



SPECIAL EVENT APPLICATION INSTRUCTIONS

STEP 1. **All Special Event applications must be made no less than 30 days prior to the event, 90 days for an outdoor music festival.**

STEP 2. **Complete Application**

Complete the Special Event application and return with required attachments (as noted on application) to Customer Service with appropriate fee.

STEP 3. **City Review Process**

The application will be reviewed by the City and you will be notified if any conditions are imposed. When all conditions are met, Customer Service will issue a Special Event Permit.

***Street and Intersection Closure Review requires a non-refundable fee.*

STEP 4. **Additional Information**

Noise Ordinance:

No person, whether or not that person is in actual possession of the noise source, shall create, continue, or cause to be created or continued, or allow to be created or continued, any public disturbance noise.

For more info contact Community Development at 545-3441.

Admission Tax:

Those responsible for special events for which admission is charged shall file a tax return accompanied by remittance of admissions tax within 10 business days of the conclusion of the event.

For more information contact Finance at 544-3067.

Sales Tax:

Use location code 1104 on your State of Washington Combined Excise Tax Return when reporting retail sales or use tax occurring within the City of Pasco. This does not increase your tax liability and insures that Pasco receives the local sales and use tax from your business activities within Pasco.

Questions?

Call Customer Service at 545-3488

KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE



SPECIAL EVENT FEE SCHEDULE

PMC 3.07.050

1)	Athletic, Competitive or Festival	\$25.00	5.25.070
2)	Auction Sales – for 3 days	\$75.00	5.25.070
3)	Carnivals & Circuses – first day fee	\$275.00	5.25.070
	a) Each and every day after first	\$125.00	5.25.070
4)	Concert	\$25.00	5.25.070
5)	Dance Hall – without liquor	\$75.00	5.25.070
6)	Dance Hall – with liquor	\$350.00	5.25.070
7)	Demonstration	\$15.00	5.25.070
8)	Outdoor Music Festival	\$25.00	5.25.070
9)	Parade	\$15.00	5.25.070
10)	Public Dance	\$15.00	5.25.070
11)	Temporary Special Sales Event – (maximum for event \$500.00)	\$40.00 for the first vendor	5.25.070
	a) Each additional vendor	\$20.00	
12)	Street and Intersection Closure Review Fee	\$50.00	5.25.115(A)(5)
13)	Fireworks Sales and Wholesale Distribution		3.07.050
	a) Fourth of July License Term - fire safety inspection (\$75.00) - license fee (\$40.00)	\$115.00	5.80.030
	b) New Year License Term - fire safety inspection (\$75.00) - license fee (\$40.00)	\$115.00	5.80.030



5.25.115 STREET AND INTERSECTION CLOSURES

A) Each application for a special events permit which includes a request for a closure (or partial closure) of a street or intersection shall include the following:

1. Indemnity. The applicant shall be required to sign a statement that he or she shall defend, indemnify and otherwise hold harmless the City of Pasco, its officers, employees and agents from any and all claims or liability arising from the City's grant of permission for or the actual conduct of the special event associated with, and including, such street closure.
2. Insurance. The applicant shall provide evidence of liability insurance coverage, for review by the City's risk manager, with the City of Pasco, its officers, employees and agents named as additional insured parties and offering death, personal injury and property damage liability in an amount not less than \$1 million.
3. Notice. The applicant shall provide for payment of one newspaper publication and posting, at each end of the to be closed portion of the street and at all intersecting streets, of the notice of street closure (for closures of duration in excess of twelve (12) hours) pursuant to RCW 47.48.020; or for closures of less than twelve (12) hours, posting of such notice, posting only as outlined above.
4. Traffic Control Plan and Devices. The applicant shall provide a plan and such barricades, traffic cones or signs, in conformance with the most current version of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the State of Washington and approved by the City Engineer, as are necessary to accomplish the proposed closure. The City does not provide or lend traffic control equipment except for City-sponsored events and closures.
5. Review Fee** A review fee, which shall be in addition to any special event fee, and as set forth in Chapter 3.07 of this code, shall be required with each application for closure of a street or intersection. **The fee shall be non-refundable, regardless of whether the application is approved or denied.**

B) Each street closure request contained within an application for special event shall be reviewed by a committee consisting of the City Engineer (or designee), the Police Chief (or designee) and the City Fire Chief (or designee). The committee shall determine if requested street or intersection closures will be allowed, together with any additional requirements for or traffic flow, public safety, access or public notice. Any appeal of the decision of the committee may be made to the City Manager pursuant to section 5.25.090.



5.25.115 STREET AND INTERSECTION CLOSURES (continued)

C) The committee shall approve an application for a street or intersection closure which satisfies the requirements set out in subsection A, above; together with such other requirements as the committee may impose, pursuant to subsection B, unless it finds one or more of the following conditions, in which case the application shall be denied:

1. That the closure is likely to unreasonably interfere with vehicle or pedestrian traffic flow; or
2. That the closure is likely to create an immitigable danger to vehicular or pedestrian traffic; or
3. That the closure will cause irrevocable interference with previously approved and/or scheduled construction, maintenance or other activities; or
4. That the closure will seriously inconvenience the general public's use of public property, services or facilities; or
5. That there are not sufficient public safety personnel or other necessary city staff to accommodate the closure so that it may occur in a reasonably safe manner; or
6. That the closure would endanger public safety or health; or
7. That the closure would likely to cause unreasonable damage to public properties or facilities; or
8. That the closure is not necessary to accommodate an event or activity sponsored by a public entity or available to the general public for the period of the closure.



Special Event Application

Applicant Information:

Applicant/Organization _____ NonProfit

Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Contact Person _____ DOB _____ M F

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Other Contact Person _____ DOB _____ M F

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Event Information:

Type of Event _____ Name of Performers _____

Describe in detail all activities that will take place at Event _____

Location of Event _____ Address _____

Date of Event _____ Hours of Operation _____

Set-up Date/Time _____ Dismantling Date/Time _____

Contact Person During Event _____ Phone During Event _____

Estimated Number of Attendees _____ Age of Attendees _____

Will you have Vendors? Yes No Est# of Vendors _____

Will you use amplification equipment? Yes No

Did you receive the Pasco Noise Regulations? Yes No

Did you receive the Fireworks P.M.C. Chapter 5.80? Yes No N/A

Did you receive & sign the Fireworks Sales Agreement? Yes No N/A

Will you have a sign? Yes No

Will you have Alcohol Sales? Yes No



Will you be charging Admission to this Event? Yes No If yes, how much? _____

Are you proposing a street or intersection closure? ** Yes No

****IF YOU MARKED YES, there will be a \$50 NON REFUNDABLE REVIEW FEE**

Please review Section 5.25.115 C), attached to this application, to make sure that you understand the criteria for evaluating street or intersection closures. A review fee, which shall be in addition to any special event fee, and as set forth in Chapter 3.07 of this code, shall be required with each application for closure of a street or intersection. The fee shall be non-refundable, regardless of whether the application is approved or denied.

Person/Entity liable for collection and payment of **Admission Tax** _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Person/Entity liable for payment of **Retail Sales Tax** _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Attachments (if applicable):

- Copy of your Picture ID;
- Copy of WSP Retail Fireworks License (if applicable);
- Copy of WSP Wholesaler License (if applicable);
- Copy of any Brochures, Flyers, or Mailings advertising this event;
- Map of your event location with measurements (streets, parking, buildings, stages etc.);
- Written consent of Owner of Property;
- Copy of your Security Contract;
- Map of parade route;
- Street closures will require a \$50, non-refundable, fee;
- Preliminary Vendor List (Final List due 3 days before Event) Include **Name, Address, Phone, and Goods/Services offered.**

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – I shall be required to defend, indemnify and hold harmless the City, its agents, employees and officials, the organization’s employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts of omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City.

Signature

Date

Organization

Title

Special Events Application



City of Pasco
 Finance Department
 525 N 3rd Ave PO Box 293
 Pasco WA 99301
 Ph. 509-545-3488 Fax: 509-543-5742
 www.pasco-wa.gov

CITY OF PASCO Admission Tax Return

Name of Business: _____
 Type of Business: _____
 Address: _____

Period Ending: _____ 20____
 Owner or Manager: _____
 Event Held: _____

Tax on admissions of eleven cents or more (2.5% of Admission charge). Enter each admission price separately.

Date	Gross Sales	Price Per Admission	Number Sold	Tax Per Admission	Total Tax Due	(Do Not Use)

The undersigned taxpayer declares that he/she has read the foregoing return and certifies it to be correct.

Dated this _____ day of _____, 20____

FOR CITY'S USE
Receipt No. _____
Date _____

 Individual's or Firms Name (printed)

 Signature of owner or authorized representative



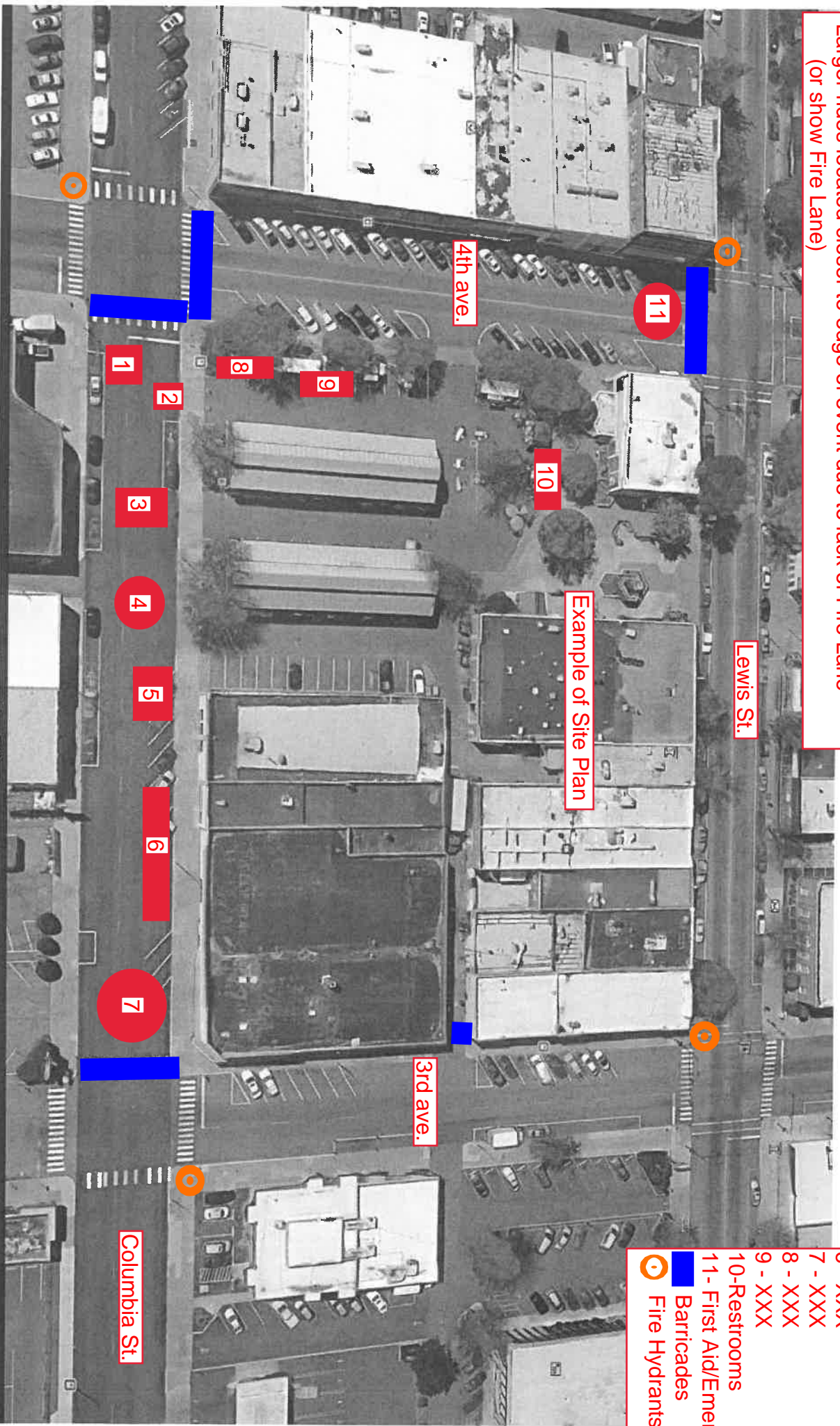
Map of Event Site

Draw to show the following:



- All streets and driveways;
- Measurements;
- Portion of the property to be used by the applicant;
- Portion of property used for parking;
- Location of buildings/structures and their uses;
- Floor Plan – exits, stages, seating etc. (if applicable)
- Traffic Control (if applicable) Proposed street and intersection closures require a traffic control plan which must be submitted at least 2 weeks before the event. Plans must include all locations/routes/intersections for which closure is proposed.

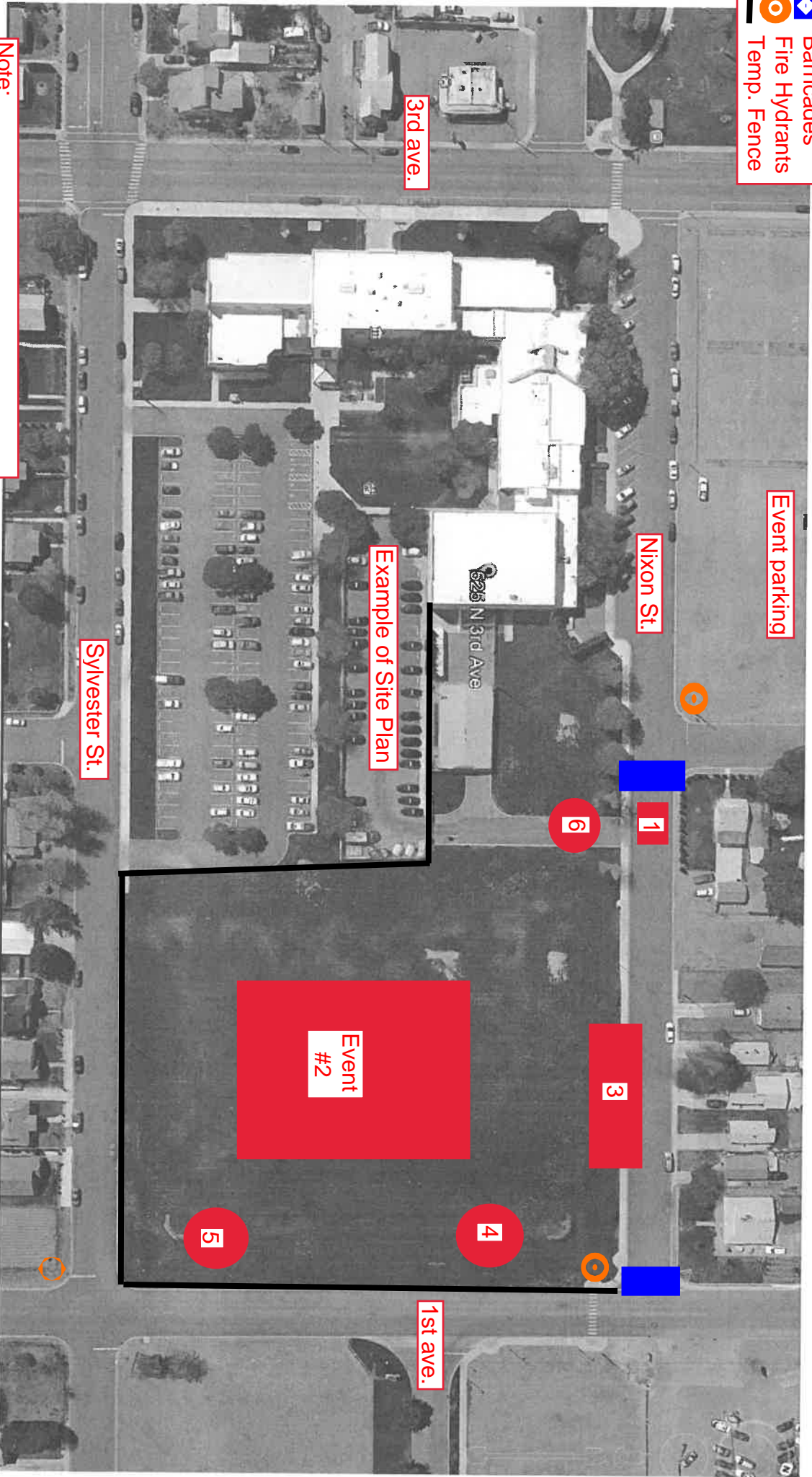
A large, empty rectangular box with a thin black border, intended for the applicant to draw the event site map according to the requirements listed above.

Note:
 * All rides will be spaced 20' apart.
 * All rides located 10' from sidewalk
 * All rides will be a min of 10' horizontally away from all power lines
 * All rides will be a min of 10' vertically under power lines (prefer not under)
 * Larger rides located closer to edge of event due to lack of Fire Lane (or show Fire Lane)



- 1 - Ticket booth
- 2 - XXX
- 3 - XXX
- 4 - XXX
- 5 - XXX
- 6 - XXX
- 7 - XXX
- 8 - XXX
- 9 - XXX
- 10 - Restrooms
- 11 - First Aid/Emerg
- Blue Rectangle - Barricades
- Orange Circle - Fire Hydrants

- 1- Entry Booth
 - 2- Event Area
 - 3- XXX
 - 4- XXX
 - 5- Restrooms
 - 6- First Aid/Emerg.
-  Barricades
 -  Fire Hydrants
 -  Temp. Fence



Example of Site Plan

Note:

- * All temporary structures will be 20' apart
- * Adjacent homeowners affected by event will be provided with alternative parking
- * XXXX
- * XXXX
- * XXXX