Dear Special Event Applicant:

Thank you for considering Mercer Island for your special event. The City of Mercer Island strives to accommodate special events and assist with their success while ensuring there are no adverse impacts on the community at large.

This resource manual has been created to aid you with the preliminary planning stages of your event. Please complete the application in its entirety and be sure to include all additional requested enclosures such as maps when submitting your package. The City requires 30 days to review special event applications.

After reviewing the application, you will be notified of the preliminary acceptance and will be given a timeline outlining your review process. The Special Event Committee meets periodically, so your immediate return of the application will better assure you of a prompt response. If the Committee requires an event review with you, notification will be given at least one week before the meeting date.

A final permit will not be issued until the event has been approved by the Special Event Committee, all required documentation such as insurance and enclosures have been obtained, full payment has been made, and all fulfillments of the check-off list have been met.

Thanks for your interest in the City of Mercer Island. We look forward to working with you to ensure the success of your special event. If you have any questions, please contact me at (206) 275-7873.

Sincerely,

Merrill Schadt
Facility Scheduler
City of Mercer Island
Parks & Recreation Department
2040 84th Ave SE
Mercer Island, WA 98040

Special Event Application Packet
DEFINITION OF A SPECIAL EVENT

Any temporary/ongoing activity that occurs on public (or possibly private) property that affects the ordinary use of parks, public streets, right-of-ways, sidewalks, traffic, etc. and/or generates considerable public participation. A special event is also defined as meeting any of the following criteria: (a) is reasonably expected to cause or result in more than one hundred twenty five (125) people gathering in a park or other public place; (b) is reasonably expected to have a substantial impact on such park or other public place; and (c) is reasonably expected to require the provision of substantial public services. The application/permit process ensures that the activity meets legal requirements, allows the City to adequately schedule needed public services, and alerts the affected neighborhoods and businesses, and recoups costs incurred during the event.

GENERAL PROCEDURES STATEMENT

Special events that occur on Mercer Island impact the citizens of specific neighborhoods as well as adjacent neighborhoods and businesses. Many Mercer Island residents participate in these events, but most do not. These events are allowed because of the willingness of neighborhoods and businesses to cooperate. However, the City of Mercer Island has set up a number of guidelines that restrict the use of certain venues in order to protect the livability of all Island residents.

The City of Mercer Island has established procedures that allow for advance planning and management of personnel, financial resources, and public property and roadways under its control. These procedures provide a system, common information, and basic ground rules, which allow the City and special event producers to achieve their mutual goals.

SPECIAL EVENT GUIDELINES

The City of Mercer Island recognizes the contribution of special events to the city’s attractiveness for residents, tourists, and businesses. However, a permit for assemblies is required under Mercer Island City Code. It is unlawful for any person to hold, sponsor or participate in any organized assembly without first giving to the director, notice thereof and obtaining there from, his written permission to do so (MICC 9.30.110).

You will need a Special Event Application from the Facility Scheduler for any type of event planned in a park or public place when one or more of the following conditions exists: 1) Your group is larger than 125 people; 2) Your event requires police personnel for crowd or traffic control; 3) Your special event requires you to obtain permits from two (2) or more departments; and 4) Special circumstances deemed by the Facility Scheduler/Committee sufficient to require an application.

The Special Event Committee will review all requests and make a decision to permit the event based on the following criteria:

- Sponsorship (priority given to City of Mercer Island sponsorship)
- Event has local ties and/or interest
• Priority of non profit events over ‘commercial’ for profit events
• Avoiding duplication of events
• Number of events in a specific neighborhood
• Overall impact on street access and closures
• Consideration of day and date of event that might conflict with other activities (i.e. another special event, road work or construction project)
• Availability of support staff and city resources
• References
• History of an event
• Acceptance of other effected agencies

Please pay particular attention to the following park rules. Other rules may apply to your event.

• All garbage must be picked up and removed from the event location.
• All rented equipment of any kind must be removed at the conclusion of the event.
• The leash law is enforced. Visit www.mercergov.org/leashlaw for updates and information on the current leash law.
• Liquor, drugs, firearms, bonfires, and fireworks are prohibited in City parks.
• Briquette use only in PARK barbecue Grills.
• No vehicle or gate access is allowed unless specifically permitted. Permitted access will be reflected in the “additional fees” section of the special event permit/contract.
• All City ordinances and codes must be followed.
• Circuses and carnival rides (including live animal exhibits) are not allowed in City parks.
• Helium balloons may not be released as part of a special event.

SPECIAL EVENT SITE REQUIREMENTS

- **Pre Event Coordination** – provide and submit all necessary pre-event information and documentation including any communications with City staff and other affected agencies; and meet all event requirements and criteria in a timely manner.

- **Documentation of volunteer event staff** – provide information of organization or group providing volunteer services (individuals providing traffic control/monitoring and life guarding services must be over 18 years of age). This information needs to include the main contact’s name, address and phone number, the number of volunteers expected to be at the event and where they will be stationed. Documentation must be received no later than 2 weeks prior to the event.

- **Transportation/Parking Plan** – provide written plan for handling event parking for participants and spectators, and show any documentation pertaining to arrangements made with any transportation agencies such as Metro Transit, Sound Transit, DOT and City of Mercer Island Development Services Group that may be impacted by traffic reroutes and/or delays due to street closures. Contact names and numbers must be provided to the City of Mercer Island. These agencies will be contacted at the conclusion of the event for evaluation purposes. Documentation must be received no later than 2 weeks prior to the event.

- **Traffic Control Plan** – provide detailed plan of traffic control with map showing placement of traffic monitors and public safety officers in critical areas. This plan needs
to include an “Emergency Services Plan” (First Aid & Medical Assistance) showing a site diagram of the event for emergency access routes and a plan to mitigate fire & emergency medical emergencies. Volunteers must be over 18 years of age.

- **Security and Crowd Control** – any City requirements for uniformed public safety officers and/or other City Staff will be determined must be arranged by the event organizer. The cost of this service is the responsibility of the event organizer and can be arranged through the Police Department. Cost for off-duty police officers generally begins at $58/hour per officer.

- **Portable Toilets, Garbage and Sanitation Plan** – large events may be required to provide portable toilets and hand-washing stations for attendees. See the following pages for suggestions on the number of toilets to provide and contact information on ordering them. Garbage cans must be provided if existing park receptacles are not able to handle the large volume of waste created at the event.

- **Impacts to residents/neighborhoods, businesses, Metro Transit, Metro Access, Sound Transit, DOT and other agencies** – provide proof of any communications, letters, flyers, signage, news releases or newspaper ads informing these parties of the event and any impacts (traffic volumes, parking, detours, delays, etc.) that may affect them. This communication should be completed 4 weeks prior to the event.

- **Water Safety Plan** – a detailed water safety plan must be submitted for the swim portion of an event (i.e. Triathlons) or event where the lake will be utilized, with any corrective measures outlined in plan as required by the City of Mercer Island.

- **Food Service and Health Codes** – may be required to show department of health permitting for food preparation, handling and distribution. Please see [http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety.aspx) for further details and to begin the application process.

- **Concert Requirements** – may be required to provide a promotional CD or cassette music tape for screening; adhere to City Noise Ordinance and subject to post event evaluation.

- **Barricades, Traffic Control Devices, Portable Toilets, Garbage Receptacles & Removal** – must provide documentation in the form of a work order or an invoice that these equipment needs/services have been arranged by the event organizer. The City of Mercer Island does not provide any equipment rentals or staff to place any equipment in event locations. These expenses are the responsibility of the event organizer.

**AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The ADA requires the City of Mercer Island and public accommodations to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb cuts and restrooms; maintaining already designated parking and accessibility to restrooms for people with disabilities.
RESTROOM FACILITIES

Adequate and accessible restroom facilities are often limited or not available at special event sites including park and recreation facilities. The recommendation for provision of toilets is one restroom for each gender for every 200 persons. The International Portable Sanitation Association provided a chart below as a rough guideline for estimating the number of portable sanitation units that will be required for special events.

<table>
<thead>
<tr>
<th>Number of Hours for Event</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td># of People</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>0-500</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
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<tr>
<td>1,000</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>2,000</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>3,000</td>
<td>8</td>
<td>8</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>4,000</td>
<td>8</td>
<td>8</td>
<td>12</td>
<td>12</td>
<td>16</td>
<td>16</td>
<td>20</td>
<td>24</td>
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<td>28</td>
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<tr>
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<td>16</td>
<td>20</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>34</td>
</tr>
</tbody>
</table>

PARKING PERMIT FEE

There are parking limitation in accommodating major or large scale Special Events. Limited Special parking permits may be purchased at $11.00 per vehicle per day.

RIGHT OF WAY PERMITS

Right of Way Permits (R.O.W. Permits) are required for events held on public streets, sidewalks, walkways, certain public areas such as City sculpture gardens, or other areas that interfere with regular vehicular or pedestrian traffic. Examples of events requiring R.O.W permits would be triathlons, parades, walk-a-thons, sidewalks vendors, etc. A R.O.W application is included at the end of this packet for your convenience. Applications may also be obtained at City Hall or on our website: [http://www.mercergov.org/files/PERMITrow-fillin.pdf](http://www.mercergov.org/files/PERMITrow-fillin.pdf)

You may also obtain sample “traffic plans”, that are typically required to accompany the application, by visiting: [http://www.mercergov.org/files/TrafficControlBarricades.pdf](http://www.mercergov.org/files/TrafficControlBarricades.pdf)

R.O.W permits for most special events fall under the “miscellaneous” category. The fee for this category for 2006 is $117.00.
SPECIAL EVENT FEE SCHEDULE

Note: Fees are due, no later than fourteen (14) working days prior to the event. Additional permits/and or fees may be required.

<table>
<thead>
<tr>
<th>Anticipated Attendance</th>
<th>&quot;A&quot; No Entry Fee</th>
<th>&quot;B&quot; Entry Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 150</td>
<td>$150.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>151 – 500</td>
<td>$300.00</td>
<td>$1000.00</td>
</tr>
<tr>
<td>501 – 1000</td>
<td>$525.00</td>
<td>$1500.00</td>
</tr>
<tr>
<td>1001+</td>
<td>$800.00</td>
<td>$2000.00</td>
</tr>
</tbody>
</table>

NO ENTRY FEE IS BEING CHARGED:
Groups that do not charge a fee to participate in their event are charged at rates in column “A”. The fees charged to column “A” are based on the anticipated total attendance of the event.

PARTICIPANTS ARE BEING CHARGED:
Groups that charge participants a fee to participate in their event are charged at rates in column “B”. The fees charged in column “B” are based on the anticipated participation (registration numbers when applicable).

REFUND POLICY
The City of Mercer Island will refund your event fee if for any reason you are not able to fulfill your agreement. You must make your request in writing. You will receive the following percentage of the fee paid if….

100% - The City of Mercer Island cancels the event.
90% - You cancel no later than seven (7) days before the event.
70% - You cancel less than seven (7) days before the event.
0% - You cancel less than 24 hours before the event.

50% Same Day Cancellation: If by chance your event is cancelled at the time of the event due to weather, a natural catastrophe, or dangerous conditions to participants, you will receive a reduced refund. In most cases, in order to cover the cost of the City, this refund will be at 50% of the fee paid.
CITY OF MERCER ISLAND
SPECIAL EVENT INSURANCE REQUIREMENTS

BASIC SPECIAL EVENT:

☐ Evidence of appropriate insurance must be provided no less than thirty (30) days prior to the event.

☐ GL Limits must be at least $1,000,000 CSL per occurrence unless otherwise specified.

☐ The City of Mercer Island must be added as additionally insured via ISO endorsement forms CG 20 26, CG 20 12 or equivalent wordings. Note: The permit holders does NOT lease or rent premises from, or perform work for, the City, and additional insured language restricting coverage in this manner WILL BE rejected.

☐ Minimum limit for Commercial General Liability: $2,000,000

☐ Copy of the additional insured policy endorsement MUST be attached to the certificate.

☐ Send certificates of insurance and copies of policy endorsement to certificate holder:

The City of Mercer Island
2040 84th Ave. SE
Mercer Island, WA 98040

INFLATABLE TOYS/DUNKタンクS:
CGL Limits must be at least $2,000,000 CSL per occurrence.

AUTO LIABILITY:
If vehicles are used for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be $500,000 CSL each occurrence.

*You may purchase general commercial liability insurance through the Washington Cities Insurance Authority. Contact them at 206.575.6046.

NOTE: All limits and coverage may be adjusted to meet exposure determined by City Attorney.
SPECIAL EVENT CONTACT LIST

This list is provided for you in case your event will involve other agencies. You will be required to make the appropriate contacts, as your event requires.

**Washington State Dept. of Transportation (DOT)**
Phone: 206.440.4471

**Metro Transit Transportation – Construction Coordinator**
Phone: 206.684.2785

**Sound Transit**
Phone: 206.398.5044

**Seattle/King County Health Dept. - North**
Phone: 206.296.9791

**Allied Waste**
Phone: 425.646.2400

**AABCO Barricade or National Barricade Co.**
Phone: 1.800.559.6212 or 206.523.4045 or toll free 1.800.884.4045

CITY OF MERCER ISLAND CONTACT LIST

**Merrill Schadt, Facility Scheduler**
Phone: 206.275.7873

**Jason Kintner, Parks Superintendent**
Phone: 206.275.7872

**Scott Logsdon, Firefighter**
Phone: 206.275.7607

**David Jokinen, Operations Commander (Police)**
Phone: 206.275.7914

**Patrick Yamashita, City Engineer (DSG)**
Phone: 206.275.7722