



CITY OF ROSLYN

National Historic District and Preserve America Community

FACILITY RENTAL INSURANCE REQUIREMENTS

Proof of Insurance:

Renters of a City Facilities providing public events shall furnish proof of insurance to the City of Roslyn in addition to any other requirement set out in RCW 12.180.030.

The renter shall provide a certificate of insurance evidencing the required insurance before being issued a permit or using the park.

The policy shall name the City of Roslyn as additional insured and the limits of renter's general liability insurance coverage shall be not less than:

- one million (\$1,000,000.00) for each incident of personal injury or death
- one million (\$1,000,000) aggregate coverage for any single accident or occurrence
- and fifty thousand dollars (\$50,000) property damage coverage.

The insurance policy shall contain, or be endorsed to contain that the renter's insurance coverage shall be primary insurance and shall be placed with insurers with a current A.M. Best rating of not less than A:VII. (Ord. 814, 1996)

SPECIAL EVENT INSURANCE REQUIREMENTS

Liability Coverage Required.

The applicant/sponsor of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. A certificate of insurance shall be filed thirty days prior to the event with the City Clerk, and shall name the city, its officials, employees and agents, as additional named insured. A specimen copy of the policy shall be filed ten days prior to the event. Insurance coverage must be maintained for the duration of the event.

Minimum Limits Defined. Coverage shall be a comprehensive general liability insurance policy. Minimum limits required are one million dollars each occurrence combined single limit bodily injury and property damage.

If food or non-alcoholic beverages are sold or served at the event, the policy must also include an endorsement of host liquor liability. The City Clerk may require additional endorsements depending upon the proposed activity.

Chapter 5.20 SPECIAL EVENTS

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5.20.010 Definitions.

- A. "Applicant" means any person or organization who seeks a special event permit from the city to conduct or sponsor an event governed by this chapter. An applicant must be 18 years of age or older.
- B. "Athletic event" means an occasion in which a group of persons collectively engage in a sport or form of physical exercise on a public street, sidewalk, alley or other public right-of-way which obstructs, delays, or interferes with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws and controls. Athletic events include bicycle and foot races, bike-a-thons, walk-a-thons, and volksmarches.
- C. "Major event" means any special event that has the potential to adversely impact the health and safety of the surrounding community or significantly impact the city. Major events may involve multiple city blocks, multiple street closures, many hundreds of people, be offered for three or more days, include driving vehicles in the park, or use of the urban forest by 50 or more people.
- D. "Minor event" means any special event that has minimal impact on the health and safety of the surrounding community or minimal impact on city. Minor events may involve a limited number of people or be offered for one day.
- E. "Moderate event" means any special event that has the potential to impact the health and safety of the surrounding community or may have an impact upon city resources. Moderate events may involve one city block, one street closure, a number of people that would impact the normal public use of the property or be offered for one to three days.

F. "Motorcade" means any organized procession containing 10 or more vehicles, except funeral processions, upon a public street, sidewalk, alley or other public right-of-way.

G. "Parade" means any march or procession consisting of people, animals, bicycles, vehicles, or combination thereof, except funeral processions, on any public street, sidewalk, alley or other public right-of-way which obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws or controls.

H. "Special event" means any parade, fair, show, festival, carnival, rally, party, motorcade, run, street dance, bike-a-thon, race, walk, athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property and/or public right-of-way, or if held wholly upon private property, but will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event. A "special event" is of a limited time and duration. "Special event" shall also mean any activity to be held in whole or in part upon publicly owned or controlled property and/or public right-of-way where merchandise or services are offered for sale, whether by for-profit or nonprofit organizations.

I. "Street dance" means any dance of 10 or more people on or within any publicly owned parking lot or other publicly owned property, or any public street, alley, sidewalk or other public right-of-way.

J. "Yard sale" or "garage sale" means an event where used household belongings are sold. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.020 Permit – Required.

Any person or organization desiring to conduct or sponsor a special event in the city shall first obtain a special event permit from the mayor or his/her designee unless specifically exempted in this chapter. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.030 Permit – Not required.

A special event permit is not required for the following:

A. Funeral and wedding processions;

B. Parades involving a total of 30 or fewer pedestrians marching along a parade route that is restricted to marching on sidewalks, and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls. Pedestrians participating in the parade shall cross crosswalks in units of 15 or less, and shall allow vehicles to pass between each unit;

C. Groups of P-12 students involved in an event of a nonprofit educational organization such as schools, daycares, and preschools;

D. Special events sponsored in whole by the city of Roslyn;

E. Yard sales are generally exempt from obtaining a special event permit. A special use permit must be obtained if a yard sale is more than three days in length within seven days or occurs more frequently than four times in the same calendar year. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.040 Permit – Application – Requirements.

A. Filing of Application. Any person or organization desiring to sponsor a special event not exempted by this chapter shall apply for a special event permit by filing a completed application with the mayor or his/her designee on a form supplied by the city. This application shall be filed not less than 28 calendar days in advance of the date on which the event is to occur if the event requires the closure of any street, any detouring of traffic, or any significant impact on city services. Other events not requiring the foregoing are to be filed not less than 14 calendar days in advance of the proposed event.

B. Waiver of Application Deadlines. Upon a showing of good cause or at the discretion of the mayor or his/her designee, the mayor or his/her designee shall consider an application that is filed after the filing 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 participants to file within the time prescribed, and/or that the event is for the purpose of exercising the right of free speech.

C. Information Requested on Application. In order that adequate arrangements may be made for the proper protection of the special event, the people in attendance, as well as the general public, the mayor or his/her designee shall have the authority to set the information required on the application. Such information shall include but not be limited to:

1. The name of the applicant, the sponsoring organization, the special event chairperson, and the address and telephone number for each;
2. The purpose of the special event, the date when it is proposed to be conducted, the location and the hours of operation, including site map or maps, schedule of events and location of events;
3. Such other information as the mayor or his/her designee may deem reasonably necessary, in consultation with the planning and historic preservation commission.

D. Application Filing Fee. The application for a special event permit shall be accompanied by a nonrefundable filing fee in the amount as set by resolution. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.050 Permit – Application – Review.

In reviewing the application to determine whether the permit should be issued or denied, the mayor or his/her designee shall notify and seek consultation with other city officials and shall make such review in conformance with the grounds for denial set forth in this chapter. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.060 Permit – Denial.

The mayor or his/her designee may deny an application for a special event permit if it is determined after a consideration of the application, or other pertinent information, that:

- A. Information contained in the application, or supplemental information requested from the applicant, is found to be false or nonexistent in any material detail; or
- B. The applicant fails to complete the application form after having been notified of the required additional information or documents; or
- C. The applicant refuses to agree to abide or comply with all of the conditions and terms of the permit; or
- D. The time, route, hours, location and size of the special event will unnecessarily disrupt the movement of other traffic within the area; or
- E. The special event is of a size or nature that requires the diversion of so great a number of police officers of the city to properly police the event, site and contiguous areas that allowing the special event would unreasonably deny police protection to the remainder of the city and its residents; or
- F. Another special event permit application has already been received, or has already been approved, to hold another event at the same time and place requested by the applicant, or so close in time and place as to cause undue traffic congestion, or the police department and/or other city departments are unable to meet the needs for police and other city services for both events; or
- G. The location of the special event would cause undue hardship for adjacent businesses or residents; or

H. The location of the event will substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way, or a previously granted encroachment permit; or

I. The event shall occur at a time when a school is in session at a route or location adjacent to the school or class thereof, and the noise created by the activities of the event would substantially disrupt the educational activities of the school or class; or

J. If the proof of insurance is not received no later than 10 days prior to the event. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.070 Conditions.

The mayor or his/her designee may condition the issuance of a special event permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety of persons and property, and the control of traffic, provided such conditions shall not unreasonably restrict the right of free speech. Such restrictions may include but are not limited to:

A. Alteration of the date, time, route or location of the event proposed on the event application;

B. Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the city;

C. Conditions concerning the area of assembly and disbanding of a parade or other events occurring along a route;

D. Conditions concerning the accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of the traversed street or right-of-way;

E. Requirements for the use of traffic cones or barricades;

F. Requirements for the use of city personnel and equipment;

G. Requirements for the provision of first aid or sanitary facilities;

H. Requirements for the use of event monitors and providing notice of permit conditions to event participants;

I. Requirements to provide notice to surrounding property owners;

J. 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;

K. Compliance with animal protection ordinances and laws;

L. Requirements for the use of garbage containers, cleanup and restoration of city property;

M. Restrictions on the use of amplified sound;

N. Compliance with any relevant ordinance or law and obtaining any legally required permit or license;

O. All materials, structures and products related to the special event must be removed from the premises between days of operation on the site; provided, that materials, structures and products related to the special use/event may be left on site overnight between consecutive days of operation. They shall be removed at the end of the permit period;

P. For events held in the Roslyn Urban Forest, the mayor and/or his or her designee may require additional conditions including, but not limited to:

1. No fires;
2. No maintenance work except where approved by the mayor or his/her designee and as is consistent with the city's adopted Recreation Trail Plan;
3. Limiting the total number of visitors;
4. Portable bathrooms;
5. Trash receptacles;
6. Canceling an event due to weather or soil conditions;
7. Posting a notice at the trailheads letting other trail users know when and where the event is to be held for public safety;

Q. Any other restriction or requirement deemed necessary to ensure public safety and well-being. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.080 Permit – Issuance.

The mayor or his/her designee shall issue the special event permit once the application has been approved, and the applicant has agreed in writing to comply with the terms and conditions of the permit, as well as the sections of this chapter dealing with indemnification, insurance, fees, and cleanup deposits, when applicable. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.090 Indemnification agreement.

Prior to the issuance of a special event permit, the permit applicant and authorized officer of the sponsoring organization, if any, must sign an agreement to defend the city against, and indemnify and hold harmless the city, its officers, employees and agents, where such claim arises in whole or in part out of the activities for which such permit is issued; except any claims arising solely out of the negligent acts or omissions of the city, its officers, employees and agents. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.100 Insurance requirements.

A. **Liability Coverage Required.** The applicant/sponsor of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. A certificate of insurance shall be filed no later than 10 days prior to the event with the mayor or his/her designee, and shall name the city, its officials, employees and agents as additional named insured. Insurance coverage must be maintained for the duration of the event.

B. **Minimum Limits Defined.** Coverage shall be a comprehensive general liability insurance policy. The minimum limits required are \$1,000,000 each occurrence combined single limit bodily injury and property damage.

If food or nonalcoholic beverages are sold or served at the event, the policy must also include an endorsement for products liability. If alcoholic beverages are sold or served at the event, the policy must also include an endorsement of host liquor liability. The mayor or his/her designee may require additional endorsements depending upon the proposed activity.

C. **Waiver or Reduction of Required Limits.** The mayor or his/her designee may waive or reduce the insurance requirements of this chapter under the following conditions:

1. The applicant or an officer of the sponsoring organization signs a verified statement that he/she believes the event's purpose is First Amendment expression, and that the cost of obtaining insurance is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression. The statement shall include the name and address of two insurance agents or other source of insurance

coverage contacted to determine insurance premium rates for insurance coverage.

2. The applicant or an officer of the sponsoring organization signs a verified statement that insurance coverage in the limits required is impossible to obtain. The statement shall include the name and address of two insurance agents or other source of insurance coverage contacted.

3. The mayor or his/her designee determines that the insurance limits are in excess of the reasonable risk presented by the proposed special event. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.110 City services and equipment use fees.

A. Prepayment of Fees. Upon approval of an application for a special event permit, the mayor or his/her designee shall provide the applicant with a statement of the estimated cost of providing city personnel and equipment. The applicant/sponsor of the event shall be required to prepay these estimated costs for city services and equipment 10 days prior to the special event. City services and equipment may include the use of police officers and public works employees for traffic and crowd control, pick up and delivery of traffic control devices, picnic tables, extraordinary street sweeping, and any other needed, requested or required city service and the cost of operating city equipment to provide such services.

B. Refunds or Overruns. If the actual cost for city services and equipment on the date(s) of the event is less than the estimated cost, the applicant/sponsor will be refunded the difference by the city in a timely manner. If the actual cost for city services and equipment on the date(s) of the event is greater than the estimated cost, the applicant/sponsor will be billed for the difference.

C. Waiver of Fees. The fees for the use of city services and equipment may be waived in part or in full by the city council if in review of the application they find that the event is of sufficient community benefit to warrant the expenditure of city funds without reimbursement by the applicant/sponsor.

The fees for city services and equipment may also be waived in part or in full by the mayor or his/her designee if the applicant/sponsor signs a verified statement that the event's purpose is First Amendment expression, and that the cost of city services and equipment is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.120 Cleanup deposits.

A. Required for Special Events. The applicant/sponsor of an event shall be required to provide a cleanup deposit prior to the issuance of a special event permit. The cleanup deposit shall be in an amount set by the city council by resolution.

B. Refunds and Overruns. The cleanup deposit shall be returned after the event if the area used for the permitted event has been cleaned and restored to the same condition as existed prior to the event.

If the property used for the event has not been properly cleaned or restored, the applicant/sponsor shall be billed for the actual cost by the city for cleanup and restoration. The cleanup deposit shall be applied toward the payment of the bill. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.130 Appeal procedure.

A. Right to Appeal. The applicant shall have the right to appeal the denial of a permit or a permit condition. The applicant shall also have the right to appeal the amount of fees or cleanup deposits imposed pursuant to this chapter, or a determination by the city that the applicant's insurance policy does not comply with the requirements specified in this chapter.

B. Written Notice of Appeal. A written notice of appeal shall be filed within five days after the mailing or personal delivery of a notice of denial or permit condition with the mayor or his/her designee. This written notice shall set the grounds for the appeal.

C. Appeal to Council. If there is sufficient time for a timely appeal to be heard by the city council, prior to the date on which the event is scheduled, the applicant shall request that the matter be scheduled before the city council. The decision of the city council is final. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.140 Revocation of permit.

Any permit issued pursuant to this chapter may be summarily revoked by the chief of police, fire chief, mayor or their designees at any time when, by reason of disaster, public calamity, riot or other emergency, the chief of police, fire chief, mayor or their designees determines that the safety of the public or property requires such revocation. The chief of police, fire chief, mayor or their designees may also summarily revoke any permit issued pursuant to this chapter if he/she finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit. Notice of such action revoking a permit shall be delivered in person or in writing to the permittee by personal service or certified mail at the address specified by the permittee in his application. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.150 Duties of permittee/sponsor of event.

Each permittee/sponsor of an event shall:

- A. Comply with all the terms and conditions of the special event permit;
- B. Ensure that the person leading a parade or other event along a route, or the person in charge of any other event, shall be informed of the permit conditions and shall carry a copy of the special event permit on his person for the duration of the event;
- C. Ensure that the area used for the permitted event is cleaned and restored to the same condition as existed prior to the event, immediately following the completion of the event. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

5.20.160 Violation – Penalty.

A. Unlawful to Sponsor or Participate in an Event Without a Permit. It is unlawful for any person to sponsor or conduct a special event requiring a special event permit pursuant to this chapter unless a valid permit has been issued for the event. It is unlawful for any person to participate in such an event with the knowledge that the sponsor of the event has not been issued a required, valid permit.

B. Unlawful to Exceed Scope of Permit. The special event permit authorizes the permittee/sponsor to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee/sponsor to willfully violate the terms and conditions of the permit, or for any event participant with knowledge thereof to willfully violate the terms and conditions of the permit.

C. Violation Is a Misdemeanor. Any person or organization violating the provisions of this chapter is guilty of a misdemeanor, and upon conviction thereof is subject to a penalty of a fine of not more than \$1,000 or by imprisonment of not more than 90 days, or by both such fine and imprisonment. [Ord. 1112 § 1, 2015; Ord. 908 § 1, 2001.]

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