

Special Event / Temporary Use Checklist

The following documents are required for an application to be considered complete and eligible for review:

- A completed application submitted at least **forty five days prior to the event**. Incomplete applications will not be reviewed until all necessary information is provided, this may result in denial of permit based on inadequate review time.
- Application Fees (\$100 Special Event, \$50 Temporary Use. A Special Event at a City Park fee is \$100 plus Park Reservation Fees).
- A detailed site map including event layout and temporary structures (See below).
- For Parades or Closures of Sidewalks and/or Streets a Traffic Control Plan showing the proposed route of the event including assembly/disbanding locations. (See below)
- For all Special Event Applications: Proof of liability insurance naming the City of Kelso as an additional insured with a combined single limit of at least \$1,000,000 per occurrence, and \$2,000,000 aggregate, or other such amount as may be established by the City's insurance carrier. To obtain this insurance, contact your insurance agent or visit <https://gatherguard.com/> to obtain Event insurance. See our Event Insurance informational flyer for more details.
- For all Temporary Use Applications, proof of the property owner's permission to place the event on his/her property.
- If applicant is applying on behalf of an organization, a letter from the organization stating that the applicant is authorized to apply for the special event permit on behalf of the organization.

Site plan information:

Site map showing the following:

- Scale of drawing & north arrow
- Site area showing event boundaries & dimensions
- Width & name of adjacent street(s)
- Existing building location(s)
- Fire extinguisher location(s)
- Parking area/ parking space(s) / driveway(s)

If applicable:

- Interior Layout & dimensions (booth locations, seating locations, uses, aisle widths, etc.)
- Exit location(s)
- Crowd control methods
- Proposed fencing location(s)
- Proposed bleacher location(s)
- Proposed stage location(s)
- Proposed lighting location(s)
- Proposed areas of large assembly
- Proposed location of temporary buildings, structures, tents, etc. (including exterior decks/balconies - must show dimensions, setbacks, separation distances from other structures, existing site features, and exits)
- Proposed route of parades, marathons, triathlons, races, etc.
- Proposed activity locations (booths, amusements, rides, displays, etc. - must include dimensions and separation distances)
- Property Owner Authorization (if event hosted on private property)
- Location of onsite signage

- Location of propane / combustibles
- Other information as requested or that will assist in describing the proposed event

Traffic Control Plan (TCP):

Required if event is proposed to utilize any streets, sidewalks, or bike lanes (signs, barricades, and traffic control shall strictly conform to provisions of the "The Manual on Uniform Traffic Control Devices for Streets & Highways." TCP must include the following:

- Scale of drawing & north arrow
- Location of event
- Dates and hours or closure/restrictions
- Width & names of adjacent street(s) (include sidewalk & bike lanes, if applicable)
- Location & method of traffic, bike, and pedestrian control (barriers, cones, signage, detours, etc.)

Certificate of Insurance:

The City of Kelso requires insurance for all events and applicants must, at a minimum:

- Provide a certificate of insurance showing evidence of General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis which lists the City of Liberty Lake as an additional insured in the amount required by the City's insurance provider.
- Additional forms of insurance may be required depending on the types of activity plans.