured will be responsible for any damage to existing site property and/or facilities and/or in-place equipment.

The wording of the Certificate of Liability Insurance should include: “The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured.” The certificate holder must be named in the designated box as: City of Oak Harbor, 865 SE Barrington Drive, Oak Harbor, WA 98277.”

The City of Oak Harbor requires event insurance prior to issuance of a permit. Commercial General Liability Insurance – this needs to be written on ISO form CG 00 01 01 96, or its equivalent. The limits and aggregates are as follows:

- Per Occurrence Limit = \$1 million
- General Aggregate Limit = \$2 million
- Products – Completed Operations Aggregate Limit = \$1 million

Other requirements include the following:

- Coverage Trigger – The insurance must be written on an “occurrence” basis. This must be indicated on the certificate. Claims made policies will not be acceptable.
- City as Additional Insured – The City of Oak Harbor must be named as an additional insured on the commercial general liability policy, and must be shown on the certificate as an additional insured, not just as a certificate holder. In addition, endorsement CG 20 12, or its equivalent, must be attached to the certificate.
- Liquor liability or fireworks insurance are required for events involving the serving of alcohol beverages or the use/demonstration of fireworks. Liquor liability coverage shall be per occurrence limit of \$1 million. Higher limits may be required dependent upon the event type or as determined by the City’s Risk Manager.

Event holders are able to purchase Commercial General Liability insurance for their events through a TULIP through WCIA (see attached).

Proof of Other Permits Obtained

If your event requires a permit from a jurisdiction outside of the City of Oak Harbor, please provide proof that you have obtained such permit(s).

Mail your application to:
City of Oak Harbor Police Department
Attn: Special Events
860 SE Barrington Drive
Oak Harbor, WA 98277

Submit your application in person:
City of Oak Harbor Police Department
Attn: Special Events
860 SE Barrington Drive
Oak Harbor, WA 98277

Payment for events can be made by check; in person by check, credit card, debit card or cash.

Approval

City Administrator or Designee _____ Date _____

