



CITY OF NEWPORT SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENTS CHECK LIST

- ☐ Signed Application – ***deadline is at least 30 days before the event.***
- ☐ Signed Hold Harmless Agreement
- ☐ Detailed site map(s) – road use traffic plan, garbage placement, portable restroom placement, stage placement, vendor(s) placement, etc.
- ☐ Commercial General Liability Certificate of Insurance (see requirements)
- ☐ Payment for reservation.
- ☐ Garbage removal plan – Excess Disposal – (208) 437-4502
- ☐ Port-a-Potties – Here are a few suggestions of companies in our area:
 - Excess Portables (208) 448-2290
 - Prettymans (509) 276-5432
 - American Onsite (509)244-8404

Remember to make ADA accommodations if needed.

REQUIRED FOR SOME APPLICANTS (DEPENDING ON TYPE/LOCATION OF EVENT)

- ☐ List of vendors – Event organizers must ensure their vendors are permitted and licensed as required.
- ☐ Applicable Licenses and permits.
- ☐ Security for the event.
- ☐ Co-ordination with EMS/Fire.

Payment must be submitted with this application form. If the application form is not approved, your payment will be reimbursed to you.

City of Newport Special Event Permit Instructions

City parks are open for reservations from April 1st to October 31st. A completed application may be filed as early as January 1st of the year the event will be held. The application must be received no later than thirty (30) days prior to the event. Sixty (60) days is better in case the City requires additional information.

All City parks are closed from Dusk to Dawn. The hours that events may be held are Sunday – Thursday from 9:00 am to 8:00 pm and Friday & Saturday from Dawn to Dusk. Please keep in mind that all clean up must be completed by the end of the final day of the event unless otherwise approved by City Administration.

The following parks are available for reservation: City Park, Little People’s Park, Centennial Park Gazebo, and TJ Kelly Park. However, TJ Kelly Park will **NOT** be rented out for any For-Profit events.

Be advised that all City Parks are public property and nothing in this agreement precludes the public from using the park during a reservation.

Fred G. Anderson Veterans Memorial Park, Newport Spray Park, and the playground areas are NOT available for reservation.

FEES AND DEPOSIT

The City of Newport requires a damage deposit for park and facilities usage. The deposit will be processed for a refund in part or whole after inspection of the park or facility. Typically, the refund is processed within 30 days of the end of the event.

	Per Day
RENTAL FEES WITHOUT ELECTRICAL OUTLETS	\$75.00
RENTAL FEES WITH ELECTRICAL OUTLETS	\$100.00
DAMAGE DEPOSIT	\$250.00 PER EVENT

A cleaning and damage deposit of \$250.00 is required of all applicants. The City of Newport reserves the right to assess additional costs to the applicant should the City Park and/or restrooms be damaged during the rental or if excess garbage is left behind.

Reservations will be accepted on a first come written application basis only.

The rental date is not confirmed until a written rental application has been completed and approved by the City of Newport and the rental fees and deposit have been paid.

Cancellations must be made no later than 7 days prior to the reserved date or 50% of the reservation fee may be retained.

The person signing the rental agreement must be 21 years of age or older and will be considered the responsible party in case of damage, theft or disturbance during the rental period.

The electricity available for public use at most park facilities is limited. Exceeding the capacity of the outlets will likely trip circuit breakers that are not accessible to the public and would disrupt the electricity completely. Events requiring significant electrical service (more than 15 amps at 120 volts) may need to make their own arrangements such as generators.

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We can correct problems that occur during normal working hours, which are Monday through Friday from 8:00 AM to 4:30 PM. Our ability to correct problems on evenings, weekends, or holidays is subject to overtime/call-out labor charges. These charges may be deducted from the amount of the deposit or may be charged to the organization/person who is renting the park.

SIGNAGE

Temporary, portable signs may be placed adjacent to the right-of-way directing the public to the event. These signs must be pre-approved and no larger than 3 ft by 3 ft. Signage may be placed on both sides. They cannot be placed such that they obstruct the sidewalk to less than 5 feet and may not be placed in a vision clearance triangle at an intersection or within 20 feet of a wheelchair ramp.

PERMITTING AND LICENSING

TEMPORARY FOOD BOOTH:

It is the applicant's responsibility to ensure that all activities associated with the preparing and/or dispensing of food and drink products meet all applicable codes and permits, including but not limited to the requirements of the Northeast Tri-County Health District which serves Pend Oreille County. In order to operate a temporary food booth that is open to the public, a temporary food establishment permit must be obtained. At least one worker is required to have a Washington Food & Beverage Worker Card.

Contact the Northeast Tri County Health District at (509) 447-3131 or www.netchd.org for more information. Failure to obtain the proper permits from the Health District is grounds for revocation of permit.

If alcohol is provided:

The City of Newport must grant permission.

Applicant must receive approval and a permit or license issued by the Washington State Liquor and Cannabis Board.

Liquor liability insurance required with the City listed as an additional insured (see insurance section.)

The City requires alcohol monitors and on-site security, consistent with State Law.

BANQUET PERMIT:

A banquet permit is a permit you apply for from Washington State Liquor and Cannabis Board that allows the service and consumption of liquor at a **private, invitation-only banquet or gathering held in a public place or business**. Examples include weddings, company banquets, retirement parties and clubs, organization, or church events.

SPECIAL OCCASION LIQUOR LICENSE:

A special occasion license allows a **bona fide nonprofit organization** to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, and auctions.

Contact Washington State Liquor and Cannabis Board at 360-664-9878 or www.lcb.wa.gov.

BUSINESS LICENSE (Vendors):

No person or entity may engage in business within the city limits without first obtaining a valid and current business license to do so. A City endorsement must be added to an existing State of Washington business license.

Washington State Department of Revenue, Business Licensing Services: www.dor.wa.gov/businesses or 360-705-6741.

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PROOF OF LIABILITY INSURANCE

Liability insurance coverage is required for special events occurring on City property. A special event is defined as any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas that require a permit. Insurance certificates and limits must be reviewed by the City. Permits will not be issued without a certificate of liability insurance.

What is an Insurance Certificate?

An Insurance Certificate demonstrates the existence and terms of a particular insurance policy. It is common for insurance certificates to specifically name another involved party as insured when it relates to common business interests. Insurance Certificates must be provided to the City preceding event approval and this should be done as early as possible, but no later than thirty (30) days prior to the event.

Where can I get an Insurance Certificate?

1. The best place to obtain an insurance certificate is through an already existing insurance policy maintained by your organization, affiliation, business or homeowners insurance. There is usually little or no cost for the issuance of an insurance certificate on an existing policy. The request for such a certificate is usually placed through the agent, broker, or risk management department of the organization.
2. If there is no existing insurance that will provide coverage, you will want to shop for insurance coverage and may be able to obtain an insurance policy and certificate that specifically covers the special event. Many times, a special event may be included as “rider” or “endorsement” to an existing liability insurance policy. Your insurance agent or broker may be the best place to start asking questions.
3. There are companies that specialize in short-term Special Event Insurance. The web sites below are provided as a convenience, and this information is not to be construed as a recommendation by the City of Newport. We suggest that you “shop” for insurance early to obtain the best value and coverage.

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| ☐ Diversified Risk Management | www.eventinsure.com |
| ☐ Special Events Insurance | www.insurevents.com |
| ☐ SM&D Production Insurance | www.productioninsurance.com |

What is required on the Insurance Certificate?

1. One Million Dollars of General Liability Insurance is the minimum accepted. Some events may require higher limits, or specific liquor liability If alcohol is served.
2. The event sponsor must be the “named insured”.
3. The City of Newport must be specifically “named as the additional insured/primary non-contributing” on the Certificate of Liability Insurance. **IN ADDITION, AS REQUIRED ON THE CERTIFICATE OF LIABILITY INSURANCE, THE POLICY MUST BE ENDORSED TO SHOW THE CITY AS AN ADDITIONAL INSURED, PRIMARY AND NON-CONTRIBUTORY. THE ENDORSEMENT GENERALLY COMES DIRECTLY FROM THE INSURANCE COMPANY AND MAY TAKE ABOUT 2 WEEKS TO RECEIVE.**
4. The certificate must be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event.

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PARK RULES AND REGULATIONS

1. Dogs are allowed in the City Park and the Little People's Park. Dogs are NOT allowed in TJ Kelly Park, Veterans Park, or City Hall. Animals must be on a leash in the area that is currently being rented. Owners are responsible for cleaning up after their animals.
2. No vendors or events will be allowed to set up south of the sidewalk near the playground equipment in the main City Park. No trailer vendors will be allowed on the grass area of the park. All motorized or trailer vendors must stay on the roadway.
3. No motorized vehicles on the grass or pathways without permission from the City Council. Vehicle parking is allowed only in designated areas. Absolutely no vehicles will be permitted on the grass at TJ Kelly Park or Fred G. Anderson Veterans Memorial Park.
4. ***All streets shall be accessible to emergency equipment at all times.*** Only readily removable barricades shall be used to close the streets. All street closures must be pre-approved by the City Council.
5. ***All debris and trash is the responsibility of the event organizer.*** It must be removed from the event site during the event. In addition, the event site must be cleaned up by the end of the final day of the event unless otherwise approved by City Administration. Excess Disposal has exclusive rights to provide garbage service within the City of Newport. Please contact them at (208) 437-4502.
6. Event organizers are responsible for traffic and crowd control or for paying for extra support from the Fire and/or Sheriff's Department or for private security.
7. Horses, farm animals, and petting zoos are NOT allowed in any City park without permission from the City Council.
8. No overnight camping is allowed in any City park without the approval from the City Council.
9. Possession or consumption of alcohol/liquor is NOT allowed in the parks without acquiring the proper permit or license. If alcohol/liquor is present, a special permit application must be on file at City Hall along with a copy of a Certificate of Liability Insurance including Liquor Liability naming the City of Newport as an additionally named insured.
10. Outdoor gas barbecues are allowed with permission from the City of Newport. Charcoal barbecues will NOT be permitted.
11. No campfires of any kind are allowed in any City Park.
12. Other than weapons allowed under concealed carry laws, no weapons of any kind are allowed in any City Park. No discharge of any projectile from any weapon or device is allowed in any City Park.
13. No fireworks may be discharged in any City Park.
14. No panhandling or solicitation of any kind will be allowed in any City Park.
15. Amplified sound shall not exceed a level of amplification permitted under the City of Newport Municipal Code Chapter 8.38, and/or park/facility use stipulations.

City of Newport Special Event Permit Instructions

16. Tables or other equipment which is bolted or secured down will NOT be removed from its designated location.
 17. No golfing or driving of golf balls allowed in any City park.
 18. No digging holes, metal detecting, or cutting of trees or shrubs in any City park.
 19. No littering or dumping of any household or yard material or substances in any City park.
- ***It is your responsibility to comply with all City regulations.***
 - ***Additional fees may be charged for damages or debris and trash if the City is required to clean up and remove items after an event if the cost exceeds the amount of the damage deposit.***

Please leave the Park in the same condition as you found it!

HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Newport (City) from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: _____
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: _____
SIGN NAME DATE

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Special Event Permit Application

APPLICANT/CONTACT: _____

TELEPHONE: _____ (Alternate) _____

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER.

ORGANIZATION: _____

ADDRESS: _____

Physical and mailing if different.

SECONDARY CONTACT: _____ PHONE: _____

DATES OF RENTAL: _____ TO _____

PARK TO BE RESERVED

☐ CITY PARK STAGE ☐ CITY PARK SHELTER

☐ LITTLE PEOPLE'S PARK ☐ GAZEBO AT CENTENNIAL PLAZA ☐ TJ KELLY PARK

The Spray Park, the playground area, skate park and Fred G. Anderson Veterans Memorial Park are NOT available for rental. These areas are to always remain open to the public unless the City has them closed for maintenance or repairs.

TYPE OF EVENT: (wedding, festival, run/walk etc.) _____

HOURS OF EVENT: _____ AM/PM TO _____ AM/PM

SET UP TIMES: _____ AM/PM TO _____ AM/PM

TAKE DOWN TIMES: _____ AM/PM TO _____ AM/PM

ELECTRICAL OUTLETS NEEDED: ☐ YES ☐ NO DUMPSTERS ARRANGED: ☐ YES ☐ NO

PORT-A-POTTIES ARRANGED: ☐ YES ☐ NO MUSIC: ☐ YES ☐ NO

NUMBER OF PEOPLE EXPECTED: _____

WILL VENDORS BE PRESENT? _____ *If YES, a list of vendors is required to be submitted with the application. See licensing and permitting requirements.*

WILL ALCOHOL BE PRESENT? _____ *If YES, see permitting and licensing requirements.*

State of WA Liquor Permi/License# and/or date of application: _____

WILL FOOD BE SERVED? _____ *If YES, and event is open to the public, see permitting and licensing requirements.*



Special Event Permit Application

STREET CLOSURE REQUEST

List any streets that are requested to be closed. List all street names, dates, and times of closure. Also list date and time of reopening.

OVERALL EVENT DESCRIPTION

Please provide a DETAILED DESCRIPTION of your event. Include details regarding use of vehicles, animals, rides or any other pertinent information about the event.

SITE MAP/ROUTE MAP (may attach additional pages):

APPLICANT: _____
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: _____

SIGN NAME		DATE
CITY USE ONLY		
Approved:		Date:
Payment Amount: \$		Cash/CC/CHECK #
Received By:		Date:
Licenses/permits received:		Date:
Reimbursement Amount:	Reimbursement Date:	Check #