



# BENTON COUNTY PARKS EVENT APPLICATION



**FOR OFFICIAL USE ONLY**

## EVENT AUTHORIZATION

Park Use Permit

Contract

### Non-Conformance Requirements

- Street closure permit
- Noise ordinance waiver
- Special camping permit

### Additional Requirements

- Business license (for vendors)
- Banquet permit (alcohol served)
- Special occasion license (alcohol served)
- Health permit (dispensing food)
- State electrical permit (pigtail leads)
- Tent and canopy inspection (Fire Marshall)

## INSTRUCTIONS

Complete and submit this form a minimum of two weeks prior to the event date using the "submit" button at the end of the application. If you cannot submit electronically, deliver to the Benton County Parks Department by mail or in person at 7122 West Okanogan Place, Kennewick, Washington 99336 for activities. Incomplete forms will not be accepted.

## CONTACT INFORMATION

Name of event: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Name of person in charge: \_\_\_\_\_  
 (FIRST/ MIDDLE INITIAL/LAST)

Date: \_\_\_\_\_  
 Non-profit ID#: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Email: \_\_\_\_\_

Mobile phone: \_\_\_\_\_  
 State, ZIP: \_\_\_\_\_  
 Fax: \_\_\_\_\_

### Alternate authorized contacts:

Name: \_\_\_\_\_  
 Name: \_\_\_\_\_

Phone: \_\_\_\_\_  
 Phone: \_\_\_\_\_

## EVENT INFORMATION

Event description: \_\_\_\_\_  
 Event location: \_\_\_\_\_  
 Event date(s): \_\_\_\_\_  
 Time requested (includes setup & take down): \_\_\_\_\_  
 Time of event: \_\_\_\_\_ TO \_\_\_\_\_  
 Number of people expected: \_\_\_\_\_  
 Map Attached?  Yes  No

## EVENT DETAILS

Will merchandise be sold?     Yes     No    *\*A current business license is required for each vendor.*

**As a general rule, alcohol is not allowed in any of the County parks. Any allowed alcohol services would be to restricted areas, under the rules outlined below.**

Will alcohol be served?     Yes     No    *\*A banquet permit must be obtained from the Washington State Liquor Control Board. Liquor Liability Insurance is mandatory. A permitted alcohol server, at least 21 years of age, and a copy of the alcohol server's Class 12 or 13 Permit issued by the WSLCB is required. NO self-serve of any type is allowed.*

Will alcohol be sold?     Yes     No    *\*A Special Occasion License must be obtained from the Washington State Liquor Control Board. Liquor Liability Insurance is required.*

If yes, name of entity: \_\_\_\_\_ State Liquor Permit Number: \_\_\_\_\_

Will food be dispensed?     Yes     No    *\*A Health Permit may be required from the Benton Franklin County Health Department*

Is power needed for the event?     Yes     No    *\*If existing power outlets are used, NO permit is required. Any hookups requiring wiring into the equipment by "pigtail leads" or loose end wiring requires a State Electrical Permit and inspection*

Is the event open to the public     Yes     No    If yes, is admission being charged?     Yes     No

Is this an event involving political or religious activities, intended primarily for the communication or expression of ideas?     Yes     No

**Will the event use any additional services?** If yes to one or more of the items below, a map must be provided showing the locations of such items in the park. These locations are subject to approval by Parks & Recreation staff. **VEHICLES ARE NOT ALLOWED OFF OF DESIGNATED ROADS OR ON THE GRASS UNLESS SPECIFIC PERMISSION IS OBTAINED FROM THE PARKS DEPARTMENT.**

Catering?     Yes     No    Name of caterer: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
*\*Caterer is responsible for complying with all Public Health regulations.*

Inflatable Toys?     Yes     No    Name of toy provider: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
*\*Adult supervision is required at all times during operation of inflatable toys.*

Tent/Shade Canopies?     Yes     No    Name of shade provider: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
*\*Permit is required from Fire Marshall for tents over 200 sq. ft. or canopies over 400 sq. ft.*

Portable Staging?     Yes     No

Temporary Fencing?     Yes     No

Other:

## NON-CONFORMING USES

Some desired uses associated with your event may be restricted by County Code or park rules. In certain cases, waivers may be granted. Please be as specific as possible in describing your request below; and be advised that requests for non-conforming uses may take more time to process.

### **Camping**

Within the County parks, camping is allowed only at Horn Rapids Park, at designated spaces within the established Campground and Horse Camp. Under certain circumstances, temporary camping (RV or tent) may be allowed at other locations. Each request will be evaluated on a case-by-case basis.

### **Street Closure**

The Parks Department will confer with the Benton County Sheriff and Public Works Department regarding street closure requests.

### **Noise Ordinance Waiver**

Events involving amplified sound may require a waiver of the County's noise ordinance, which must be issued by the Board of County Commissioners.

- Type of request:
- Special camping permit
  - Street closure permit
  - Noise ordinance waiver
  - Other

Please describe your request in as much detail as possible:

## TERMS AND CONDITIONS

1. The event sponsor (Permittee) shall indemnify, hold harmless and defend the Benton County, its officials, agents and employees from the payment of any sum or sums of money, and from claims, actions or suits including defense costs, growing out of injuries to persons, including death or property damage, caused by or resulting from the event. The Permittee will provide liability insurance for the event with the County being additionally insured.
2. Once approved by the County, this permit shall only be effective for the specific event on the listed date and time.
3. The Permittee shall maintain a good order amongst participants and spectators. If, in the sole determination of the County, the event becomes unruly, a public disturbance or there is a danger to the public, the County may immediately revoke the permit and close the event
4. If in the County's determination it finds that any terms or conditions of the permit are being violated, the County may revoke the permit and close the event. All costs incurred by the County due to the closing of an event shall be the responsibility of the Permittee
5. The County reserves the right to add, delete, or change conditions if the County determines it necessary to protect the general health, safety, or welfare of the public.

## TERMS AND CONDITIONS (continued)

6. Emergency access must be maintained throughout the event area at all times.
7. The Permittee shall adhere to additional terms and conditions as determined by the County after its review of the permit.
8. Prior to the event, signs will be posted to warn citizens of any “no parking areas” if parking is generally permitted in such area.
9. If applicable, written permission is required from landowners or businesses to use their parking lots for event participants, workers, support personal and onlookers.
10. No parking shall be allowed on unpaved grounds unless prior written permission is obtained from the landowners and the area is cleared of any hazards and debris, and appropriate dust control measures are provided for the event per the Benton County Clean Air Authority requirements.
11. The Permittee is responsible for costs to stage the event including but not limited to: traffic control, signs, barricades, cones, flaggers, security, set-up, clean-up, insurance, parking, dust control, and similar obligations.

### STREET CLOSURES, BLOCK PARTIES AND PARADE PERMITS

12. If required, traffic control plan(s) must be submitted by the Permittee and approved by the Public Works Department a minimum of thirty (30) days prior to the event.
13. All traffic control devices and their use shall be in accordance with the latest revisions of the Manual on Uniform Traffic Control Devices as adopted by the State of Washington. The Permittee shall be responsible for the proper placement, positioning, installation, maintenance, and removal of all the items prior to, during, and following the event. All persons flagging will be certified and will wear required reflective vests.
14. All landowners, businesses and residents having direct or sole access to the street(s) to be closed must be notified prior to the event by the Permittee and an acceptable means of access must be maintained for those requesting access during the event.
15. If determined necessary by the County, the Permittee shall be responsible for providing a minimum of two (2) notices in the local paper about the event and road closure. One notice shall be provided a maximum of seven (7) days prior to the event and a second notice on the event day.

## FEES AND CHARGES

Benton County does not charge fees for general day-use of parks. There are standard fees at Horn Rapids Park:

1. Rental of Meacham Hall is \$50 per day.
2. Rental of Campground sites are \$25 per day for an RV, \$15 per day for each tent (maximum of 2 tents per site).
3. Rental of the entire Campground area at Horn Rapids for uses other than camping is at the full RV rate of \$440 per day (\$20 per site x 22 sites).
4. If the entire Campground is rented – either for camping or not for camping – the fee for use of Meacham Hall on the same day is waived.

Special events dictate special circumstances. Requests to close-off entire sections of parks for exclusive use that are otherwise open to the general public will mandate specific rules for those closures and perhaps fees that will be determined by the Parks Department. Fees may also be applied to events that include an overnight component, the need to store equipment or material at a park for an extended time, when particular impacts from the event can be expected, or when there is a need for specific additional assistance from County personnel. A damage deposit or bond may also be required, again depending on the nature of the event. There should be enough information contained within this application for the Department to make said determinations; or, if more information is required, a representative from the County may contact you to discuss the matter.

## ACKNOWLEDGE RECEIPT OF RULES AND REGULATIONS

Waivers and Guarantees (initial each item below):

\_\_\_\_\_ Applicant has read the rules, regulations, terms and conditions and agrees to abide by and enforce the same.

\_\_\_\_\_ Applicant agrees to all other rules, regulations, laws or statutes that apply to this event which have been or may be established by the County, State or Federal governments.

\_\_\_\_\_ Applicant and any other persons, organizations, firms or corporations on whose behalf the application is made, by filing such application do stipulate, contract and agree that they will jointly and severally indemnify and hold harmless Benton County and its officers and employees harmless against liability for any and all claims for damage to property, injury to, or death of persons arising from the issuance of the permit.

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Name of Applicant (Please Print)

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Signature

Title

Date