



Parks & Recreation Department

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SPECIAL EVENTS PERMIT GUIDE

POLICIES, PROCEDURES, FEES & CHARGES

For Festivals, Concerts, Performances, Block Parties, Parades, Photo/Video Shoots
Walks, Runs, Bike Rides, Sporting Events, Picnics and Special/Commercial Use

Introduction

Thank you for considering the City of Battle Ground as the site for your event! This guide is designed to help explain our permit process and some of our policies and rules of use so you can have a successful event. This brochure provides information on:

- Event Categories
- When a permit is required
- Application and confirmation process
- Payment process
- Event planning information
- City policies and guidelines for use
- Permit / Park event fees and charges

What is an Event?

The City defines special events by categories. Categories and descriptions are outlined below. If you want to conduct an event that is not listed here, please contact the Battle Ground Parks & Recreation Department for more details..

Concerts & Performances: An event whose primary purpose is providing a musical, stage and/or outdoor movie performance to the public.

Festivals & Outdoor Events: An event offering a multitude of activities including but not limited to food booths, musical/stage performances, arts and crafts booths and demonstrations, carnival type

games and/or rides, food and beverage vendors, retail sales, etc.

Photography, Videography & Filming: A formal photo shoot, videotaping or movie filming of a person, group or activity on City property.

Parade: An event offering a march or procession of any kind down a street.

Walks, Runs and Bike Rides: An event whose primary purpose is providing a walk, run and/or a bike ride for a group of people using an identified route.

Sports: An event whose primary purpose is providing a sports game, tournament competition, demonstration and/or instructional workshop, clinic, seminar or class.

Block Party: A gathering involving the immediate residents of a neighborhood which may require a limited street closure within a residentially zoned area.

Picnics: A private group gathering who want to reserve a picnic space. Activities may include but are not limited to providing food and beverages, sports, games, etc for invited guests.

When is a Permit Required?

There are two types of permits that may be required for your event. These permits are required to ensure that users of outdoor venues, including streets, sidewalks, parking lots, etc. within the City meet established City guidelines and requirements, and that the use is appropriate to the space requested.

Special Event Permit: Authorization for a renter or vendor to conduct or host a special event or public gathering in a public or privately owned outdoor venue. May include one or more of the following:

- Request use of a particular City space or venue (includes streets and sidewalks).
- Charge an admission or entry fee to an event in an outdoor venue
- conduct retail sales of food, beverages and/or merchandise on City property as part of a larger event.
- conduct free promotions or give-a-ways of product, merchandise, food and/or beverages to the general public on City property as part of a larger event.
- Conduct a public event on private property

Special Use Permit: Authorization for a renter or vendor for one or more of the following:

- To use a stage, amplified music, inflatable bouncer, tents, etc on City property
- Conduct retail sales of food, beverages and/or merchandise on City property
- Conduct free promotions or give-a-ways of product, merchandise, food and/or beverages to the general public on City property

How To Apply For A Permit

Permit Process: There are four ways to apply for a special event permit and/or a special use permit: mail, email, fax or walk-in. Permits are accepted up to one year in advance, and on a space available basis. Permit applications must be received at least 60 days prior to the event. Reservations are processed on a first-come, first-paid basis, with a limit of one event per venue per day.

A special event permit and/or special use permit provides the City of Battle Ground a mechanism to prevent conflicts in usage of City property and/or business/retail areas; allow for necessary site/facility preparations; provide appropriate staffing as may be required; avoid conflicts or overuse of sites/facilities; provide appropriate vehicular and pedestrian access; and protect the public's health, safety and general welfare. Rental Permit requests cannot conflict with and/or interfere with current City programs, activities or scheduled administrative use. The rental request may be adjusted to accommodate other activities.

To request a permit, please complete the Special Event Permit Application and submit to the Battle Ground Parks and Recreation Department for processing. We sometimes require as much as three working days to respond to voicemails, emails, and faxed requests we receive from the public. Special Event Permit information including the application can also be found on our website (www.cityofbg.org).

Note: Please remember that site availability is subject to change without notice, due to applications being processed in the order received.

Application and Confirmation Process

Application Form: Complete the Special Event Permit Application form and submit to the Battle Ground Parks & Recreation Department, located at 912 E. Main Street, Battle Ground, 98604.

Review Process: All applications are subject to a review process to ensure that the rental request can be accommodated and to determine if additional, information, services and/or amenities are required. The applicant may be asked to attend a review committee meeting in order to provide additional event details.

As part of the review process, a site plan of your event may be required. In some cases, the renter may be required to meet with the Parks and Recreation staff at the special event site to determine the venue set-up and logistics.

Confirmation Notice: Once a confirmation notice is provided, full payment of all fees are due by the confirmation deadline date. If we do not receive your payment by the confirmation deadline date, we regrettably will cancel your application and make the date available to new applicants.

Damage Deposit: A refundable damage deposit is required and is also due at time of the rental confirmation deadline.

The damage deposit will be refunded within 15 working days upon conclusion of the event or subsequent clean-up of event site and upon a site inspection by City staff. A portion of the damage deposit may be withheld for repair, replacement, excessive cleaning, if balance of fees owed is still outstanding, and/or new service fees have been accrued, etc.

Canceling an Event: All cancellations must be made in writing to the Parks & Recreation office. To receive a full refund cancellation notice must be received a minimum of 61 days prior to the event. A 50% refund will be allowed if cancellation notice is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice or due to weather conditions.

If a rental is cancelled by the City because the renter has failed to provide all of the necessary information to meet the permit requirements and/or pay the permit fees, the City shall retain the permit fees unless the site is rented by another group. (does not include damage deposit)

Payment Process

Once an event application has been approved by the City and a confirmation notice in the form of a draft permit is provided, full payment of all fees are due by the confirmation deadline date. Payments may be made by cash, check (personal, cashier or money order) or credit card (VISA or Mastercard). *Personal checks will not be accepted less than 30 working days prior to the event.* Credit card payments are accepted over the phone. If using the U.S. Mail, please do not send cash.

If your check is returned NSF, the terms of the permit/rental contract are cancelled and will only be reinstated if the renter pays the amount due plus the current established NSF service fee within 3

business days (only cash or Visa/MC accepted). If another party applies for a permit/rental for the same venue during this time, they will be put on a wait list until the situation has been resolved with the original party.

Event Planning Information

The following sections will assist you in planning a successful event experience. In some cases, the size of your group and the activities you have planned may mean higher fees. It may also mean that some park sites will not accommodate or work well for your type of event.

Rental Hours: All park sites are rented on a per day basis. All park sites are officially open from dawn to dusk, therefore rentals must conclude and vacate the premises no later than dusk. This includes time needed for tear-down/clean-up of event site.

Park Amenities: Each park site offers a unique setting for your event. Site capacity and amenities vary from site to site.

Event Requirements: The City may have additional requirements for any event open to the public, whether on City or private property, that may have a potential significant impact to a site, vehicular and pedestrian access and/or are for large scale commercial use. These may include items such as additional fees, trash and litter pick-up, recycling program, signage, promotional materials, security, traffic control, portable restrooms, first aid, etc.

Certificate of Insurance: A certificate of liability insurance is required for all event rentals, as deemed necessary by the City Risk Manager. The City may also require commercial/business liability insurance when a product or merchandise is being sold or given away or when a large scale event occurs on City property. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. The City of Battle Ground must be named as additional insured, and have a copy of the insurance certificate on file 30 days prior to the event, or the rental will be cancelled.

Venue Layout: Depending on size and type of an event, a site plan may be required. The Park and Recreation staff may work with the renter to develop this plan. The site plan will determine the placement of stages, vendor booths, portable toilets, trash totes, vehicle access routes and parking, utility hook-ups, etc. Venue set-up must meet all requirements set forth by the City and the Fire Marshall.

Portable Toilets: Depending on size, type and location of event, additional portable toilets may be required at renters' expense. If required on City property, the City may make arrangements for the delivery and pick-up of these items.

Trash & Recycling: Depending on size and type of an event, additional trash and recycling receptacles may be required at renters' expense. If required on City property, the City may make arrangements for the delivery and pick-up of the additional totes or containers.

A recycling plan will be required for events that serve food and/or beverages at any outdoor venue. (RCW 70.93.093)

Street Barricades & Road Signage: Depending on size, type and location of event, street barricades and street signage may be required at renters' expense. If required, the City shall make arrangements for the delivery and pick-up of these items.

Security: Security or Police officers may be required at the renters' expense based on one or more of the following: 1) if an event is open to the public; 2) the event may draw a large number of participants or spectators; 3) the event is serving alcohol. The City will make arrangements for this service.

Traffic Control: Police and/or certified flaggers may be required at the renters' expense for event traffic control at intersections and cross walks. The City will determine what type of traffic control will be required and will make arrangements for police services only. The renter, at their own expense, is responsible to secure certified flaggers if required.

First Aid: Depending on size and type of event a first aid station and/or EMT may be required at renters' expense.

Health Department Permits: The Renter is responsible to secure and post appropriate County Health Department permits as may be required of them (event organizer) or other vendors/groups involved in the event.

Music & Entertainment: The playing of amplified music or other types of live entertainment may be limited at certain locations and must be in compliance with City Ordinance (8.36.050J). The City reserves the right to monitor, cancel or terminate a performance if it is not deemed suitable for public broadcasting. (Lewd behavior and excessive profane lyrics are deemed inappropriate and will not be allowed)

Tents & Canopies: Tents or canopies are allowed at some park locations. Tents used for food vendors are subject to the rules, regulations and inspection by the Fire Marshall. If canopies or tents are used, they must be weighted down, and not staked. Digging and/or driving stakes into the ground on City property is prohibited.

Signs, Banners & Stickers: Signs may be posted on sandwich board type structures only. Balloons can be used as a marker, and may be tied with string to a fixed object; however they cannot obstruct the view of any road sign. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground. The painting of any pavement or hard surface is prohibited.

Note: Stickers are not allowed to be distributed at any event held on park property. Failure by the event host and/or vendors to comply may result in the loss of the damage deposit and/or additional maintenance fees being assessed to the event for clean-up and repair of park amenities.

Parking: Vehicle access and general parking at most park sites is limited. All parking lots are public parking lots and cannot be reserved for a private function. All group users are advised and encouraged to car pool to the event and/or shuttle their participants from an authorized pre-arranged location.

Smoking: We encourage the public to not smoke in our parks. Each park has a designated smoking section for use by the public.

Alcohol: Alcoholic beverages of any kind are not allowed in any open park space. (exception: an authorized beer or wine garden as part of an approved event).

If an event is granted permission by the City to have a beer/wine garden, the event organizer must secure and post a "Special Occasion Liquor License" as required by the Washington State Liquor Control Board. The City of Battle Ground may have additional requirements based on the type of activity being conducted. Please allow at least 45 days for processing the application through the State.

Sale or Distribution of Food, Beverages,

Merchandise and/or Admission: It's illegal to sell, give-away or distribute food, beverages, goods or merchandise and/or charge admission for an event in any park without a City issued Special Event Permit or Special Use Permit. (Exception: the City of Battle Ground is a co-sponsor and/or partner of a community special event; the City has contracted with a vendor to provide such service or upon review and approval by the City with the issuance of a special use permit for commercial use).

A business, association, organization and/or event retail vendor is required to have a current City of Battle Ground business license in order to conduct business. A copy must be submitted along with the rental application.

Food Vendors: All food vendors must be self-contained and provide any and all items associated with the preparing, cooking and selling of food items. This includes, but is not limited to cooking units, utensils, food prep area, hot and cold food/beverage storage, and those items necessary to meet health department requirements and local fire codes. Utility hook-ups (electrical and water) are limited, and may not be available in all areas.

Food vendors are responsible for the safe removal of coals, grease and/or any debris associated with their food booth. Vendors must provide a trash container for all debris to be appropriately disposed of.

POLICIES & GUIDELINES FOR USE OF PUBLIC PROPERTIES

Permit Holder Responsibilities:

☀ Each individual in the group (participants, spectators and event attendees) must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your permit being cancelled or terminated, and you

and your party being asked to leave the premises and/or be subject to legal action.

☀ Permit holder must provide general supervision and control over all activities, participants and event attendees to prevent personal injury or property damage.

☀ Permit holder must provide general clean-up of the premises, including the disposal of all trash into garbage totes or dumpsters provided.

☀ Permit holder must provide at their own cost additional event amenities as may be required by the City to safely accommodate the type of event being held and the anticipated number of event participants and attendees. Amenities may include, but are not limited to: garbage and recycling totes, portable toilets, hand wash stations, security, traffic control, first-aid station, etc.

☀ Permit holder or designee is to become familiar with the venue and overall condition. If using City property this includes a pre and post rental walk thru with staff and signing of the rental checklist as appropriate.

☀ Permit holder is financially responsible for any damage or repair to or the need for excessive cleaning of City property, park grounds and/or amenities that may be caused from the event.

Permit Fees & Charges

Permit fees are based on the event location, type, duration and additional services that may be required.

Events Using City or Park Property

General Special Event Permit Fees

Walks, Runs, Bike Rides & Parades

- \$100 permit fee

Festivals, Concerts and Sporting Events

- \$100 permit fee

Group Picnics & Block Parties

- \$25 permit fee

Photography & Videography Shoots, Movie Filming

- \$25 permit fee

Park Rental Fee for Events Charging an Admission Fee, Entry Fee or Participant Fee

- Without power: \$800 per day
- With power: \$1,200 per day
- Large scale commercial and/or multi-day events may require a separate negotiated rental contract

Park Rental Fee for Public Events That Do Not Collect an Admission, Entry Fee or Participant Fee

- Without power: \$600 per day
- With power: \$800 per day
- Large scale commercial and/or multi-day events may require a separate negotiated rental contract

Special Use Permit

- \$30 stage, amplified music
- \$10 per tent*
- \$25 inflatable bouncers
 - Must be commercial grade and staffed by the vendor during all operating hours

Special Use Permit for Commercial Use

All vendors must have a City of Battle Ground business license prior to conducting business. A copy of it must be on file with the Parks & Recreation Department.

- Conduct free promotions or give-a-ways of product, merchandise, food and/or beverages to the general public on City property.
 - \$25 per vendor, per day
- Retail sales of food, beverages, merchandise, services and/or charging an admission requires a permit fee of one or more of the following:
 - \$250 annual permit fee
 - 5% fee on gross revenue collected during the event
 - \$25 booth fee per vendor, per event.
Not required if part of a large scale or commercial event paying the daily rental fee

Additional Fees

- Trash totes and/or recycling containers at current rental rate
- Portable toilets at current rental rate
- Street barricades and street signage at current rental rate
- Utility hook-up, \$50 per hook-up
- Police services based on current billable rate
 - 2 officer minimum
 - 3 hour work minimum per person.

- Park Maintenance and/or Public Works staff at current billable rate.

Non-Profit Discount

- Non-profits will receive a 50% discount on a general special event permit fee only for events that are held using City/Park property. Discount does not apply to any other fees and charges.

Damage Deposit Fees

Concerts, Performances & Festivals

- Up to \$2,500

Walk, Runs, Bike Rides & Parades

- Up to \$1,000

Sports Events

- Up to \$1,000

Photography, Videography & Movie Filming

- Up to \$1,000

Block Parties & Group Picnics

- Up to \$100

Public Events Held On Private Property

General Special Event Permit Fees

Festivals, Concerts, Outdoor and Business Events

- \$50 permit fee

Additional Fees

- Police services and/or Traffic Control based on current billable rate
 - 2 officer minimum
 - 3 hour work minimum per person.
- Maintenance, Street or Utility Services
 - Park Maintenance and/or Public Works staff services at current billable rate.