



## CITY OF SNOHOMISH SPECIAL EVENTS GUIDE

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Thank you for choosing the City of Snohomish for your event destination! The Community Engagement & Strategic Initiatives (CESI) Team can help you through the application, permit, and planning process: [info@snohomishWA.gov](mailto:info@snohomishWA.gov).

This guide helps event organizers in the planning and production of a safe, well-organized, and compliant public event. Please refer to this guide to help answer any questions regarding rules and regulations, as defined by Snohomish Municipal Code (SMC) 5.10 (<https://snohomish.municipal.codes/SMC/5.10.010>).

A “special event” is defined as any activity which occurs upon public or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes but is not limited to fairs, festivals, carnivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, dignitary visits, and motion picture filming.

No person or organization may conduct a special event within City limits, as defined above, without an approved Special Event Permit from the City of Snohomish. **Permit applications must be received no later than 120 days prior to the start of the event.**

# APPLICATION PROCESS

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- **STEP 1: Submit a City of Snohomish Special Event Permit Application Request Form.**

Start by going to <https://www.snohomishwa.gov/411/Special-Event-Permit> and submitting a **City of Snohomish Special Event Permit Application Request Form**. By submitting an application request, you are officially requesting a date and a venue. Application requests are accepted up to 12 months in advance of the first day of your event and dates will be reserved no more than 12 months in advance. Due to the required resources for hosting a special event within the City, application requests must be received by staff at least 120 days or more in advance of the first day of your proposed event. Permit application requests received less than 120 days in advance of the event will be denied.

Note the *request* form is NOT the final *application* for a special event permit. An application can only be sent to you by City staff if you request one via the link above.

- **STEP 2: Staff will review your Application Request.**

You will be contacted within 15 business days if your application request is:

- Accepted, and staff will send you a City of Snohomish Special Event Permit Application; or
- Denied, and you will be notified of the reason and next steps.

All accepted application requests for an event will be posted to the City's web calendar as "PERMIT PENDING": <https://www.snohomishwa.gov/calendar.aspx?CID=25>.

- **STEP 3: Submit a City of Snohomish Special Event Permit Application.**

Note that this is not the same as *requesting* a permit application. Only completed special event permit applications submitted with all required information, documentation, and attachments will be reviewed and considered for processing by City staff.

- **STEP 4: Attend a Special Event Pre-Planning Meeting**

Once your special event permit application (including all required applicable information and attachments) has been received by the City, staff will contact you to schedule a pre-planning meeting. At least one event organizer representative is required to attend and provide a 5-to-10-minute overview of the full scope of your proposed event. The meeting will be scheduled and led by staff from the CESI Team and may include staff from various City departments, such as Public Works, Code Enforcement, and representatives from public safety agencies. You should be prepared to discuss all items marked on your special event permit application, including street closures, security plans, and high-risk activities.

For events that propose the use of a roadway for any purpose beyond vehicle access (e.g. parades, vendor fairs, etc.), event organizers will be expected to accompany staff for a physical "walk-through" of the area and sign a waiver. The purpose of the walk-through is to ensure that organizers are aware of any potential hazards that event participants could experience (tripping, falls, etc.) in the City right-of-way (streets, sidewalks, etc.) and accept the risk posed by those potential hazards.

## • **STEP 5: Special Event Contract\***

Per SMC 5.10.030(D), City Council approval is required for special events that impact City right-of-way AND:

- reoccur in one calendar year
- occur over more than three consecutive days
- OR are expected to draw more than 1,000 participants to within the City limits.

City staff will work with you to draft a Special Event Contract which will go before the City Council on consent at least 60 days prior to the first day of your event.

*\*Not all special events will require a contract.*

## • **STEP 6: Staff Review and Approval**

The special event permit application will be reviewed and representatives from any City department, the Snohomish Police Department, or Snohomish Fire District 4 may recommend conditions that are considered necessary to protect public health and safety.

Event organizers will have the opportunity to respond to all comments and conditions of the special event permit and/or special events contract in writing following the pre-planning meeting but no later than 15 business days after receiving comments and/or conditions.

“Administrative approval” of a special event permit for single events of a duration of one day or less, contained on a single site or involving no interruption of normal traffic flow or impact to City right-of-way may be administratively approved by the Mayor or their designee.

## • **STEP 7: Issuance of your permit**

Once all application requirements have been met, applicable fees paid, and meetings have taken place, staff will notify you via e-mail that your special event permit is approved. All approved special event permit applications (and contracts, where applicable) will be posted to the City’s web calendar as “PERMIT APPROVED”.

If the event requires a contract (see Step 5), an event organizer representative will be required to sign the contract *prior* to the first day of the event.

## • **STEP 8: Have a great event!**

To ensure the safety of event participants and the community, on-site inspections by City staff or other public agencies may be conducted, based on the conditions in your special event permit application and/or special event contract.

Permits may be summarily revoked at any time by reason of disaster, emergency, riot, or public safety risk as determined by at least two non-elected representatives of:

- The City, and/or
- A public safety agency (police, fire, emergency management, etc.), and/or
- The event organizer.

## • **STEP 9: Attend an event debrief.**

Event organizers will be expected to attend an event debrief to discuss what went well, what could be improved, and other considerations for future events. A report detailing the process, permits, safety considerations, and compliance may be issued.

## • **DENIAL OF PERMIT**

Per SMC 5.10.090, reasons for denial of a special event permit include, but are not limited to:

- The event will disrupt traffic within the City beyond practical solution.
- The event will create a likelihood of endangering the public.
- The event will interfere with access to emergency services.
- The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- The event will require the diversion of City resource(s) that would unreasonably affect the maintenance of regular City service levels.
- The application contains incomplete or false information.
- The applicant fails to provide proof of insurance.
- The applicant fails to obtain a City business license (if the applicant is a business).
- Inadequate provision for garbage and debris removal.
- Inadequate provision of temporary restroom facilities.
- Inadequate provisions for parking.
- The City and the applicant are unable to reach terms to sign a special event permit or a special event contract.
- The applicant or their designee does not attend pre-planning and debriefing meetings with City staff.
- Application for a special event permit was made less than 120 days in advance of the first day of the event.
- Applicants and/or event organizers do not adhere to the conditions and terms agreed upon in the special event permit and/or special event contract.

## • **APPEAL PROCESS**

Any event organizer who objects to the revocation or denial of a special event permit or application request may appeal for a review of the decision. Appeals must be submitted to the Director of Community Engagement and Strategic Initiatives within 10 business days of the date the applicant or event organizer was notified. Appeals must be made in writing (e-mail is acceptable) and include the grounds for appeal along with any documentation in support of the appeal. The Director will present the appeal to the City Administrator or their designee for review. The appeal will be reviewed, and every effort will be made to issue a written decision within 10 business days following receipt of the appeal.

# DEFINITIONS & TOPICS

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## ADMINISTRATIVE APPROVAL

“Administrative approval” of a special event permit for single events of a duration of one day or less that are contained on a single site and involve no interruption of normal traffic flow or impact to City right-of-way may be administratively approved by the Mayor or their designee.

## ALCOHOL

The City, along with the Washington State Liquor Cannabis Board (WSLCB), must grant permission for alcohol to be sold or consumed at public events.

It is unlawful to sell, possess, or consume alcoholic beverages of any kind in City parks.

The sale, service, and consumption of alcoholic beverages at sidewalk cafes is prohibited within the City unless permitted by the WSLCB and done in compliance with all applicable local, state, and federal regulations and laws, including RCW 66.24.380, WAC 314.05.020, WAC 314.05.030.

Event organizers must comply with WAC 314-20-018 and 314-24-175, and all other applicable laws, rules, guidelines, or requirements regarding alcohol sampling at the event. The event organizer will provide the City with all event organizer Beer/Wine/Mead/Cider Vendor Agreements at least 7 (seven) days prior to the event where alcohol will be sampled. Alcohol sampling is limited to beer, wine, mead, and cider.

Special Occasion Licenses may be requested by *bona fide* non-profit organizations from the WSLCB prior to holding an event at which alcohol is sold. Your event may require a different type of permit.

Please see the WSLCB website: <https://lcb.wa.gov/licensing/special-occasionlicenses> for additional information. A copy of the WSLCB license or permit must be received by the Snohomish Police Department no less than 15 calendar days prior to the event.

## AMERICANS WITH DISABILITIES ACT (ADA)

It is the event organizer’s responsibility to comply with all City, County, State and Federal accessibility requirements,

including the Americans with Disabilities Act (ADA). The ADA mandates equal access to facilities, services, and programs for persons with a disability. This includes providing a clear path of travel to and on ramps, sidewalks, maintaining designated parking, and accessibility to restrooms.

## AMPLIFIED SOUND/MUSIC/NOISE

Excessive noise is considered a public nuisance if occurring before 7:00 AM or after 10:00 PM. Event organizers should make every effort to keep volume levels low prior to the start of the event. Speakers should be directed downward and away from private residences and businesses. The public disturbance noise prohibitions as defined in SMC 8.16.010 constitute a civil infraction.

## ANIMALS

Event organizers shall ensure animals always remain tethered or contained. Animal waste shall be removed immediately. Animal exhibits must be located away from food preparation, serving, and eating areas. “Petting zoos” or other exhibits where people physically interact with animals are prohibited. Only trained staff are allowed to oversee an animal exhibit.

## BANNERS & TEMPORARY SIGNS

Any banners or temporary signs must adhere to the restrictions in SMC 14.245.075 (Temporary Signs). Banners may not be attached to any part of the Snohomish Carnegie Building without prior approval from City staff and as included in the Facility Use Agreement.

Non-profit organizations may make an online reservation requesting dates to install a banner at the Avenue D roundabout (north facing only) to promote a special event at <https://www.snohomishwa.gov/772/Roundabout-Banner-Reservation-Request>. Banners are reserved on a first come, first served no more than 14 days prior to the event date. Banners are to be supplied by the organization and must be 12’ x 4’ with wind slits and grommets. The temporary sign permit fee for displaying a banner is \$25 and roundabout banners are installed Monday through Friday only, excluding holidays.

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## CANCELLATIONS/CONTINGENCY PLANS

Events may be cancelled for any number of reasons. Event organizers should have a cancellation/contingency plan. When creating a plan, consider how participants will be notified ahead of time or upon arrival, whether the event be rescheduled, whether the event takes place using an alternate route or venue, whether registration fees be returned, and other logistics.

City staff will determine if contingency plans can be implemented based on the safety and welfare of event participants and impact on the community and public.

Permits may be summarily revoked at any time by reason of disaster, emergency, riot, or public safety risk as determined by at least two non-elected representatives of the City, and/or a public safety agency (police, fire, emergency management, etc.), and/or the event organizer.

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## CENTENNIAL TRAIL

The 30-mile Centennial Trail starts in Snohomish and ends in Skagit County, north of Arlington. The City only manages the portion of the trail that runs from First Street to Pine Avenue and adjacent to Maple Avenue to the eastern boundary of the City. Use of the trail for a special event outside of this area requires approval by Snohomish County.

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## EVENT HOURS

Event hours, including set-up and tear down, will be limited to the times outlined in the special event permit application. All road closure barricades will be staffed during event hours and closures will remain in place until the end time listed on the special events permit application or when all roadways are cleared of pedestrians, and it is determined by the Traffic Control Supervisor that it is safe to do so.

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## FEES

A cost estimate for your event will be provided, by way of an event invoice, after a complete application has been submitted and reviewed by the City. Fees are due at least 10 days in advance of the event. Permits will not be issued until fees have been paid.

Post-event, event organizers will reimburse the City for actual costs of supplies, labor or services furnished by the City not addressed in a special event contract or permit within 30 days of mailing of a final bill by the City.

**APPLICATION FEE:** A non-refundable application fee shall be charged for all special events. The application fee is due at the time of application.

**DAMAGE DEPOSIT:** A refundable fee that may be returned to the event organizer if all conditions of the special event permit (and contract, if applicable) are followed.

**OTHER FEES:** All other fees associated with special events and providing support services, including but not limited to other permits and licenses, park use and facility fees, utilities, off-duty officers and support staff, signage, and equipment, are in addition to the application and special event permit fees.

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## FIRES/OPEN FLAMES

Per SMC 9.98.010, it is unlawful to build a fire in any park or playfield owned by the City, or on any sidewalk, street, alley, lane, public right-of-way, or under any bridge or viaduct, or in any other public place to which the general public has access

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## FIREWORKS

Per SMC 5.54.020, a City Fireworks Permit is required for the sale of fireworks within City limits. No consumer fireworks may be sold within the City except from 9 AM to 10 PM between July 1-4 and between December 27-31 of each year.

Fireworks may only be discharged between 9 AM to 10 PM on July 4 and December 31. Commercial and public fireworks displays/shows require a state license as defined in Chapter 70.77 RCW and a permit from Snohomish Fire District 4.

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## FLOOD LIGHTS

When security lighting is required the event organizer must select, place, and direct light sources so that glare produced by any light source does not extend to adjacent properties or to the right of way.

Outdoor lighting used for security purposes or to illuminate walkways, roadways, equipment staging, and parking lots may remain on after 10:00 PM provided that light fixtures are mounted to a maximum of 12 feet high in a City park, and a maximum of 20 feet high in open air parking areas.

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## FOOD/BEVERAGES

The event organizer will ensure that all food booths and vendors have the necessary city, county, and state permits

required for handling food or sales, including but not limited to food handling permits, business license, and state UBI number. The Snohomish County Health Department may perform operating inspection at food vendor booths.

The event organizer will ensure vendors use filter socks for storm drains and catch basins for any gray water or grease.

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## FREE SPEECH

During permitted special events conducted on public property, individuals unassociated with the event can circulate and hand out leaflets, gather initiative or petition signatures and engage in other forms of free speech without a permit.

Individuals and groups cannot interfere with the rights of others to enjoy an event, park, public sidewalk or interfere with pedestrian or auto traffic, or violate other laws.

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## GAMBLING, BINGO, RAFFLES & GAMES OF AMUSEMENT

Bingo, raffles, amusement games, punchboards, pull tabs, and fundraisers may be permitted per SMC 5.52 and RCW 9.46.

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## GARBAGE/WASTE MANAGEMENT

For events held in the Historic District, event organizers may use the existing trash cans and liners to collect garbage. Upon request, event organizers may arrange for additional trash containers (carts) to be delivered by Republic Services and picked up after the event at no additional charge to the event organizer or the City. Requests to Republic Services for this service must be made at least 15 business days in advance.

All temporary containers must be removed from the special event area by the tear down times listed on the special event permit. The event organizer will ensure all solid waste containers are placed on property and approved as such containers by the City. The event organizer will provide immediate clean-up of any spilled containers. If garbage demand exceeds onsite capacity, the event organizer will be required to provide additional service for solid waste.

If the event organizer does not utilize Republic Services, all garbage collection and service will be handled and paid for by the event organizer, as well as any damage to existing trash cans and liners.

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## INSPECTIONS

The event organizer will coordinate with the Department of Labor and Industries for any electrical inspections and permits.

The Snohomish County Health Department may perform operating inspections at food vendor booths.

All use and configuration of structures, booths, and other permanent or temporary facilities used in the event will be limited to the right-of-way as permitted and may be inspected and reviewed as needed by the City Building Official or their designee. During the term of the event, inspections by the City Building Official may be required as needed. All private and public property utilized for the event may be inspected by the City Building Official. The inspector(s) will note all potential problems and the Event Organizer will correct all problems or will remove facilities if they fail to meet requirements. The Event Organizer may pay a special event inspection fee for the Building Official. The City in accordance with lawful authority under statute or ordinance may use its discretion to cancel such event or to prohibit the attendance of the general public in certain areas where there appears to be a threat to life, health or property.

Following each event, a final inspection of all event areas permitted for use by the event organizer may be conducted by the Parks and Facilities Supervisor or other City staff to determine if areas are clean and returned to their original condition.

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## INSURANCE

The event organizer will provide a Certificate of Insurance with Endorsements, to the City Clerk no later than 30 days prior to the first occurrence of the event evidencing commercial general liability insurance written on an occurrence basis with limits of no less than \$2,000,000 combined single limit per occurrence and \$3,000,000 aggregate for personal injury, bodily injury and property damage and evidencing automobile liability insurance covering all owned, non-owned, hired and leased vehicles on an occurrence basis. Coverage will be at least as broad as Insurance Services Office (ISO) form CA 00 01. The automobile liability insurance amounts will be a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The City will be named as an additional insured on all insurance policies and a copy of the endorsement naming City as additional insured will be attached to the Certificate of Insurance using ISO Additional Insured

endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage. The insurance policy will contain a clause stating that coverage will apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. The insurance will be at least as broad as ISO occurrence form CG 00 01 and will cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance will be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There will be no exclusion for liability arising from explosion, collapse, or underground property damage.

Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they will be primary insurance as respects the City. In the event that the event organizer receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the event organizer will immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

If the event organizer maintains higher insurance limits than the minimums shown above, the City will be insured for the full available limits of Automobile Liability and/or Commercial General and Excess or Umbrella liability maintained by the event organizer, irrespective of whether such limits maintained by the event organizer are greater than those required by this Contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the event organizer. The event organizer's maintenance of insurance, its scope of coverage and limits as required herein will not be construed to limit the liability of the event organizer to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. The event organizer will procure and maintain insurance, as required in this Section, without interruption from commencement of the event organizer's work through the term of the special event Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

All insurance provided by the event organizer is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

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## LOST & FOUND

Event organizers must have a Lost & Found process in place and a Lost Property Report template for each event. The City does not assume responsibility for any lost property.

A lost property report should include the following information:

- date and time it was found (or lost)
- description of the item
- where it was found (or lost)
- where will it be taken to post event
- Name of who found the property and handed it in (not mandatory if not a staff member or volunteer) OR name and contact information for the person who lost the property.

Items of value (wallet, purse, phone, jewelry, identification, car keys) should be taken to the Snohomish Police Department station with a copy of the Lost Property Report.

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## NOTIFICATION & NEIGHBORHOOD IMPACT

Events with a proposed street closure or impacts to right-of-way require a communications plan for notifying impacted merchants, residents, and businesses prior to the event.

**For events held in the historic district, Event Organizers must notify the Manager of the Historic Snohomish Downtown Association when a Special Event Permit Application Form is submitted to the City:**  
[www.historicdowntownsnohomish.org](http://www.historicdowntownsnohomish.org).

All written notifications should include event name, date, street closures, timeframe of expected impacts, alternate routes/detours, special instructions, event contact name, and phone number. Prior to publication and distribution, a draft copy of each notice must be pre-approved by the City. Event organizers are required to complete direct and general notification no less than 30 days in advance of the event.

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## PARKING & TOWING

Event organizers will ensure that a traffic plan includes clearly posted temporary parking restriction/no-parking signs for the event. The event organizer is authorized and responsible for arranging for the towing of vehicles violating the posted event parking restrictions. The event organizers may use any towing company with a current business license with the City of their own choosing for

event towing purposes. Event organizers will be responsible for all towing appeals made by the parties who may have violated the parking restrictions/no parking notification. All “no parking signs” must include the date and duration of the parking restriction and the name and contact information for the towing company.

The event organizers will contact all businesses and residents impacted by the day-of event street closures (See Notification). If street closures include the intersection of First Street and Cedar Ave, the event organizers will inform residents at the Cedar Ave cul de sac and Maple Avenue (south of First Street) that they may park at the Snohomish Carnegie Building and provide them with either providing parking permits for parking or a system to monitor who parks in the Snohomish Carnegie Building lot during the event.

Public parking areas should remain available to the public if there are no road closures. Shuttle services are available for event organizers to minimize impacts on general parking and traffic circulation in the vicinity of the event.

If the event does not require a traffic control plan, event organizers should provide an outline of where event personnel, vendors, volunteers, and sponsors will park. In addition, if proximate parking cannot support anticipated event attendance, how the event will accommodate those needs. Plans should encourage alternate forms of transportation, such as: carpool, walk, bike, or bus: <https://snohomishcountywa.gov/1593/Transportation>.

Event organizers should accommodate space for ADA and disability parking.

Temporary bicycle parking racks adequate for the size of the event may be required at the expense of the event organizer.

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## POTABLE WATER/WATER SOURCES

Event organizers, volunteers or staff may not connect to any public water sources and are responsible for supplying water at their cost.

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## POWER SOURCES

Event organizers are responsible for providing electric power to their special event at their cost. For events near the Snohomish Carnegie Building, event organizers may use the outside power outlet at the Snohomish Carnegie Building, with charges determined by staff on an event-by-event basis. A backup power source is strongly recommended as the City is not responsible for power

failures and staff will not be available to respond immediately to power-related issues.

Power sources provided by the event organizer will be self-contained and comply with the National Electrical Code. Ground-fault protection for personnel on all temporary wiring installations is required. All extension cords will be grounded. Flexible cords/cables will be protected from accidental damage. Sharp corners and projections will be avoided and cords/cables passing through doorways or other pinch points should be protected to avoid damage. Where cords and/or cables cross public walkways, channel cable protectors must be used, or cords may be supported at a height of no less than 8 feet. Generators will be separated from temporary structures, tents, and canopies by a minimum of twenty feet and be isolated from contact with the public by fencing, enclosure or other approved means. The event organizer will coordinate with the Department of Labor and Industries for any electrical inspections and permits.

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## RESTROOMS/SANITATION STATIONS

The event organizer will provide and maintain the appropriate number of portable toilets and handwashing facilities that are marked on a map submitted with the special event permit application. For events held over a weekend in the historic district, the public restrooms on First Street will be closed by City staff and event organizers will provide a portable toilet and handwashing facility at this site.

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## REUNIFICATION

Event organizers will include a reunification plan in the Safety Plan for lost children or vulnerable people to the Snohomish Police Department.

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## SAFETY PLAN

Event organizers are required to submit a safety plan to the Snohomish PD and Snohomish FD4. Always call 9-1-1 for medical and other emergencies first, then report to the event organizer and/or designated event official.

The safety plan and map must include:

- Emergency Command Center – Location.
- Rally/Reunification sites – Location.
- Primary and Secondary Event Contacts – Identify those who have authority to cancel and/or modify event activities, along with day of event contact information.

- First-aid plan – Include number and location of first aid kits/stations, heating/cooling stations, aid vehicles, number of medical personnel, number and location of fire extinguishers, etc.
- Risk Factor Thresholds – Identify thresholds which will result in cancellation of an activity or entire event. Examples include wind speed, lightning, poor air or water quality, water main break, police activity, serious injury or fatality, fire/explosion, etc.

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## SALES/BUSINESSES LICENSING/VENDORS

The Event Organizer will ensure that all vendors have the necessary city, county, and state permits required for handling food or sales, including but not limited to food handling permits, business license with City of Snohomish endorsement, and state UBI number. For more information on the City’s business licensing requirements, please visit <https://snohomishwa.gov/119/Business-Licenses>.

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## SITE MAPS

All events are required to submit a detailed site map which includes:

1. Name & date of event
2. Outline of the entire event venue
3. Names of park, facility, streets
4. 20’ emergency access lane\*
5. First aid facilities
6. Command Center
7. Equipment including, but not limited to alcohol service areas (beer gardens), bicycle parking racks, bleachers, canopies, cooking areas, dumpsters, emergency exits, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents, vehicle displays, etc.
8. A legend which includes dimensions of all temporary structures.

**BEER/WINE GARDEN (ALCOHOL SERVICE AREA):** If a beer/wine garden is part of the event, attach a separate map showing the following:

1. Name of event, date(s), public hours
2. 20’ emergency access lane\*
3. Garden dimensions (single 6’ high fence or two fences 42” high and separated by 6’)
4. Entrances & exits (emergency access & egress)  
Equipment including, but not limited to bicycle

racks, bleachers, chairs/tables (size & total #), cooking areas, dumpsters, fencing, generators, grandstands, inflatables, performance stages, platforms, portable toilets, power sources, scaffolding, signs, staging areas, tents/canopies, vehicle displays, etc.

5. Include a legend and dimensions of all temporary structures.

See the “Alcohol” section of this guide for more information.

**\*A 20’ emergency access lane to structures and fire protection systems must be maintained at all times from set-up to break-down.**

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## SNOHOMISH CARNEGIE BUILDING & GROUNDS

Located at 105 Cedar Ave in the heart of historic downtown Snohomish, the 1910 landmark features dramatic interior and exterior architecture, and a plaza for expansion of events to the outdoors. The Snohomish Carnegie Building is registered with the Washington State and National Register of Historic Places.

**Reservations:** Reservations for use of the Snohomish Carnegie Building are required and offered on a first come, first served basis with a maximum of one-year advanced reservation. Rentals must be reserved a minimum of 90 days before the start of the proposed event.

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## TEMPORARY STRUCTURES/TENTS/CANOPIES

Temporary structures and uses shall conform to structural strength, fire safety, means of egress, accessibility, light, ventilation, and sanitary requirements as necessary to ensure public health, safety, and general welfare.

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## TRAFFIC CONTROL PLAN

Events which impact the normal flow of traffic will adhere to MUTCD guidelines, and have an approved traffic control plan, including 72-hour posting of street closures and event parking. The event organizer is to ensure all staff at barricades are in a high visibility traffic safety vest and remain at the barricade for the duration of the event. A certified traffic control supervisor is required onsite for the duration of the event.

Traffic Control Plans will be reviewed and approved by City staff and the Snohomish Police Department and should include:

1. Traffic Control Map:
  - a. Name & date(s) of event

- b. Outline of entire event venue
  - c. Name of park and streets
  - d. 20' emergency lane
  - e. Road closures/traffic control devices (i.e., barricades, restricted parking, detour signage, etc.)
2. Emergency access lane/route(s)
  3. Staging area(s)
  4. Sign drop off/pick up dates and time
  5. Timeframe for closures

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## VEHICLE DISPLAYS/CAR SHOWS

Event organizers should plan to stage vehicle displays on roadways. Vehicles may not be displayed, parked, or driven on public sidewalks, pathways, or lawn areas without prior approval.

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## VIOLATIONS/PENALITIES

A special event permit authorizes the event organizer to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the event organizer to violate the terms and conditions of the permit, or for any event participant to violate the terms and conditions of the permit, or to continue with the event if the permit is revoked or expired.

Event organizers who fail to comply with setup, cleanup, load-in or load-out requirements, may be assessed additional fees for cleanup, and repair of the special event area or route, and may be subject to a penalty.

Any violation may be subject to SMC 1.01.080 (Penalties for Violations) and denial by City staff of any future special event permit application requests by the event organizer(s).

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## VOLUNTEERS

To ensure a successful event, volunteers must have general knowledge of the schedule, event layout, what is expected of them, and how to handle emergencies. Communicating this information is key to a successful event.

When volunteers are minors, event organizers should be familiar with the Washington Department of Labor & Industries Prohibited Duties, Prohibited and Hazardous Employment – All Minors (WAC 296-125-030), and Prohibited and Hazardous Employment – Special Restriction for Minors Under the Age of 16 (WAC 296-125-033).

The following guidelines should be communicated to volunteers:

### All Volunteers:

- Proper protocol in the event of an emergency.
- Dress appropriately for the type of work assigned; all volunteers shall be identifiable by matching t-shirt or other means.
- No one under the age of 21 is allowed in age restricted areas, such as alcohol service areas (beer/wine gardens).
- Volunteers are prohibited from working under the influence of alcohol or illegal drugs.

### Garbage/recycle/compost/restroom Volunteers:

- Work gloves should be worn at all times. Never put hands or feet inside containers to make more room. Don't reach blindly into an area to remove litter.
- Carry bags away from the body to ensure hidden objects don't cause injury.
- Anything hazardous or suspected to be hazardous shall be disposed of in a separate container from normal trash. Do not touch hazardous materials with bare hands.

### Road closures/route monitors/parking attendants:

- Volunteers working in public right-of-way must be 16 years of age or older.
- All volunteers at barricades are required to always wear safety retro-reflective vests and remain at their assigned barricade for the entire duration of the event (or work with event organizers to schedule shifts of volunteers).