



APPLICATION FOR PARADE OR PUBLIC ASSEMBLY PERMIT NEEDED FOR ALL SPECIAL EVENTS

(425) 333-4192
4621 Tolt Avenue Carnation, WA 98014
clerk@carnationwa.gov

Please complete this form and return the application with attachments as required to clerk@carnationwa.gov, at **least thirty (30) days before the event**. Applications will not be accepted unless they are complete.

Fee Schedule (Permit will be issued once fees are paid):

- Street and public right-of-way closures, on a weekend (per day): \$230.00
- Street and public right-of-way closures, on a weekday (per day): \$160.00
- Rental of City Grill (for up to 4 hours): \$150.00
- Food truck or similar use fee to be on-site (for up to 3 consecutive days): \$83.33

Please Note:

- Additional fees apply if City labor is needed for clean-up.
- Applicant is responsible for police or fire staffing if needed.
- Applicant is responsible for barricades for public right-of-way closures.

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| Name of Parade/Assembly: | |
| Type of Event: (Concert, Fair, Festival, Parade, Cycle or Race/Run, etc.) | |
| Date of Parade/Assembly: | |
| Hours of Parade/Assembly: | |
| Location of Parade/Assembly: (Street Address, or Intersection) | |
| Number of Spectators: | |

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| Number of Volunteers: | |
| Number of Participants: | |
| Number of Staff: | |
| Purpose of Parade / Assembly: <i>(Please attach additional pages as required to describe the purpose and activities planned during the event.)</i> | |
| Types and sources of noise generated / plans to mitigate noise: | |
| Description and location of parking provided for participants: <i>(Please attach parking plan.)</i> | |
| Plans for notifying businesses and/or residents who will be impacted by your event: | |
| Plans for Bathroom use (Toilet to spectator ratio): | |
| Has this event been held before? If so, when, and where? | |
| Provisions for Sanitation and Cleanup: <i>(Note: applicant is responsible for cleaning up the area and removing all refuse and recycling)</i> | |
| Public Safety and Emergency Planning: Describe the use of public safety personnel and use of paramedics for events larger than 300 attendees | |

REQUIRED DOCUMENTS CHECKLIST:

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| | Detailed Site Plan This document should outline the <i>dimensions</i> and <i>placement</i> of the following if applicable: street / PROW closures, emergency exits, structures (stages, tents, etc.), bathrooms, and parking. |
| | Timeline |
| | Proof of Insurance with City of Carnation as Certificate Holder |
| | Special Washington State licenses or permits , if applicable https://lcb.wa.gov/licensing/special-licenses-and-permits |
| | Hold Harmless and Indemnification Agreement <ul style="list-style-type: none">• On page 6 of the application packet |
| | Contract for public safety and emergency response <ul style="list-style-type: none">• Required if the event is larger than 300 attendees.• King County Sherriff's Office information is included on page 7 of the application packet. |

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| Primary Contact Name: | |
| Phone Number: | |
| Email: | |
| Signature and Date: | |

CODE CONSIDERATIONS

* All vendors cooking or heating food must comply with King County Health Department regulations.

Municipal Code Definitions

8.22.10(C) - "Parade" means any march, demonstration, procession or motorcade consisting of persons, animals, or vehicles or a combination thereof upon the streets, sidewalks, parks or other public grounds within the city with the intent of attracting public attention that interferes with the normal flow or regulation of traffic or pedestrians upon the streets, sidewalks, parks or other public grounds. (Ord. 628, 2001)

8.22.10(E) - "Public assembly" means any meeting, demonstration, picket line, rally or gathering of more than twenty-five (25) persons for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic or occupies any public area in a place open to the general public. (Ord. 628, 2001)

Carnation City Fire Code

IFC Section 105.6 amended. Section 105.6 of the 2018 International Fire Code is amended with added subsection to read as follows:

105.6.30 Mobile food preparation vehicles. A permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP- gas systems or CNG systems. Valid operational permits issued by any King County Fire Agency are recognized provided that the vehicle and appliances are maintained in accordance with the conditions of the permit. Food Trucks are required to have an Operational Permit under the 2018 International Fire Code and must comply with the Regional Fire Marshals Food Truck Inspection Form. The form can be found at www.kingcountyfirechiefs.org choose the Documents tab, then Fire Marshals Public Documents, then Food Trucks.

Tent Code:

A Fire Department Permit is required for tents and membrane structures having an area in excess of 400 square feet, and canopies in excess of 700 square feet. A permit is required when the aggregate area of individual canopies exceeds 700 square feet when placed side-by-side without separation. Placing 700 square-foot canopy arrangements at least 12 feet apart is allowed without a permit. When a permit is required, an on-site inspection is required before the event can begin. As a general rule, if cooking or heat sources are planned, you must file for a permit.

Tents, canopies, membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame-retardant material in an approved manner. Membrane structures, tents and canopies shall have a permanent affixed label bearing the identification of size and fabric or material type.

Tents where cooking is performed shall be separated from other non-cooking tents, canopies or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. If a cooking device emits sparks or grease laden vapors (example: deep-fat frying), it must be separated from the tent/canopy by at least 20 feet. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are typically approved.

A portable fire extinguisher having a minimum 2A:10B:C rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or canopy where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type.

Please consult the City of Carnation municipal code for further information:

https://library.municode.com/wa/carnation/codes/code_of_ordinances?nodeId=TIT8HESA_CH8.22PAPUAS

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HOLD HARMLESS AGREEMENT

In consideration of the granting of a Parade or Public Assembly permit to the undersigned for encroachments and attachments situated upon a public right-of-way - _____ (*insert location*) which are more particularly described in the Parade or Public Assembly permit attached, the undersigned agrees to indemnify and hold harmless the City of Carnation, its appointed and elected officials and employees, from and against any and all liability, loss, cost, damage and expenses, including costs and attorney fees in defense thereof, because of actions, claims or lawsuits for damages due to personal or bodily injury, including death at any time arising out of the attachment and encroachment permitted upon _____ (*insert location*) by that certain Parade or Public Assembly permit dated _____, a copy of which is attached hereto.

This Hold Harmless Agreement shall not apply to negligence of the City of Carnation, its officials or employees.

Signed this day ____ of _____, 20____

By:

(Applicant's Signature)

(Printed Name)

Employment of Off-Duty King County Deputies for Parade and Public Assembly Events

If you are interested, at your expense, in hiring an off-duty officer for security or traffic control, please send an email to info@kcpog.com and include the following:

- Number of deputies needed
- Date and location (address/intersections) of event
- Start and approximate end time
- Name, address, phone, and fax number of the employer
- Name and phone number of who to check in with on

Please note that there is a four-hour minimum for each deputy.

Please contact the off-duty coordinator for current rates (info@kcpog.com).

Phone Number: 206-957-0934

Website: www.kcpog.com

Signature

Date

FOR STAFF COMPLETION
Department Review Parades & Public Assembly Permit

Event:
Permit #:
Date:

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| City of Carnation Signature: Date: | Comments/Conditions: |
| ESF&R Signature: Date: | Comments/Conditions: |
| KCSO Signature: Date: | Comments/Conditions: |